

## **SECTION 51 MANUAL for JIVE MEDIA MARKETING AND COMMUNICATION CC**

Prepared in terms of the requirements of the  
PROMOTION OF ACCESS TO INFORMATION ACT  
No 2 of 2000  
(hereinafter referred to as “the Act”)

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## **Introduction**

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

## Part 1 - Company and Contact Details

**Name of Close Corporation**

Jive Media Marketing and  
Communication CC

**Information Officer**

Mrs. N Naidoo

**Nature of Business**

Marketing and Communications

**Postal Address**

P O Box 22160  
Mayors Walk  
3208

**Director**

Mr. Robert James Inglis

**Telephone Number**

(033) 342 9380

**Postal Address**

P O Box 22160  
Mayors Walk  
3208

**Email Address**

admin@jivemedia.co.za

**Street Address**

43 Burger Street  
Pietermaritzburg  
3201

**Note** Public information on the  
company is available on the  
company's website  
([www.jivemedia.co.za](http://www.jivemedia.co.za))

**Telephone number**

(033) 342 9380

**Fax number**

086 610 5453

**Email Address**

admin@jivemedia.co.za

## Part 2 - Guide to the Manual and its Access

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

## Part 3 - Records

### *Records available automatically*

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## ***Records that are held in the Company's offices.***

### 1. Personnel Records

1.1 As provided by employees.

1.2 Conditions of employment and employee –related contractual records

### 2. Records relating to Debtors

### 3. Records relating to Jive Media Marketing and Communication

3.1 Financial

3.2 Internal Correspondence

3.3 Statistical

3.4 Statutory records that at present include the following: -

- Basic Conditions of Employment Act. No. 75 of 1997.
- Employment Equity Act No.55 of 1998.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Act. No. 97 of 1998.
- Unemployment Insurance Act. No. 36 of 2001.4
- Value Added Tax Act No. 89 of 199

## **Part 4 - Information Request Procedure**

To request a document in terms of the Act, the requester must use the prescribed form.

This must be submitted to the Director or the Information Officer of Jive Media Marketing and Communication CC. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she 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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. In terms of section 63 of the Act, the head of Jive Media Marketing and Communication CC must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Jive Media Marketing and Communication CC must refuse a request for access to a record of the Close Corporation if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Jive Media Marketing and Communication CC. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Jive Media Marketing and Communication CC. Access to such records will require the written permission of the third party concerned Jive Media Marketing and Communication CC will permit access to view.

In accordance with the above mandatory refusal grounds, the Director/Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees (current fees are available on the SAHRC website).

## **Part 5 - Manual Availability**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of Jive Media Marketing and Communication CC. Copies may also be obtained from the Information Officer of Jive Media Marketing and Communication CC.

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

## **Authorisation**

A handwritten signature in black ink, appearing to read "R. Inglis", on a light grey background.

Robert Inglis  
Director – Jive Media Africa

## FORM C

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 <i>ONLY</i> if a request for information is made on behalf of another person.
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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.<br>The requester must sign all the additional folios.       |

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

### **E. Fees**

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

Reason for exemption from payment of fees:

### **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
Mark the appropriate box with an X.	
NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (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. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

#### **1. If the record is in written or printed form:**

	copy of record*		inspection of record
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#### **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*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>						
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document			
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	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?

Signed at..... This..... day of .....20

WHOSE BEHALF REQUEST

SIGNATURE OF REQUESTER / PERSON ON