

*Registration number 2010/116595/23*

---

Registration Number 2010/116595/23

**CIESOFT CAMBRIDGE INTERNATIONAL EXAMINATIONS SOFTWARE CC**

**MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

December 2011

## **INDEX**

- 1. Introduction to Ciesoft Cambridge International Examination Software CC**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Legislation**
- 5. Access To Records and Availability**
- 6. Form of Request**
- 7. Prescribed Fees**

Registration number 2010/116595/23

---

## **1. INTRODUCTION**

Ciesoft Cambridge International Examinations Software CC conducts business as software developers and maintenance of examination software. Its registration number is 2010/116595/23.

## **2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Member: Suzette Truter

Office Manager: Suzette Truter

Postal Address: P.O. Box 15701, Lyttelton, 0140

Street Address: Highlands nr 28, Alethea Straat 307, Lyttelton, Centurion, 0157

Telephone Number: 012 664 2595

Fax Number: 012 664 2009

Email: [suzette@ciesoft.co.za](mailto:suzette@ciesoft.co.za)

Website: [www.ciesoft.co.za](http://www.ciesoft.co.za)

Registration number 2010/116595/23

---

### **3. THE ACT**

- 3.1** The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:
- Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-484 8300  
Fax Number: +27-11-484 0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
Email: PAIA@sahrc.org.za

### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 98 of 1978	Copyright Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 69 of 1984	Close Corporations Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

Registration number 2010/116595/23

---

## **5. ACCESS TO RECORDS AND AVAILABILITY**

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li></ul>	Freely available on web site <a href="http://www.ciesoft.co.za">www.ciesoft.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Closed Corporation - Not required to disclose.  Not required to disclose. Not available.
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Product Brochures</li><li>◦ Owner manuals</li></ul></li><li>• Field Records</li><li>• Marketing Strategies</li><li>• Product Sales Records</li><li>• Performance Records</li><li>• Customer Database</li><li>• Dealer Franchise document</li></ul>	Limited Information available on web site. (see above)

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- 6.2** Address your request to the Company Secretary.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
  - (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 postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) 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.

*Registration number 2010/116595/23*

---

## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>