
Registration Number of Company:2017/276835/07

NAME OF COMPANY: IT EVENT MANAGEMENT PTY(LTD)

Trading as IT-EM

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Revision 1

INDEX

1. Introduction to your company and the type of business:
2. Contact Details (Section 51 (1) (a))
3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation (Section 51 (1) (c))
5. Schedule of Records (Section 51 (1) (d))
6. Form of Request (Section 51 (1) (e))
7. Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.



1. INTRODUCTION

In 2002 IT Event Management (IT-EM) was founded by a group of young, energetic university graduates who wanted to change the face of events management in South Africa.

Consequently, they set about developing a range of state-of-the-art IT solutions aimed at the events and exhibitions market. By designing unique, customised, easy-to-use solutions. IT-EM provides cost-effective IT solutions for any event, exhibition, conference, gala dinner or meeting.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Directors

Ettiene Ferreira (CIO)

Gideon Luus

Werner van Greunen

Heinrich van Zyl

Physical address

Unit 17 Fancourt Office Park,

ITEM House

Corner Northumberland & Felstead Ave,

Northriding

2168

Postal Address

PO Box 2832

Northriding

2162

Company Registration Number :

Reg. No. 2017/276835/07

Contact Details:

Switchboard +27 11 704 9280

Email info@it-em.co.za

Website www.it-em.co.za

3. THE ACT (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 the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

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))

DATE OF COMPILATION: 19-03-2019

DATE OF REVISION: 19-03-2019

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> Public Product Information Public Product use and client images 	Freely available on web site www.it-em.co.za And Facebook https://www.facebook.com/iteventmanagement
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register 	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.

- Management Accounts
- Marketing and Customer data
- Market Information
 - Public Customer Information:
- Limited Information available on web site and social media (see above)
- Customer Records
 - Product Sales Records
 - Marketing Strategies
 - Customer Database
- Request in terms of PAIA

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

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.

6.2 Address your request to the Chief Information Officer Ettiene Ferreira.

6.3 Provide sufficient details to enable IT-EM 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 email, postal address and telephone 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.

7. PRESCRIBED FEES (Section 51 (1) (f))

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

- 7.1** A requestor is required to pay the prescribed fees (R4320) 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.