

ENGNETGLOBAL CC

(Reg. No. 1996/027626/23)

MANUAL IN ACCORDANCE WITH SECTION 51

OF

THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF

2000

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NO. 2 OF 2000 ("the Act").

1. INTRODUCTION

The company is an online portal and search engine serving the industrial and engineering markets. In addition the company provides a range of online and internet services.

2. CONTACT DETAILS

Name of Private Body: Engnetglobal CC (Reg. No. 1996/027626/23)
Physical Address: Office 43, Boskruin Village Shopping Centre, Corner Hawken and
President Fouché Streets, Randburg
Postal Address: PO Box 2064, Bromhof, 2154
Head of Body: Adrian Cooney
Information Officer: Adrian Cooney
Tel Number: 011 792 1311
Fax Number: 011 791 7816
E-Mail: adrian@engnet.co.za

3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51(1)(b)]

The Guide described in Section 10 of the Act is due in August 2003. From that date it will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 (0)11 484-8300
Fax: +27 (0)11 484-0582
Website: www.sahrc.org.za
Email: paia@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

The requester may request information on record kept by this private body in terms of the following legislation, where applicable.

- a. Basic Conditions of Employment Act No. 75 of 1997
- b. Closed Corporation Act No. 69 of 1984
- c. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- d. Copyright Act No. 98 of 1978
- e. Electronic Communications and Transactions Act No. 25 of 2002
- f. Employment Equity Act No. 55 of 1998
- g. Income Tax Act No. 58 of 1962
- h. Insolvency Act No. 24 of 1936
- i. Labour Relations Act No. 66 of 1995
- j. Occupational Health and Safety Act No. 85 of 1993
- k. Promotion of Access to Information Act No. 2 of 2000
- l. Skills development Levies Act No. 9 of 1999
- m. Skills Development Act No. 97 of 1998
- n. Trademarks Act No. 194 of 1993
- o. Unemployment Insurance Act No. 30 of 1966
- p. Unemployment Contributions Act No. 4 of 2002
- q. Value – Added Tax Act No. 89 of 1991
- r. Intellectual Property Laws Amendments Act No. 38 of 1997

5. ACCESS TO THE RECORDS HELD BY THIS PRIVATE BODY [Section 51(1)(c)]

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

Not applicable

6. RECORDS THAT MAY BE REQUESTED FROM THIS PRIVATE BODY [Section 51(1)(e)]

All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

- a. Employment Contracts
- b. Domain Name Registrations
- c. Tradename Registrations
- d. Trademark Registrations
- e. Company Documentation
- f. Agreements With Suppliers
- g. Data Bases Of Members
- h. Website Information : Available at www.engnet.co.za

- i. Financial records
- j. Operational records
- k. Intellectual property
- l. Marketing records
- m. Internal correspondence
- n. Product records
- o. Statutory records
- p. Internal policies and procedures
- q. Records of customers

7. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. ACCESS REQUEST PROCEDURE

The requester must complete the prescribed form attached in Annexure B and submit this form together with a request fee, to the head of the private body.

- The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address.
- The form must:
 - Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - Indicate which form of access is required,
 - Specify a postal address or fax number of the requester in the Republic,
 - Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
 - If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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ANNEXURE A

Fees In Respect Of Private Bodies (excl VAT)

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof: R1,10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,75
 - (c) For a copy in a computer-readable form on:
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
(ii) For a copy of visual images R60,00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
(ii) For a copy on an audio record R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - (1) (a) For every photocopy of an A4-size page or part thereof R1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
(c) For a copy in a computer-readable form on
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
 - (d) (i) For a transcription of visual images, for an A4-sized page or part thereof R40,00
(ii) For a copy of visual images R60,00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
(ii) For a copy of an audio record R30,00
 - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
 - (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | |
|---------------------------------------------------------------------------------------------------------|
| (a) The particulars of the person who requests access to the record must be given below. |
| (b) The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:	
Identity number:	
Postal address:	
Fax number:	
Telephone number: E-mail address:	
Capacity in which request is made, when made on behalf of another person:	

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of *another* person.

Full names and surname:	
Identity number:	

D. Particulars of record

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. |

The requester must sign all the additional folios.

Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	

E. Fees

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:	
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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
	copy of record		inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images		copy of the images		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack audio cassette		transcription of soundtrack written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record		printed copy of information derived from the record		copy in computer readable form* (stiffy or compact disc)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:	
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:	

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?	
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Signed at..... This..... day of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE