

ADEPT INTERNET (PTY) LTD

Registration Number 1984/001310/07

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000

Introduction

Adept Internet (Pty) Ltd is an Internet service provider situated in Stellenbosch, Western Cape, RSA.

Section 51(1)(a)

Street address: First Floor, 20 Plein Street, Stellenbosch, 7600
Telephone: 0861133557
Facsimile: 0861100526
Electronic mail: accounts@adept.co.za

Section 51(1)(b)

The manual contemplated in terms of section 10 of the Promotion of Access to Information Act ("the Act") has not been published.

Section 51(1)(c)

No notice has been published in terms of section 52(2) of the Act.

Section 51(1)(d)

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980
Currency and Exchanges Act No. 9 of 1933
Debtor Collectors Act No. 114 of 1998
Employment Equity Act No. 55 of 1998
Harmful Business Practices Act No. 23 of 1999
Income Tax Act No. 95 of 1967
Insolvency Act No. 24 of 1936
Insurance Act No. 27 of 1943
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Long Term Insurance Act No. 52 of 1998
Medical Schemes Act No. 131 of 1998
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Post Office Act No. 44 of 1958
Protection of Businesses Act No. 99 of 1978
SA Reserve Bank Act No. 90 of 1989
Short Term Insurance Act No. 53 of 1998
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Tax on Retirement Funds Act No. 38 of 1996
Telecommunications Act No. 103 of 1996
Trade Marks Act No. 194 of 1993
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

Section 51(1)(e)

Classification of records:

Operations	Human Resources	Finances
<ul style="list-style-type: none">▪ Client details▪ Client files and matter details▪ Minutes of meetings▪ Contracts with external parties	<ul style="list-style-type: none">▪ Company policy documents▪ Employment contracts	<ul style="list-style-type: none">▪ Financial statements▪ Assets inventory

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body, set out above [s 53(1) of the Act].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) of the Act].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d) of the Act].

If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f) of the Act].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1) of the Act].

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6) of the Act].
