



MEDIAHEADS 360 PROPRIETARY LIMITED
INFORMATION MANUAL

Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000

1. INTRODUCTION

1.1 MediaHeads 360 Proprietary Limited (“MediaHeads”) is committed to the observance of and compliance with the directives of the Promotion of Access to Information Act 2 Of 2000 (“PAIA”) which gives effect to the right to access to information provided in section 32(1) Constitution. It echoes the key principles of good governance, transparency and accountability. In the pursuit of its objectives, Media Heads encourages the sharing of information with requesters and members of the public as optimally as is possible. This information manual is drafted to give effect to this right.

1.2 The South African Human Rights Commission (SAHRC) keeps a guide on the use of the Act of all information manuals received from public and private bodies, which also indicates where the public can access such information manuals. Any queries relating to this guide should be directed to SAHRC, at:

PAIA (Promotion of Access to Information)

Information and Communications

Private Bag X2700

Houghton

2041

Telephone +27 11 484 8300

Fax (011) 484 1360

E-Mail paia@sahrc.org.za

2. DETAILS

Full Name: MediaHeads 360 Proprietary Limited

Postal Address: PO Box 3014, Houghton, 204, Johannesburg

Physical Address: Unit Block A – Oxford Office Park, No. 5, 8th Street, Houghton

Website: www.mediaheads360.co.za

3. CONTACT DETAILS OF INFORMATION OFFICERS

Designation	Contact Information
Managing Director: Candida Anne Dempers	Email: candy@mediaheads360.co.za

	Postal Address: PO Box 3014, Houghton, 204, Johannesburg
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4. AVAILABILITY OF THE INFORMATION MANUAL

4.1 The information manual will be available as prescribed by the Legal Deposit Act 54 of 1997 on MediaHeads website or by requesting a copy by email from the Managing Director at candy@mediaheads360.co.za .Copies of this manual shall also be available from the SAHRC.

5. RECORDS IN THE POSSESSION OF MediaHeads

Details of the various subjects on which MediaHeads holds records and the categories of records within these subjects are detailed below.

Some of the records are automatically available and no requests form or fees need to be paid for such records. Where fees apply to a request for information, such fees are set out below in paragraph 8.

MediaHeads holds records in accordance with the following pieces of legislation:

- ❖ Labour Relations Act 66 of 1995
- ❖ Basic Condition of Employment Act 75 of 1997
- ❖ Employment Equity Act No 55 of 1998
- ❖ Unemployment Insurance Act 63 of 2001
- ❖ Companies Act 61 of 1973
- ❖ Compensation for Occupational Injuries and Disease Act 130 of 1993
- ❖ Value Added Tax Act 89 of 1991
- ❖ Income Tax Act 58 of 1962

Subjects and Categories of Records held by Media Heads:

1. Companies Act Records
2. Financial Records
3. Income Tax Records
4. Personnel Documents and Records
5. Consultant or Contractual Records

6. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE

6.1 The Access Request Form C must be completed and submitted to MediaHeads with the requested fee.

6.2 The completed Access Request Form together with a copy of the identity document must be submitted via either conventional mail, e-mail or fax and must be addressed to the respective Information Officer. The form must:

- ❖ provide information to enable the Information Officer to identify the requester and records requested;
- ❖ provide an explanation why the requested record is required for the exercise or protection of that right; and
- ❖ 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 Information Officer.
- ❖ If it is reasonably suspected that the requestor has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such a requestor.

7. INTERNAL APPEAL PROCEDURE

MediaHeads does not have an Internal Appeal Procedure for requests. The decision made will be final; information requestors may apply for a court order if their request is rejected.

8. UPDATING THE INFORMATION MANUAL

This information manual may be updated annually or at an interval deemed as necessary.

9. PRESCRIBED FEES FOR PRIVATE BODIES

The fees for reproduction of a record as referred to in section 52(3) are as follows -

9.1 For every photocopy of an A4 size page or part thereof R1, 10

9.2 For every printed copy of an A4-size page or part thereof R0, 75

9.3 For a copy of a compact disc R70, 00

9.4 For a transcript of visual images of an A4 size page or part thereof R40, 00

9.5 For a copy of visual images R60, 00

9.6 For a transcript of an audio record, for an A4-size page or part thereof R20, 00

9.7 For a copy of an audio record R30, 00

9.8 The request fee payable by a requester, other than a personal requester is R50, 00.

9.9 If the Information Officer is of the opinion that six (6) hours will be exceeded to source, reproduce and/or prepare the information requested, a deposit is payable equal to one-third of an amount of R30 for each hour or part thereof, exceeding the six (6) hours.

ANNEXURE A

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)

A. PARTICULARS OF PRIVATE BODY

The Information Officer:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(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: _____

4. If record is held on computer or in an electronic or machine – readable form-

Printed copy of record*	Printed copy of derived from the record*	copy in computer readable form* (stiffy or compact disc)
	YES	NO

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

A postal fee is payable.

Note that if the record is not available in the language you prefer, access may be granted in

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____
20__.

SIGNATURE OF REQUESTOR/
PERSON ON WHOSE BEHALF REQUEST IS MADE

