

SECTION 51 MANUAL FOR: ALPHABYTE WEB CREATIONS

PREPARED IN TERMS OF THE REQUIREMENTS OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 (hereinafter referred to as "the Act ")

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 with any 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 recognizes 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 I: CONTACT AND COMPANY DETAILS [Section 51(1)(a)]

Information Officer: P V Cater
Postal address: P.O. Box 905-655
Garsfontein
0042
Physical address: 290 Anton van Niekerk Street
Faerie Glen
Pretoria
0043
Telephone Number: (012) 991-7642
Facsimile Number: (012) 991-7642
Mobile Number: 082 347-2199
General Information:
Name of Private Body: Alphabyte Web Creations
Head of Private Body: P V Cater
Vat Registration No: not VAT registered
Postal Address: P.O.Box 905-655
Garsfontein
0042
Telephone Number: (012) 991-7642
Facsimile Number: (012) 991-7642
E-mail address: alpha@alphabyte.co.za
Website: <http://www.alphabyte.co.za>

PART 2: GUIDE TO THE MANUAL AND ITS ACCESS

The South African Human Rights Commission is responsible for compiling a guide to assist any person who wishes to exercise his rights in terms of the Act. Such persons are therefore referred to the Commission:

Postal address: The C.E.O.
South African Human Rights Commission
Private Bag 2700
Houghton
2041
Telephone: (011) 484-8300
Fax: (011) 484-1360
Web site: <http://www.sahrc.org.za>

PART 3: RECORDS

Records that are available in terms of Section 52(2) of the Act (records available without a person having to request access): Not applicable.

RECORDS THAT ARE HELD AT COMPANY'S HEAD OFFICE

1. Personal records of sole member of the Closed Corporation
2. Records relating to customers
3. Records relating to Alphabyte Web Creations:
 - Corporation registration documents
 - Financial Documents and Records
 - Operational Documents and Records

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 Information Officer of Alphabyte Web Creations. 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 Alphabyte Web Creations 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 Alphabyte Web Creations may refuse such a request if the record contains trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Alphabyte Web Creations.

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 Alphabyte Web Creations. Access to such records will require the written permission of the third party concerned before Alphabyte Web Creations will permit access to view.

In accordance with the above mandatory refusal grounds, 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.

PART 5: MANUAL AVAILABILITY

In accordance with the Act this manual is available at the South African Human Rights Commission. Copies may also be obtained from the Information Officer of Alphabyte Web Creations. In respect of hard copies, any transmission costs/postage will be for the account of the requester.