

Core Reporting Proprietary Limited

SECTION 51 MANUAL

Table of Contents

FOREWORD 2

INTRODUCTION TO CORE REPORTING PROPRIETARY LIMITED 2

PARTICULARS IN TERMS OF SECTION 51 2

1. CONTACT DETAILS [Section 51(1)(a)] 2

2. THE GUIDE AS DESCRIBED IN SECTION 10. [Section 51(1)(b)] 3

**3. LEGISLATIVE RECORDS: RECORDS HELD IN TERMS OF LEGISLATION.
 [Section 51(1)(d)] 3**

**4. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY CORE
 REPORTING PROPRIETARY LIMITED AND THE CATEGORIES IN WHICH THE
 SUBJECTS ARE CLASSED. [SECTION 51(1)(e)] 4**

5. HOW TO REQUEST A RECORD. 7

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section51(1)(f)] 9

7. AVAILABILITY OF THE MANUAL. [Section 51(3)] 9

8. FEES IN RESPECT OF PRIVATE BODIES 9

9. PRESCRIBED REQUEST FORM 12

FOREWORD

Manual of Core Reporting Propriety Limited

Registration Number: 2011/102582/07

Prepared in accordance with section 51 of the Promotion of access to Information Act. 2 of 2000 and undated in accordance with the provisions of the Protection of Personal Information Act No. 4 of 2013.

INTRODUCTION TO CORE REPORTING PROPRIETARY LIMITED

This document serves as the company's information manual.

CR assists its clients with the preparation of their Annual Financial Statements.

Mission: We will provide a drafting service for professional, best practice, fully IFRS or IFRS for SME's compliant sets of Annual Financial Statements or other financial reports that are drafted using a standard template and formatting. Assistance will also be available to include client specific editing as required.

This manual provides reference to the records held by the company and the process to request access to such records. It further explains how to access, object to processing, or request correction of personal information held by the company in terms of the Protection of personal Information Act No. 4 of 2013 (POPIA).

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS [Section 51(1)(a)]

Head of business: Lisa Roodt

Postal address: PO Box 15, Prince Albert 6930

Street address: 7 De Beer Street, Prince Albert, 6930

Telephone: +27 (0) 10 010 0223

E-mail: lroodt@corereporting.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10. [Section 51(1)(b)]

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of PAIA and POPIA.

The Guide is available for inspection, inter alia, as follows:

The Information Regulator, Braampark Forum 3, 33 Hoofd Street, Braamfontein

Website : www.justice.gov.za/inforeg/index.html

Kindly direct queries to

Private Bag 2700
Houghton
2041

010 023 5207

inforeg@justice.gov.za

No notice of such records has been made to the Minister.

3. LEGISLATIVE RECORDS: RECORDS HELD IN TERMS OF LEGISLATION. [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment Act, 1997
- Broad Based Black Economic Empowerment Act, 2003
- Companies Act 2008 (Act No. 71 of 2008)
- Compensation for Occupational Injuries and Diseases Act, 1993
- Employment Equity Act, 1998
- Income Tax Act, 1962
- Labour Relations Act, 1995
- Occupational Health and Safety Act, 1993
- Promotion of Access to Information Act, 2000
- Skills Development Act, 1998

- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Unemployment Insurance Contributions Act, 2002
- Value-Added Tax Act, 1991

4. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY CORE REPORTING PROPRIETARY LIMITED AND THE CATEGORIES IN WHICH THE SUBJECTS ARE CLASSED. [SECTION 51(1)(e)]

Categories and processing of records

Web page

The web page, www.corereporting.co.za is accessible to anyone who has access to the Internet and without providing any personal information.

Other records

- *Operational information*
This information can be defined as information needed in the day-to-day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general “house-keeping” information).
- *Confidential Client Files (containing information relating to any professional services rendered)*
- *Human resources files*
- *Financial records, including accounting records.*

Data Subject	Type of Personal information	Purpose of Processing	Recipients of Personal Information
<i>Clients, potential</i>	<i>Name, ID or registration number, client address,</i>	<i>To provide the services</i>	<i>Company server</i>

<i>Clients and Previous Clients</i>	<i>client financial information, contracts, client third party information (CIPC records), shareholder and director names, ID numbers and addresses.</i>	<i>as set out in the engagement letter. To market similar services. To communicate with clients, and to carry out instructions and requests.</i>	<i>Service providers or operators who provide software and systems to process the personal information. (cloud services providers and cloud storage services, Electronic Mail services such as Microsoft 365 and Mimecast). To Government agencies or professional bodies where required to disclose under legal obligation.</i>
<i>Current and previous employees</i>	<i>Name, ID number, address, medical aid, contact information (Cell Phone number, email address), provident fund and employee benefit information, bank details, tax registration number, performance records, Sick Notes, payroll records, health and safety records, CCTV surveillance records, training records, background records, CV and records of qualifications.</i>	<i>To give effect to the employment contract To pay salaries To submit information as per our legal obligations Assess and monitor performance</i>	<i>Company server Service providers or operators who provide software and systems to process the personal information. (cloud services providers and cloud storage services, Electronic Mail services such as Microsoft 365 and Mimecast). To Government agencies or professional bodies where required to disclose under legal obligation.</i>
<i>Job</i>	<i>Name, CV, background</i>	<i>Recruitment</i>	<i>Company server</i>

<i>applicant</i>	<i>checks, qualification records.</i>		<i>Company server</i>
<i>Next of kin, family members of employees</i>	<i>Name, ID numbers, contact details (Cell phone number and/or email address).</i>	<i>For emergency response and contact tracking in the event of staff member being absent without leave for a period of time</i>	<i>Cloud storage services</i>
<i>Office visitors</i>	<i>CCTV Records ID numbers, contact numbers and email addresses</i>	<i>Detect theft and report theft and other crimes.</i>	<i>To law enforcement agencies only if and when required for the reporting of a criminal incident. CCTV Digital Recording Device (Internal hard drive) Service providers or operators who provide software and systems to process the personal information. (cloud services providers and cloud storage services). To Government agencies where required to disclose under legal obligation.</i>
<i>Suppliers</i>	<i>Supplier name and company information, bank details, personal information of supplier representatives</i>	<i>To manage accounts held with Core Reporting (CR)</i>	<i>Service providers or operators who provide software and systems to process the personal information. (cloud services providers and cloud storage services, Electronic Mail</i>

		<i>To give effect to the contract which my exist between supplier and CR</i>	<i>services such as Microsoft 365 and Mimecast).</i>
--	--	--	---

Transborder Flows of personal information

Where it may be necessary, for the purpose of processing, to transfer personal information outside of South Africa, CR endeavor to do so in accordance with the provisions of POPIA. Personal information may be transferred outside of South Africa for the purpose of Cloud storage, and where this is done the necessary safeguards to the best of our ability are put in place to protect the information.

Security of Personal Information

CR take all reasonable measures to protect (this may include secure server pass keys and passwords, as well as, physical security of hard copy documents) personal information which it processes, so as to prevent the loss, damage or unauthorised destruction of personal information and the unlawful access to or processing of personal information. Refer to our Client Personal Information Privacy Statement. Third Party services have been employed who specialize in electronic security systems.

5. HOW TO REQUEST A RECORD.

5.1 How to request a record [See *pro forma* request form in Section 9]

- The Complete Access Request Form together with a copy of the identity document must be submitted to the postal address or email address of CR. The request must be made to the contact person indicated above. This request must be made to the address or electronic mail address of CR.
- CR will within 30 days of receipt of the request decide whether to grant or decline the request and give notice of the reasons to that effect. The initial

30 day period may be extended for a further 30 days should it be found that the request is for a large volume of information and the information cannot be reasonably obtained within the original 30 day period. CR will notify the requester should an extension be sought.

- The requester must provide sufficient detail on the request form to enable the head of CR to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also 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 head of the private body.
- If the request is successful an access fee may be required for the search, reproduction and/or preparation of the records and will be calculated based on the prescribed fee. CR will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5.2 Grounds for refusal of access to records

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is natural person, which would involve the unreasonable disclosure of personal information

of that natural person.

- Mandatory protection of the commercial information of a third party, if the record contains
 - Trade secrets of that party
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party
 - Information disclosed in confidence by a third party to the company if the disclosure could put that third party to a disadvantage in negotiations or commercial competition
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The Commercial Activities of the company which may include:
 - Trade secrets of the company
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the company.

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

Not applicable.

7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

This manual is available in electronic format at info@corereporting.co.za

8. FEES IN RESPECT OF PRIVATE BODIES

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

R

- | | | |
|-----|--|--------|
| (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 compact disc | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R40,00 |
| | (ii) For a copy of visual images | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) For a copy of an audio record | R30,00 |
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

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

	R	
(1) (a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	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.	

- (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; and
- (b) one third of the access fee is payable as a deposit by the

requester.

- (3) The actual postage is payable when a copy of a record must be posted to a requester.

9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

Requests can be submitted either via post or e-mail and should be addressed to the relevant contact person as indicated below:

Contact person: Lisa Roodt
Postal address: PO Box 15, Prince Albert 6930 South Africa
Phone Number: +27 10 010 0223
E-mail: lroodt@corereporting.co.za

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

Any further particulars of record: _____

E Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) You will be notified of the amount required to be paid as the request fee.*
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
--	---

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
--------------------------	--	--------------------------	---

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact
--------------------------	-------------------------	--------------------------	--	--------------------------	---

				disc)
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record:

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE