



quimedia

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**PROMOTION OF ACCESS TO INFORMATION ACT
(PAIA)**

Qui Media (Pty) Ltd

SECTION 51 MANUAL

October 2005

Last updated: January 2007

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1) INTRODUCTION

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right. The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2) QUI MEDIA (PTY) LTD OVERVIEW

Qui Media (Pty) Ltd, “Qui Media” is a new, distinctive media company which integrates new media technologies and online publications into innovative networks.

Qui Media (Pty) Ltd supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law

3) AVAILABILITY OF THIS MANUAL

A copy of this Manual is available on our website (http://www.quimedia.co.za/legal/pdf/paia_manual.pdf) or by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from our Head Office and the South African Human Rights Commission (“SAHRC”) at the addresses set out below. This Manual will be updated from time to time, as and when required.

4) HOW TO REQUEST ACCESS TO RECORDS HELD BY QUI MEDIA (PTY) LTD

Requests for access to records held by Qui Media (Pty) Ltd must be made on the request form that is available on our website, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under “regulations”). Note that requests need not be accompanied by payment BUT will only be processed upon payment of the prescribed fees.

Requests for access to records must be made to our Information Officer at the postal address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of Qui Media (Pty) Ltd.

The standard form that must be used for the making of requests is available at:

PAIA Application Form: http://www.quimedia.co.za/legal/pdf/download/paia_form.pdf

Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to Qui Media (Pty) Ltd will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by Qui Media (Pty) Ltd does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

5) CONTACT DETAILS

5.2) QUI MEDIA (PTY) LTD CONTACT DETAILS

NAME OF PRIVATE BODY: QUI MEDIA (PTY) LTD
REGISTRATION NUMBER: 2005/035707/07
INFORMATION OFFICER: Roberto Viola
REGISTERED ADDRESS: C/O CCM 320 AQUILA AVENUE
WATERKLOOF RIDGE 0181
POSTAL ADDRESS:* PO BOX 28548 SUNNYSIDE 0132
PHONE NUMBER: +27 12 3477890
FAX NUMBER: +27 12 3426188
WEB ADDRESS: <http://www.quimedia.co.za>

5.1) INFORMATION OFFICER CONTACT DETAILS

DESIGNATED INFORMATION OFFICER: Roberto Viola
EMAIL ADDRESS: roberto@quimedia.co.za
POSTAL ADDRESS:* PO BOX 28548
SUNNYSIDE
0132

* Postage must be addressed to: Qui Media (Pty) Ltd
ATT: The Information Officer

6) HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act. The Guide described in Section 10 of the Act is 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 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

7) VOLUNTARY DISCLOSURE

Qui Media (Pty) Ltd has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Qui Media (Pty) Ltd and its services is freely available on Qui Media (Pty) Ltd's website. Certain other information relating to Qui Media (Pty) Ltd is also made available on Qui Media (Pty) Ltd's website from time to time. Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

8) RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Section 51 (1) (d)

Information is available in terms of the following legislation, if and where applicable, which includes but is not limited to:

Basic Conditions of Employment No. 75 of 1997
Closed Corporation Act No. 69 of 1984
Companies Act 61 of 1973
Electronic Communications and Transactions Act 25 of 2002.
Financial Intelligence Centre Act Act 38 of 2001
Labour Relations Act 66 of 1995
Promotion of Access to Information Act No. 2 of 2000
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

Access to the records held by the private body in question

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) **Section 51(1)(c)**

- Not applicable

9) RECORDS HELD BY QUI MEDIA (PTY) LTD

Qui Media (Pty) Ltd maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

9.1) Employment contracts: Available

9.2) Trade secret agreement: Privileged

9.3) Domain name registrations: Available

9.4) Company documentation: Available

9.5) Company agreements: Available

9.6) Client files and info: Privileged

9.7) Databases of clients: Privileged

9.8) Correspondence from clients: Privileged

9.9) Website info: Freely available

10) FEES IN RESPECT OF REQUESTS FOR INFORMATION

Section 51(1)(f)

10.1) FEES IN RESPECT OF PRIVATE BODIES

10.1.1) FEE FOR COPY OF THE MANUAL

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

10.1.2) REPRODUCTION FEES

The fees for reproduction referred to in regulation 11(1) are as follows:

- (a) For every photocopy of an A4-size page or part thereof: R1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form: R0,75
- (c) For a copy in a computer-readable form on:
 - (i) Stiffy disc: R7,50
 - (ii) Compact disc: R70,00
- (d) For a transcription of visual images, for an A4-size page or part thereof: R40,00
- (e) For a copy of visual images: R60,00
- (f) For a transcription of an audio record, for an A4-size page or part thereof: R20,00
- (g) For a copy of an audio record: R30,00

10.1.3) REQUEST FEE

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

10.1.4) ACCESS FEES

The access fees payable by a requester referred to in regulation 11(3) are as follows:

- (a) For every photocopy of an A4-size page or part thereof: R1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0,75
- (c) For a copy in a computer-readable form on:
 - (i) Stiffy disc: R7,50
 - (ii) Compact disc: R70,00
- (d) For a transcription of visual images, for an A4-size page or part thereof: R40,00
- (e) For a copy of visual images: R60,00
- (f) For a transcription of an audio record, for an A4-size page or part thereof: R20,00
- (g) For a copy of an audio record: R30,00
- (h) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

10.2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable.
- (b) One third of the access fee is payable as a deposit by the requester.
- (c) The actual postage is payable when a copy of a record must be posted to a requester.