MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO.2 OF 2000
FOR
CGF RESEARCH INSTITUTE (PTY) LTD
Registration Number 2004/000744/07

A. CONTENTS

A. CONTENTS
B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
  B1. Contact details *[Section 51(1)(a)]*
  B2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
  B3. Records available in terms of any other legislation [Section 51(1)(d)]
  B4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]
    i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)]*
    ii. Records that may be requested [Section 51(1)(e)]
    iii. The request procedures
  B5. Other information as may be prescribed [Section 51(1)(f)]
  B6. Availability of the manual [Section 51(3)]
  B7. Form C and Fees

Introduction to CGF Research Institute (Pty) Ltd ('CGF')

CGF specialises in conducting desk-top research on Corporate Governance, Risk and Compliance ('GRC') related matters, as well as associated governance consulting and training through its business partners and independent contractors. CGF's products and services are designed to assist organisations in achieving the objectives of entrenching and complying with appropriate Corporate Governance practices.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

B1. Contact details [Section 51(1)(a)]

Name of company:	CGF Research Institute (Pty) Ltd
Chief Executive Officer:	Mr Terrance Mark Booysen
Chief Financial Officer:	Ms Jené Irene Palmer
Information Officer:	Mrs Petra Booysen
Physical address:	18 Clive Street, Robin Hills, 2194
Postal address:	PO Box 1212, Fontainebleau, 2032
Telephone:	+27 (0)11 476 8264 | 1
Fax:	+27 (0)86 623 1269
E-mail:	tbooysen@cgf.co.za
Website:	www.cgf.co.za
Shareholders:	TM Booysen; Palmer Business Concepts (Pty) Ltd

B2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 877 3600
Website:	www.sahrc.org.za
E-mails:	PAIA@sahrc.org.za | info@sahrc.org.za

B3. Records available in terms of any other legislation [Section 51(1)(d)]

- Basic Conditions of Employment Act No 75 of 1997
- Companies Act 71 of 2008
- Income Tax Act No 58 of 1962
- Labour Relations Act No 66 of 1995
- Promotion of Access to Information Act No 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Trademarks Act No 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No 89 of 1991

B4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. Not applicable *[Section 51(1)(c)]*
ii. Records that may be requested *[Section 51(1)(e)]*

CGF holds the information / documents listed herein below:-

a. Companies Act Records
- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors Meetings
- Records pertaining the appointment of directors / auditor / secretary / public officer and other officers (where applicable)
- Share Register and other statutory registers

b. Financial Records
- Annual financial statements
- Tax returns
- Accounting records
- Banking records
- Bank statements
- Paid cheques
- Asset register
- Vouchers

c. Income Tax Records
- PAYE records

- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances;
    a. VAT
    b. Skills Developments Levies
    c. UIF

d. Other Personnel Documents and Records

- Employment contracts
- Medical aid records
- Disciplinary records
- Salary records
- SETA records
- Leave records
- Training records

e. Company Intellectual Property and Records

- Corporate Governance Body of Knowledge®
- Corporate Governance Framework®
- Governance Beyond Boards®
- Governance Connect®
- Global Governance Framework®
- CGF Body of Knowledge®
- CGF®
- CGF Research Institute™
- Ethics Beyond Boards™
- Details relating to the operational, commercial interests of CGF
- Commercial contracts
- Client data base (information of clients)
- Corporate governance research
- Corporate governance reports
- Corporate governance training material

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [*s 53(1)*].

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

- If a request is made on behalf of a another 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 [s 53(2)(f)].

Fees:

If a request is made on behalf of a another 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 [s 53(2)(f)].

- The head of the private body must 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 [s 54(1)].

- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

B5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

B6. Availability of the manual [Section 51(3)]

i. This manual is available for inspection at the offices of CGF free of charge
ii. Copies of the manual are available with the SAHRC
iii. The manual can be viewed on CGF main website

B7. Form C and Fees

i. Form C and the fees structure can be viewed on CGF main website
ii. Form C and the fees structure can be obtained from the website of the Department of Justice and Constitutional Development | http://www.justice.gov.za/forms/form_paia.htm | http://www.justice.gov.za/paia/paia.htm