

PROATIA MANUAL



UNIFORUM SA

CO.ZA Administrators

Manual in terms of Section 51 of the Promotion of Access to Information Act no 2 of 2000
("The Act")

Version: 2006/04/25

IMPORTANT:

Section 50(1) of the Act states:

A requester must be given access to any record of a private body if-

- a. that record is required for the exercise or protection of any rights;
 - b. that person complies with the procedural requirements of the Act relating to a request for access to that record; and
 - c. access to that record is not refused in terms of any ground for refusal as contemplated in chapter 4 of the Act.
-

<i>General Details:</i>	
Name of Company:	UniForum SA
Registration number:	1988/04299/08
Introduction:	A company incorporated under Section 21 of the Companies Act, being the current administrator of the CO.ZA domain on the Internet.
<i>Contact Details:</i>	
Street Address:	CO.ZA House, Gazelle Crescent, Corporate Park, Midrand 1685
Postal Address:	P.O. Box 4620, Halfway House 1685
Phone Number:	+27 11 314 0077
Fax Number:	+27 11 314 0088
Contact Person:	Calvin Browne
E-Mail address:	legal@co.za
Website:	http://co.za

Section 10: Guide on how to use the Act.

Section 51(1)(b): The Guide referred to in Section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Promotion of Access to Information Act published under Government Gazette No 187 of 15 February 2002 set forth how the Human Rights Commission should make the Guide Available.

Availability of the Guide:

The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to:

The South African Human Rights Commission
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za

Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission. The Guide will provide you with clarity, in each official language, concerning:

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

Latest notice in terms of section 52(1)(a) + Section 51(1)(c)

UniForum SA has not published any notices in terms of section 52(2) of the Act.

Publicly available records

We set out the categories of records of UniForum SA that are already publicly available without you having to request access in terms of the Act:

1. Memorandum and Articles of Association (Registrar of Companies)
2. Contents of Register of Directors (Registrar of Companies)

Records of the Company that may be available in accordance with any other legislation

Section 51(1)(d):

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Customs and Excise Act No. 91 of 1964
- Labour Relations Act No. 66 of 1995
- Medical Schemes Act No. 131 of 1998

- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Usury Act No. 73 of 1968
- Value Added Tax Act No. 89 of 1991.
- SA Reserve Bank Act No. 90 of 1989
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Tax on Retirement Funds Act No. 38 of 1996

Request procedure and records that may be requested. Section 51(1)(e) and Section 53(2) Form of Request:

Every request must be submitted in the form prescribed by UniForum SA (Request Form) and should contain the information set out in paragraphs 1 to 6 below.

The office of the Communication Manager of UniForum SA has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the records, if known.

1. Provide sufficient particulars of the records required to enable UniForum SA to identify the record or records and the requester.
2. Indicate the form of access required.
3. Specify a postal address or fax number in South Africa, or an e-mail address.
4. Identify the right that you want to exercise or protect and give an explanation of why the requested record is needed for this purpose.
5. Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6. Give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to: **P.O. Box 4620, Halfway House 1685**

Or, you can fax it to: **+27 11 314 0088**

Or e-mail it to: **legal@co.za**

IMPORTANT: A request for access to records will only be deemed to have been made once the form has been received by our offices.

Types of Records: Section 51(1)(e)

We set out below a description of the subjects on which UniForum SA holds records and, below the subject headings, the categories of records held on each subject.

Company Records:

- Accounting, Finance and Taxation
- Company Secretarial and Administration
- Human Resources
- Information Technology
- Internal Policies and Procedures
- Legal and Compliance
- Operational
- Public and Corporate Affairs
- Research and Development
- Members
- Strategy

Customer-related Records:

- Customer Domain Name Records, Current and Historic.
- Customer Correspondence and Standard Forms
- Marketing Support
- Sales and Marketing

Other Records:

- Business Partners
- Consultants
- Contractors
- Directors and Officers

Other information as may be prescribed Section 51(1)(f): **N/A**

Availability of the manual Section 51(3)

- Copies of this manual are available for inspection at the offices of the Communications Manager of UniForum SA and copies can be made at a charge of R1,10 (one rand ten cents) per A4 page.
- Copies are also available on the website of UniForum SA located at: of <http://co.za>
- Copies are also available from the South African Human Rights Commission, and the Government Printing Works.

Prescribed Form for Requests: Section 53(1)

Requests for information must be submitted in accordance with the prescribed Request Form:

- Uploaded on the website of UniForum SA located at: <http://co.za> or
- Available upon request from the offices of the Communications Manager of UniForum SA.