



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, 2041, Johannesburg

Physical Address: AME Office Park, No. 5, 8th Street, Houghton, 2198

Website: www.mediaheads360.co.za

3. CONTACT DETAILS OF INFORMATION OFFICERS

Designation	Contact Information
Managing Director: Ntombizodwa Vundla	Email: zodwa@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 zodwa@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.