

SABINET ONLINE LIMITED**(Registration Number 1996/17856/06)**

Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("The Act")

Part 1

Name of body : Sabinet Online Limited
(Registration Number 1996/17856/06)

Head of body : Mr Gerhard Kemp, Managing Director

Address : First Floor
No 3, Centurion Office Park
1021 Bank Avenue
Centurion

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Centurion
0046

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Part 2

(Information required under section 51 (1) (b) of the Act)

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

Part 3

Not applicable.

(Copy of notice, if any, required under section 51 (1) (c) of the Act)

Part 4**Descriptions of the records of the body which are available in accordance with any other legislation.**

Records are kept in accordance with the following legislation:

- Income Tax Act
- Unemployment Insurance Act
- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Skills Development Levies Act
- Companies Act

The financial statements are lodged with the Registrar of Companies according to the relevant legislation.

Part 5**1. Website**

The company's web site (www.sabinet.co.za) contains information about the company's:

- operational structure
- products and service, the content of these services, how to subscribe
- support services and training
- contact information
- access to related news, newsletters, events and listservs.

Access to the website is unrestricted to anyone with access to the internet. Access to the content of specific products are limited to subscribers to the service only.

2. Operational information

The company keep information on

- Personnel related issues: employee records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, usage statistics, account information, and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

The above-mentioned records are of a confidential nature and only accessible to authorised people.

Part 6

Availability of the manual

The manual is available for inspection at

- Sabinet Online's offices;
- The SA Human Rights Commission; and
- In the Government Gazette.