

Ripple Effect 4 (Pty) Ltd. Manual



Act 2 of 2000, The Promotion of Access to Information

This Manual was prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000

Effective Date: 1st December 2002
Last Revision: 4th January 2007

1. Information required under section 51(1)(a) of the Act:

- a. Name of the Body
Ripple Effect 4 (Pty) Ltd.
- b. Head of the Body (Information Officer)
Mr. Todd Kaplan
- c. Postal Address
PO Box 1337
Gallo Manor
2052
- d. Street Address
26 Ratcliffe Drive
Morningside Manor
Sandton
- e. Telephone Number
(011) 656 - 1601
- f. Fax Number
0866 55 32 85

- g. Web address
www.re4.co.za
- h. Contact Details of Information Officer
 - i. e-mail: info@thecampusgroup.com
 - ii. Phone: (011) 656 - 1601
 - iii. Fax: 0866 55 32 85

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

3. Information required in terms of section 51 (1)(c) of the Act:

No section 52 (2) notice has yet been published by the Minister.

4. Information required under section 51(1)(d) of the Act:

The company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act:

Companies Act 61 of 1973:	sections: 93(1), 105(1), 140A(8), 204(1), 215(1), 240(1), 242(1), 245(2), 284(1)
Income Tax Act 58 of 1962:	section 74
Value-Added Tax Act, 89 of 1991:	section 55
Labour Relations Act 66 of 1995:	section 205
Basic Conditions of Employment Act 75 of 1997:	section 31
Employment Equity Act 55 of 1998:	section 26
Skills Development Levies Act 97 of 1998:	section 13
Occupational Health and Safety Act 85 of 1993:	section 8
Compensation for Occupational Injuries and Diseases Act, 130 of 1993:	section 81
Unemployed Insurance Act, 30 of 1966:	sections 32 & 33
Customs & Excise Act 91 of 1964:	sections 101(1)

5. Information required under section 51(1)(e) of the Act:

The following are the subjects and categories of records held:

5.1. Web page:

The Ripple Effect 4 Website consists of the following categories:

1. Company Profile
2. Contact Us
3. Terms and Conditions of Usage
4. Access to Information Act:- Promotion of Access to Information Act - Manual

5.2. Other Records:

- Documents of Incorporation , the Constitution of the Company, Registers & Minute Books:
Company documents including the Memorandum of Association and the Articles of Association and any amendments thereto, various registers, minute books and internal resolutions.
- Accounting:
Books of account, vouchers, invoices, fixed asset registers, inventories.
- Taxation:
Records pertaining to VAT, Company Tax, STC, PAYE and Capital Gains.
- Intellectual Property:
Records relating to trade marks, patents, designs, licenses and licensing agreements.
- Insurance:
Records relating to insurance arrangements, policies and claims.
- Moveable and Immovable Property:
Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property.
- Agreements
Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities & guarantees, acquisitions & disposals of assets & with service providers.
- Human Resources
Employee records, conditions of employment, payrolls, arrangements with service providers, dealings with Unions, labour related matters and benefit funds.
- Operational:
Technical, procurement, production and marketing information, customer related records, management records, data bases, correspondence, policies & procedures, banking records & legal proceedings.
- Computer and Communication Information:
Procurement, maintenance and data communication arrangements.

6) Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of individuals (s63)
- Information for the protection of commercial information and confidential information of third parties. (s 64 & 65)
- Information for the protection of the safety of individuals and the protection of property. (s 66)
- Information privileged from production in legal proceedings (s67)
- Commercial information of the company (s68)
- Research information (s69)

7. Availability of the manual:

The manual is also available for inspection at the offices of the company free of charge; and copies are available in the Gazette and on the company's website.