

RALPH | STANTON

ACCOUNTANTS

BUSINESS CONSULTANTS

TAX ADVISORS

RALPH STANTON PROPRIETARY LIMITED

(Reg. No. 2022/707398/07)

MANUAL in terms of Section 51 of the Promotion of Access
to Information Act No. 2 of 2000 (“Act”)

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1. INTRODUCTION

Ralph Stanton Proprietary Limited (the “Company”) is a South African company.

2. CONTACT DETAILS

- 2.1 Physical address: NL 103 North Office Tower, Boulevard Place, Heron Crescent, Century City, Western Cape, 7441
- 2.2 Postal address: NL 103 North Office Tower, Boulevard Place, Heron Crescent, Century City, Western Cape, 7441
- 2.3 Telephone number: +27214261550
- 2.4 The head (chairman) of the Company is Timothy Xavier Stanton.
- 2.5 The information officer is Michael Samuel Grant Ralph.
- 2.6 Email address: tim@ralphstanton.co.za
- 2.7 Website: <https://www.ralphstanton.co.za/>

3. THE ACT

- 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, subject to certain requirements or limitations. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requesters are referred to the Guide in terms of section 10 of the Act which has been compiled by the Information Regulator, which contains information for the purposes of exercising rights. The Guide is available from the Information Regulator and on its website. A copy is available from the Company, upon request.
- 3.3 The details of the Information Regulator are:
 - (a) Postal address: PO Box 31533, Braamfontein, Johannesburg, 2017
 - (b) Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001.
 - (c) Tel: 010 023 5200
 - (d) Email: enquiries@inforegulator.org.za
 - (e) Website: <https://inforegulator.org.za/>

4. LATEST SECTION 52(2) NOTICE

At this stage, a notice on the categories of records that are automatically available without a person having to request access in terms of the Act has not been published.

5. RECORDS HELD

The following is a non-exclusive list of the subjects on which the Company holds records, and their categories. These may be held in order for the Company to function effectively and/or to comply with the law:

- 5.1 Company Secretarial:
 - (a) Memorandum of Incorporation;
 - (b) Rules;
 - (c) Certificate of Incorporation;
 - (d) minutes and resolutions;
 - (e) annual returns.
- 5.2 Finance:
 - (a) financial statements;
 - (b) tax records.

- 5.3 Personnel/Human Resources:
 - (a) employment contracts;
 - (b) internal policies and procedures;
 - (c) staff records.
- 5.4 Legal:
 - (a) Various contracts and records.
- 5.5 General:
 - (a) Insurance records;
 - (b) Correspondence.

6. LEGISLATION

- 6.1 To the extent applicable, the Company may keep records as may be required in accordance with the following legislation (not an exclusive list):

Ref	Name
71 of 2008	Companies Act
58 of 1962	Income Tax Act
66 of 1995	Labour Relations Act
89 of 1991	Value Added Tax Act
75 of 1997	Basic Conditions of Employment Act
28 of 2011	Tax Administration Act
55 of 1998	Employment Equity Act
63 of 2001	Unemployment Insurance Act
26 of 2005	Auditing Profession Act

- 6.2 To the extent applicable, certain information may be available in terms of the provisions of the above legislation.

7. RECORDS PUBLICLY AVAILABLE

- 7.1 Some of our statutory records are available for inspection, without the need for a request under the Act, at <https://www.bizportal.gov.za/>, these may include:
 - (a) Memorandum of Incorporation;
 - (b) Directors' names.
- 7.2 In addition, some of our marketing brochures and publications may be available on our website.

8. PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

The following relates to the POPIA, as required in terms of section 51(1)(c) of the Act. Please refer to the Company's privacy policy, available on its website or on request, for more information related to POPIA.

- 8.1 The Company processes personal information for a number of reasons, including (but not limited to) the following:
 - (a) To perform its services;
 - (b) For employment and recruitment purposes;
 - (c) To maintain its records;
 - (d) To comply with its legal obligations; and
 - (e) Generally, pursuant to any other lawful purpose.

8.2 Categories of Data Subjects and Information:

- (a) Clients and potential clients: Personal information required to perform services, to comply with the law and pursuant to any other legitimate purpose;
- (b) Suppliers, consultants and third party contractors: Personal information required for the performance of any contract, to comply with the law and pursuant to any other legitimate purpose;
- (c) Employees: Personal information required in terms of the relationship between employer and employee including (but not limited to) financial information, employment history, special personal information such as race, gender and health, to comply with any law and pursuant to any other legitimate purpose;
- (d) Job applicants: Personal information required in order to effectively recruit employees, such as CV and background checks, to comply with any law and pursuant to any other legitimate purpose;
- (e) Visitors: Personal information required to comply with any law and pursuant to any other legitimate purpose.

8.3 Personal information may be supplied to the following recipients pursuant to any of the reasons described in clause 8.1 above (this is not an exclusive list):

- (a) The Company's directors, officers, employees, agents, consultants, and third party contractors engaged by the Company.
- (b) Any third party as required by law or regulation, or pursuant to a lawful basis.

8.4 Transborder flows of personal information will be dealt with in accordance with POPIA and our privacy policy.

8.5 Information Security Measures:

- (a) Reasonable technical, organizational and contractual measures will be implemented and monitored for the protection of personal information processed by the Company.

9. HOW TO REQUEST

9.1 Requests for access to records held by the Company must be made by the requester using the prescribed form (Form 02: Request for Access to Record).

9.2 This form is available on the Information Regulator's website at <https://inforegulator.org.za/paia-forms/>

9.3 The prescribed form and request must be submitted to the Information Officer using the details herein. In lodging the request, the requester must:

- (a) provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester;
- (b) indicate which form of access is required and specify a postal address, fax number and/or email address within the Republic;
- (c) indicate whether, in addition to a written response, the requester requests to be informed in any other manner and state the necessary particulars thereof;
- (d) identify the right that the requester is seeking to exercise or protect and provide an explanation of the reason the record is required to exercise or protect such right.

9.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the satisfaction of the Information Officer.

9.5 The Company, as soon as is reasonably practicable after the request has been received, will respond to the request and will decide whether or not to grant the request.

10. PRESCRIBED FEES IN TERMS OF THE ACT

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	Flash drive (to be provided by requestor)	R40.00
	Compact disc	
	If provided by requestor	R40.00
	If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	Copy of visual images	Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	Flash drive (to be provided by requestor)	R40.00
	Compact disc	
	If provided by requestor	R40.00
	If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed a total cost of	R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.
Note: These fees are subject to change. Accuracy cannot be guaranteed. Up to date fees can be obtained from the Information Regulator.		

11. GENERAL

- 11.1 This manual does not create any right or entitlement to receive access to any information held by the Company.
- 11.2 This manual is not intended to deal comprehensively with every aspect of and procedure provided for in the Act.
- 11.3 This manual is subject to change and may be amended from time to time, in the Company's discretion.