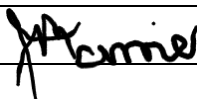



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**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT  
No. 2 of 2000**

	<b>Reviewed</b>	<b>Approved</b>
<b>Name:</b>	P Marrie	B.E. Nash
<b>Designation:</b>	Information Officer	Chief Executive Officer
<b>Signature:</b>		
<b>Date:</b>	31 May 2021	31 May 2021

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## 1. Introduction

The Promotion of Access to Information Act 2 of 2000 (herein after referred to as the ACT) requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to when seeking to obtain access to information held by that Private Body.

Minimum requirements:

- Name and Contact details of the Head of the Private Body.
- Categories of information available with formal request, and those available automatically if any.
- Records in accordance with legislative requirements.
- Outline of the request procedure for access to a record of the Private Body.
- A description of the subjects on which the body holds records and the categories of records held on each subject; and
- Other information as may be prescribed.

This PAIA Manual has been compiled for: Dartcom SA (Pty) Ltd.

**Dartcom Scope of Work:** Installers, importers and distributors of telecommunications components and equipment specialising in the distribution of fibre optic and radio frequency cables, connectors, components, and accessories. VRLA batteries and accessories, duct product accessories, fibre management products and outside plant products and equipment. The assembly of fibre optic and radio frequency cables, components, and equipment. The testing and certification of fibre optic and radio frequency assemblies. Value-added services in the Telecoms and other higher-end technology sectors.

Dartcom's footprint spans from within South Africa providing warehousing at two sites in Gauteng, outsourced distribution centres in the Western Cape, KwaZulu Natal and Gauteng and is expanded into Sub-Saharan Africa. Dartcom is a B-BBEE contributor.

Dartcom also have a state-of-the-art Telecommunications Learning Centre, supporting individuals and the industry, with a range of training initiatives and an OSP Civil Works Course which is accredited by MICT Seta.

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## 2. Details

Dartcom SA (Pty) Ltd, ownership partners are K2019506887 (South Africa) (Pty) Ltd and Kleos Capital GP Trust.

Company Name	<b>Dartcom SA (Pty) Ltd</b>
Company Registration Number	2012/039346/07
CEO	Brett Nash <a href="mailto:Brett.Nash@dartcom.co.za">Brett.Nash@dartcom.co.za</a>
Information Officer (PAIA Requests)	Pam Marrie <a href="mailto:pam.marrie@dartcom.co.za">pam.marrie@dartcom.co.za</a>
Physical Address	Twenty One Industrial Estate, 6 Padstone Street, Sterkfontein Ext 9, Olifantsfontein, 1666
Postal Address	Private Bag X 116, Centurion, 0046
Telephone	012 345 7530
Telefax	012 345 7600
Website	<a href="http://www.dartcom.co.za">www.dartcom.co.za</a>

## 3. Records automatically available


Automatic disclosure of all documents available on the Dartcom website [www.dartcom.co.za](http://www.dartcom.co.za).

## 4. Records held in terms of applicable Legislation (Section 51(1)(d))

Refer to Annexure 1 for the categories of records required to be kept, by law.

## 5. Records held as a matter of general business practice (Section 51(1)(e))

Refer to Annexure 2 for the categories of records as a matter of general business practice.

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## 6. Prescribed Fees for Private Bodies in Respect of Requests for Information

All fees applicable are as prescribed and amended. Please refer to the DOJCD website

<https://www.justice.gov.za/paia/paia-faq.htm> for the latest fees.

The current fees are:

- 1) The "request fee" payable by a requester, other than a personal requester, is R50.
- 2) The "fees for reproduction" referred to in section 52(3) and "access fees" payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
  - a. For every photocopy of an A4-size page or part thereof R1 - R10;
  - b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0 - R75;
  - c. For a copy in a computer-readable form on: (i) stiffer disc; (ii) compact disc R70;
  - d. For a transcription of visual images, for an A4-size page or part thereof R40;
  - e. For a copy of visual images R60;
  - f. For transcription of an audio record, for an A4-size page or part thereof R20;
  - g. For a copy of an audio record R30
  - h. To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.
  - i. The actual postal fee is payable when a copy of a record must be posted to a requester.

The following are those exempted from paying access fees:

- 1) A single person whose annual income does not exceed R14,712.00; or
- 2) Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

## 7. Form of Request (Section 53 (2) (a-f))

To facilitate the processing of your request, kindly:

- 7.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [https://www.justice.gov.za/forms/paia/J752\\_paia\\_Form%20C.pdf](https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf)
- 7.2 Address your request to the Information Officer in writing.
- 7.3 Provide sufficient details to enable the Company to identify:

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- 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 physical and postal address or email address of the requester in the Republic;  
(ii) Should the requester wish to be informed of the decision in any manner in addition to writing, 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.

Please note: Correct completion and submission of a Request for Access form does not automatically entitle or allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a category as specified in section 23 (4)(a) of the POPIA read with Part 3 Chapter 4 of PAIA.

Furthermore, should it be reasonably suspected that a requester has obtained access to a record based on the submission of materially incorrect, false, or misleading information, legal proceedings may be instituted against such requester.

## **8. DECISION ON REQUEST**

The requester will be informed whether the application for access has been granted or denied. Should the application be denied, the requester will be given adequate reasons for the denial thereto and will be informed that the requester may lodge an application with a Court against the refusal of the application, as well as the procedure and period for lodging such application.

## **9. GROUNDS FOR REFUSAL**

Dartcom may legitimately refuse to grant access to a requested record that falls within a certain category as prescribed in S62 - S70 of the Act.

## **10. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST**

If Dartcom has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified in writing.

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## 11. THIRD PARTY INFORMATION

If access is requested to a record that contains information about a third party, Dartcom will attempt to contact this third party to inform them of the request, enabling the third party the opportunity to respond by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third-party furnishing reasons for the support or denial of access, our designated Information Officer will consider these reasons in determining whether access should be granted, or not.

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### **Annexure 1 - Records held in terms of applicable Legislation (Section 51(1)(d))**

The following is a non-exhaustive list of legislation kept by Dartcom:

- Basic Conditions of employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993: Directive on Compensation for Workplace -Acquired Novel Corona Virus Disease (COVID-19)
- Disaster Management Act 57 of 2002
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Hazardous Substances Act 15 of 1973
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- National Environmental Management Act 107 of 1998
- National Environmental Management: Air Quality Act 39 of 2004
- National Water Act 36 of 1998
- National Building Regulations and Building Standards Act 103 of 1977
- National Environmental Management: Biodiversity Act 39 of 2004
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Prevention and combating of Corrupt Activities Act 12 of 2004
- Regulation of Interception of Communications and Provision of Communication Related Information Amendment Act 70 of 2002
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Tobacco Products Control Act 83 of 1993
- Unemployment Insurance Act 4 of 2002
- Value Added Tax Act 89 of 1991
- Water Services Act 108 of 1997



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## Annexure 2 Records held as a matter of general business practice (Section 51(1)(e))

The following records are a non-exhaustive list of information and documents kept by Dartcom:

<b>Human Resources</b>	<b>FINANCE</b>
Recruitment Records	Accounting Records
CCMA Records	Audit Reports
Disciplinary Records	Banking Details
Employee Records	Credit Applications
Employment Contracts	Financial Records
Provident Fund Records	Shipping Documents
Remuneration and Benefits Records	Consolidation Records
Medical Aid Records	General Correspondence
Skills Development Schedules	Internal Reports & Communication
UIF Records	Investment Records
Employee Tax records (IRP 5)	Tax Records
Leave Records	PAYE Records
Health & Safety Records	Management Reports
Skills Development Levies	VAT Records
Statutory Records	
Training Records	<b>Clients and Suppliers</b>
Workman's Compensation	
Workplace Skills Development: MICT SETA	Clients Contracts
Labour Relations Records	Non-Disclosure Agreements
Retirement Records	Price books
Payroll Records	Purchase Orders
MICT SETA Records	Sales Records
General Correspondence	Supplier Agreements
Occupational Medicals	Invoices
	Packing lists

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<b>Company Documents and Legal Records</b>	
BEE Certificate	
Company directives	
Company policies and procedures	
Corporate Profile	
Dartcom Absolute Rules	<b>Product Records</b>
Domain name registration	
HSE Manual	Conformance and Non-Conformance Reports
Insurance policies	Manufacturing / Assembly Processes
Internal and External Correspondence	Product Costs
ISO9001:2008 Certificate	Product Specification / Data Sheets
Lease Agreements	MSDS Records
Legal Registers	
Letter of Good Standing	
Minutes of Meetings	
Names of Directors	
Operational records	
Organisation Structure	
PAIA Manual	
Share Certificates	
Share Registers	
Trademarks and patents	
Resolutions	
ISO45001	
ISO14001	
Risk Assessment & Audit	
Contractors List	
Personal Injury Records & Reports	
Agreements / General Contracts	
Waste Disposal Certificates	