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Registration Number of Company: 2000/024668/07

**NAME OF COMPANY: BLUE ION SUPPORT SERVICES (PTY) LIMITED**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

DATE OF COMPILATION: 01/07/2021

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**3.3.** As of 30 June 2021 the Information Regulator appointed in terms of the Protection of Personal Information Act, 2013 will be taking over the regulatory functions from the South African Human Rights Commission.

The contact details of the Information Regulator (JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001) are:

Email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

Website: <https://www.justice.gov.za/infoereg/index.html>

#### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 71 of 2008	Companies Act
2	No 2 of 2000	Promotion of Access of Information Act
3	No 4 of 2013	Protection of Personal Information Act

#### **5. Schedule of Records**

This Manual incorporates the Privacy Policy of the Company and must be read in conjunction therewith, in particular the matters relating to the processing of personal information contained therein.

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Who we are</li> <li>• Departments</li> <li>• Description of services</li> </ul>	Freely available on web site  <a href="http://www.blueionbx.com">www.blueionbx.com</a>

Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
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## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

**6.1** Use the prescribed form C (copy attached).

**6.2** Address your request to the Head of the Company (CEO).

**6.3** Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

**7. PRESCRIBED FEES** (Please see attached brochure from Department of Justice and Constitutional Development).

The following applies to requests (other than personal requests):

**7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

**7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

**7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

**7.4** Records may be withheld until the fees have been paid.

**7.5** The fee structure is set out in the attached brochure.