

CEAPP (Pty) Ltd

Registration Number: K2019514678

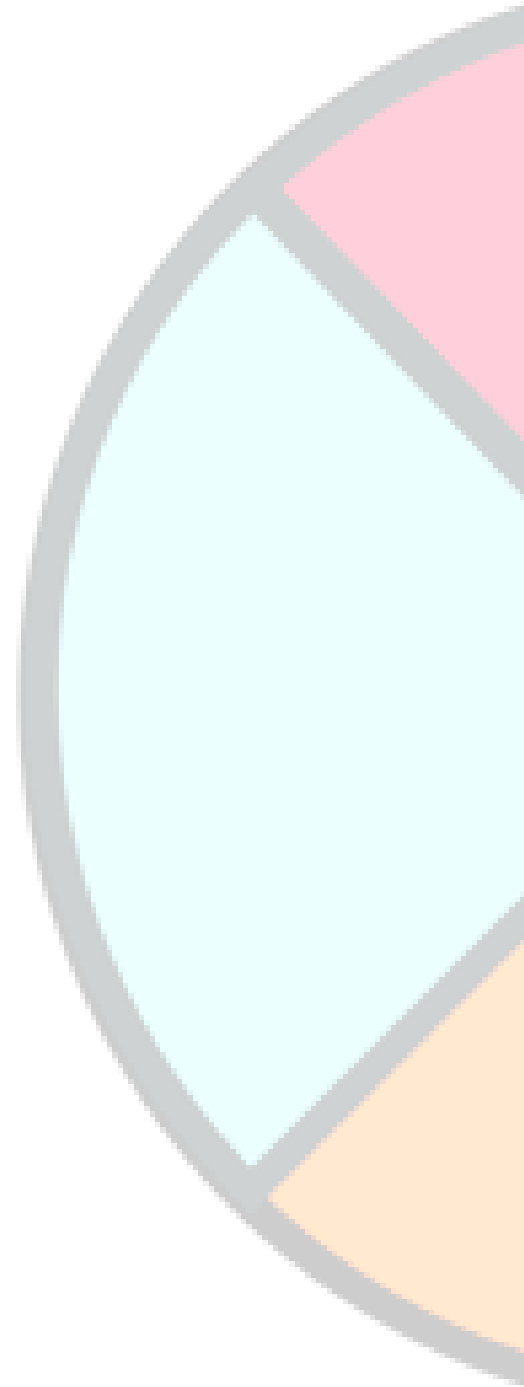
Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000 (The “ACT”)

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1. INTRODUCTION TO CEAPP (PTY) LTD

CEApp is a privately owned company, specialising in the areas of recognition of prior learning for access (RPLA), career and related services. Our work is primarily informed by the sciences of psychology and education. We aim to make our services as accessible to the broader public as possible by empowering them with information as well as opportunities to access educational services.

2. CONTACT INFORMATION

Information officer name:	Jean van Vuuren
Role:	Director
Postal address:	PO Box 1679, Brooklyn Square, Pretoria, 0075
Physical address:	128 Izaak Street, Kilner Park X1, Pretoria, 0186
Email address:	jean@ceapp.co.za
Telephone number:	083 682 1498
Website:	www.ceapp.co.za and www.rplonline.co.za

3. THE ACT AND SECTION 10 GUIDE (SECTION 51(1)(b))

- 3.1. The ACT grants a requester access to records of a private body, 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 of the ACT.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

Postal address: Private Bag 2700, Houghton, 2041

Telephone number: +27 11 877 3600

Fax number: +27 11 403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (SECTION 51(1)(c))

No	Reference	Act
1	75 of 1997	Basic Conditions of Employment Act
2	53 of 2003	Broad-based Black Economic Empowerment Act
3	38 of 2005	Children's Act
4	71 of 2008	Companies Act
5	89 of 1998	Competition Act

6	130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
7	108 of 1996	Constitution of the Republic of South Africa
8	71 of 1988	Consumer Affairs (Unfair Business Practices)
9	25 of 2002	Electronic Communications and Transactions Act
10	55 of 1998	Employment Equity Act
11	26 of 2013	Employment Tax Incentive Act
12	56 of 1974	Health Professions Act
13	58 of 1962	Income Tax Act
14	66 of 1995	Labour Relations Act
15	85 of 1993	Occupational Health and Safety Act
16	02 of 2000	Promotion of Access to Information Act
17	04 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
18	04 of 2013	Protection of Personal Information Act
19	34 of 1997	South African Revenue Services Act
20	04 of 2002	Unemployment Contributions Act
21	63 of 2001	Unemployment Insurance Act

5. SCHEDULE OF RECORDS (Section 51(1)(d))

The following information is available in terms of the ACT:

Type of information	Details
Statutory Business Records	<ul style="list-style-type: none"> • Certificate of Incorporation • Certificate to Commence Business • Index of Members • Memorandum of Incorporation • Register of Directors and Officers • Register of Directors Shareholding • Founding Statements and Amendments • Resolutions passed at meetings
Accounting Records	<ul style="list-style-type: none"> • Annual financial statements and working papers • Bank statements • Customer and supplier statements and invoices • Deposit slips • Cash books and petty cash books • Fixed asset register • Tax returns and assessments • Budgets and business plans • Insurance records • Inventory records
Information Technology	<ul style="list-style-type: none"> • Client database • Hardware • Internet • Licences • Systems support, programming and development • Operating systems

	<ul style="list-style-type: none"> • Software packages • Telephone lines, leased lines and data lines
Insurance	<ul style="list-style-type: none"> • Insurance policies
Legal, Agreements and Contracts	<ul style="list-style-type: none"> • Agreements with clients • Contracts, including lease agreements and finance agreements
Personnel Records	<ul style="list-style-type: none"> • Employee information records • UIF, PAY and SDL returns

6. FORM OF REQUEST (SECTION 51(1)(e))

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The ACT, as follows:

- 6.1. Use the prescribed form provided in Annexure A or download it from the Department of Justice at www.justice.gov.za/forms/form_paia.htm.
- 6.2. Address your request to the CEApp Information Officer.
- 6.3. Provide sufficient details to enable CEApp 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 of the requestor in the Republic of South Africa;
 - (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.

7. INFORMATION AUTOMATICALLY AVAILABLE

www.ceapp.co.za and/or www.rplonline.co.za

8. PRESCRIBED FEES (SECTION 51(1)(f))

As per regulations issued by the South African Human Rights Commission, requesters who are requesting access to their personal information, are exempt from paying a fee. In addition, individuals who earn less than R 14 712 per annum (if single) and R 27 192 per annum (if married or have a life partner), are also exempt from paying the request fees.

The following applies to requests, other than personal requests:

- 8.1. A requester is required to pay the prescribed fees (R 50.00) before a request will be processed;
- 8.2. If the preparation of a 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);
- 8.3. A requester may lodge an application with a court, against the tender/payment of the request fee and/or deposit;
- 8.4. Records may be withheld until the fees have been paid;
- 8.5. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.
- 8.6. The applicable fees for access to information requested, in addition to the request fee, as referred to above, are as follows:

Description	Amount
Copy per A4 page, or part thereof	R 1.10
Printing per A4 page, or part thereof	R 0.75
Copy on a CD	R 70.00
Transcription of visual images per A4 page or part thereof	R 40.00
Copy of a visual image	R 60.00
Transcription of an audio recording per A4 page or part thereof	R 20.00
Copy of an audio recording	R 30.00
Search and preparation of the record for disclosure	R30.00 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
Actual postage fee	Actual postage fee payable by the requester to an entity of choice

9. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at https://nomesupport.zendesk.com/knowledge/articles/new/en-us?brand_id=360001076734, www.ceapp.co.za and www.rplonline.co.za.