

**PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000**

PAIA MANUAL 2015
(IN TERMS OF SECTION 51 OF THE ACT)

OF

BREEDENET (PTY) LTD
2013/204427/07

ADDRESS:
16 HIGH STREET
WORCESTER
6850

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

MANUAL FOR COMPLETION BY A PRIVATE BODY

1. DESCRIPTION OF ENTITY AND NATURE OF BUSINESS

Company that provides wireless internet services.

2. CONTACT DETAILS

- 2.1 Name of entity:** Breedenet (Pty) Ltd
- 2.2 Registration number (company/cc/trust):** 2013/204427/07
- 2.3 Managing Director/CEO:** Mr Dudley Davids
- 2.4 Contact person:** Mr Dudley Davids
- 2.5 Physical address:** 16 High Street, Worcester, 6850
- 2.6 Postal address:** PO Box 819, Worcester, 6849
- 2.7 Telephone No:** (023) 342 2221
- 2.8 Fax No:** (086)579 9460
- 2.9 E-mail address:** dudley@breedenet.co.za
- 2.10 Website address:** www.breedenet.co.za

3. RECORDS HELD BY THE ENTITY

3.1 ACTS UNDER WHICH INFORMATION IS HELD

Administration of Estates Act, 66 of 1965	NO
Attorney's Act, 53 of 1979	NO
Basic Conditions of Employment Act, 75 of 1997	YES
Companies Act, 71 of 2008	YES
Compensation for Occupational Injuries and Diseases Act, 130 of 1993	YES
Employment Equity Act, 55 of 1998	YES
Income Tax Act, 58 of 1962	YES
Insolvency Act, 25 of 1936	NO
Labour Relations Act, 66 of 1995	YES
Occupational Health and Safety Act, 85 of 1993	YES
Pension Funds Act, 24 of 1956	NO

Deeds Registries Act, 47 of 1973	NO
Deeds Registries Amendment Act, 34 of 2013	NO
Skills Development Levies Act, 9 of 1999	NO
Trust Property Control Act, 57 of 1988	NO
Unemployment Contributions Act, 4 of 2002	YES
Unemployment Insurance Act, 30 of 1996	YES
Value-Added Tax Act, 89 of 1991	YES

3.2 OTHER RECORDS HELD BY THE ENTITY

3.2.1 ADMINISTRATION / INTERNAL RECORDS

Documents of incorporation / registration documents of entity	YES
Memorandum and Articles of Association / Memorandum of Incorporation	YES
Minutes of directors / shareholders / members / trustees / partners meetings	YES
Records relating to the appointment of directors / members / trustees / auditors / accountants / secretary / public officer and other officers	YES
Share Register and other statutory registers	YES
Internal correspondence	YES
Internal policies and procedures	YES

3.2.2 PERSONNEL DOCUMENTS AND RECORDS

Employment contracts	YES
Employment equity plan	YES
Medical aid records	NO
Pension fund records	NO
Disciplinary records	YES
Disciplinary code	YES
SETA records	NO
Salary records	YES
Leave records	YES
Training records	YES
Training manuals	YES
Recruitment policies	YES

3.2.3 FINANCIAL INFORMATION

Financial statements	YES
Accounting records	YES
Banking records (bank statements, cheques, electronic banking records, deposit slips)	YES
Asset register	YES
Rental agreements	YES
Invoices	YES
Stock/Production records	YES
Sales records	YES
Production records	YES
Customer Files	YES
Commercial contracts	YES
Insurance contracts	YES

3.2.4 TAX RECORDS

Tax returns	YES
PAYE records	YES
Documents issued to employees for income tax purposes	YES
Records of payments made to SARS on behalf of employees	YES
VAT records	ES
Skills development levies	YES
Unemployment insurance fund payments	YES
Workmen's compensation payments	YES

3.2.5 MARKETING

Website	YES
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4. ADDITIONAL INFORMATION INCORPORATED

None

5. REQUEST FOR ACCESS TO INFORMATION

- 5.1 The requester must complete Form C and submit this form together with a request fee, to the head of the private body
- 5.2 The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address
- 5.3 The form must provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester indicate which form of access is required, specify a postal address or fax number of the requester in the Republic, identify the right that the requester 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.
- 5.4 If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request to reasonable satisfaction of the head of the private body.

I hereby declare that the above information is true and correct.

DIRECTOR

WITNESS

DATE