



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: AME 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, 2041, Johannesburg

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 360 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 360

Details of the various subjects on which MediaHeads 360 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 360 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 MediaHeads 360:

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 2, as per Annexure A, must be completed and submitted to MediaHeads 360 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 360 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 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (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)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) <i>A request fee must be paid before the request will be considered.</i> b) <i>You will be notified of the amount of the access fee to be paid.</i> c) <i>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.</i> d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer