

**MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO.2 OF 2000
FOR
CGNET SA (PTY) LTD
Registration Number 2017/505609/07**

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Introduction to CGNet SA (Pty) Ltd

CGNet SA developed and is the sole owner of the digital Corporate Governance Framework® software known as Praefectus™.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

B1. Contact details [Section 51(1)(a)]

Name of company:	CGNet SA (Pty) Ltd
Chief Executive Officer:	Ms Jené Irene Palmer
Director:	Mr Terrance Mark Booysen
Information Officer:	Mrs Petra Booysen
Physical address:	54 Old Sir Lowry's Pass Road, 14 High Riding Estate, Sir Lowry's Pass, Somerset West, 7133, Western Cape
Postal address:	54 Old Sir Lowry's Pass Road, 14 High Riding Estate, Sir Lowry's Pass, Somerset West, 7133, Western Cape
Telephone:	+27(0)11 476 8261
E-mail:	info@praefectus.co.za
Website:	www.praefectus.co.za
Shareholder:	CGF Research Institute (Pty) Ltd

B2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 877 3600
Website: www.sahrc.org.za
E-mails: PAIA@sahrc.org.za | info@sahrc.org.za

B3. Records available in terms of any other legislation [Section 51(1)(d)]

- Companies Act 71 of 2008
- Income Tax Act No 58 of 1962
- Promotion of Access to Information Act No 2 of 2000
- Trademarks Act No 194 of 1993
- Value Added Tax Act No 89 of 1991

B4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

- i. Not applicable [Section 51(1)(c)]
- ii. Records that may be requested [Section 51(1)(e)]

CGNet SA holds the information / documents listed herein below:-

a. Companies Act Records

- Documents of incorporation
- Memorandum Of Incorporation
- Minutes of Board of Directors Meetings
- Records pertaining the appointment of directors / auditor / secretary / public officer and other officers (where applicable)
- Share Register and other statutory registers

b. Financial Records

- Annual financial statements
- Tax returns
- Accounting records
- Banking records
- Bank statements
- Asset register
- Vouchers

c. Company Intellectual Property and Records

- Praefectus™
- Commercial contracts

- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

B5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

B6. Availability of the manual [Section 51(3)]

- i. This manual is available for inspection at the offices of CGNet SA free of charge
- ii. The manual can be viewed on CGNet SA main website

B7. Form C and Fees

- i. Form C and the fees structure can be obtained from the website of the Department of Justice and Constitutional Development | http://www.justice.gov.za/forms/form_paia.htm
| <http://www.justice.gov.za/paia/paia.htm>