

NAME OF COMPANY: IOT GLOBAL CC

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

1. Introduction to your company and the type of business:

IOT GLOBAL CC

2. Contact Details

3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation

5. Schedule of Records (Section 51 (1) (d))

6. Form of Request (Section 51 (1) (e))

7. Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.

Please take note that each S 51 manual needs to comply with the minimum sections of PAIA as indicated above in red.

Manuals that do not comply with the minimum requirements will not be accepted and will need to be redone and re submitted to the SAHRC.

This however does not limit the contents of the manual to just those sections and each S 51 may go further to provide other information as deemed necessary.

1. INTRODUCTION

IOT Global CC conducts business as an IT corporation.

2. COMPANY CONTACT DETAILS

Members: Mr BG Lee and Mr BF Maslen

Office Manager/CEO: Mr BG Lee

Postal Address: P.O. Box 1540, New Germany,3620

Street Address: 12 Blair Road Pinetown 3610

Telephone Number: 0317013647

Email: brett@one2backup.com

3. THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website:

www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 95 of 1967	Income Tax Act
3	No 37 of 2002	Financial Advisory and Intermediary Services Act
4	No 2 of 2000	Promotion of Access of Information Act

5. Schedule of.

Records Subject

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- Financial
- Financial Statements
 - Financial and Tax Records (Company & Employees)
 - Asset Register
 - Management Accounts
 - Companies Registration documents

Availability

Proprietary (Pty Ltd) -
Request in terms of
PAIA.
Not available.

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 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.

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 available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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- The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to