



MANUAL OF BUZZGROWTH (PTY) LTD in terms of the Promotion of Access to Information Act 2 of 2000

PURPOSE

The purpose of this document is to serve as the Manual of BuzzGrowth (Pty) Ltd as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

CONTACT PERSON AND ADDRESS DETAILS OF BUZZGROWTH

- Contact Person: Gert J Meintjes
- Information Officer: Gert J Meintjes
- Telephone Number: +27 (60) 715 7470
- Email: info@buzzgrowth.co.za
- Web Address: <https://buzzgrowth.co.za>

GUIDE ON HOW TO USE THE ACT

The South African Human Rights Commission has compiled a guide containing information required by a person who wishes to exercise any right contemplated in the Act. This guide can be found on the website of the South African Human Rights Commission at www.sahrc.org.za.

CATEGORIES OF RECORDS AVAILABLE

The following categories of records are automatically available without a person having to request access in terms of this Act:

- Statutory records – all companies
- Memorandum of incorporation
- Certificate of incorporation
- Register of directors
- CoR prescribed forms
- Corporate communications
- Press releases
- Brochures and promotional literature giving information of products and services
- Human resources
- Employment equity returns
- Work skills development plan
- Company Investments
- List of subsidiary companies
- Employee benefits
- Discovery Health Medical Aid
- Liberty Life Provident Fund

RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

Records are available in accordance with current South African legislation, to the extent that the relevant statute makes disclosure of records compulsory. This includes but is not limited to the following acts:

- Protection of Personal Information Act No.4 of 2013
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Copyright Act No. 98 of 1978
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967

DETAIL TO FACILITATE A REQUEST FOR RECORDS

In order to facilitate a request for access to a record, BuzzGrowth has in its possession the following categories of records:

- Administration: Operating licenses, Minutes of meetings of the boards of directors, Minutes of management meetings, Correspondence
- Human Resources: Employment contracts, Employment Equity Plan, Disciplinary records, Salary records, Disciplinary code, Leave records, Policies, Training records, Training Manuals
- Operations: Client records, Production records, Legal agreements and commercial contracts
- Finance: Bank and other reconciliations, Budget, Financial statements, Management accounts, Accounting records, Annual financial statements, Invoices, Payment files, Delivery notes, Receipt books, Statutory returns

ACCESS TO RECORDS

Records held by BuzzGrowth may be accessed on request once the requirements for request for access have been met. A requester means any person making a request to access the record of that body or a person acting on behalf of that person.

PROCEDURE FOR REQUESTING INFORMATION

A requester must comply with all the procedural requirements contained in the Act relating to a request for access to a record. To request information, the requester must complete the prescribed form and send it to the Information Officer of BuzzGrowth at the postal or physical address, or electronic mail address stated above.

DECISION

BuzzGrowth shall, within 30 days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect.

FEES

The Act provides for two types of fees: a request fee and an access fee. The Information Officer shall require the requester, other than a personal requester, to pay the prescribed request fee before further processing of the request.

PROCESSING OF PERSONAL INFORMATION

BuzzGrowth uses the Personal Information under its care in the following ways:

- Responding to client/prospective client enquiries
- Sending quotes for products and/or services
- Processing applications for products and/or services
- Verifying client/prospective client identities
- Providing clients with products and/or services
- Improving the Company's products and/or services by analyzing it for trends
- Inviting clients/prospective clients to attend events held by the Company
- Sending clients/prospective clients updates on the latest developments regarding the Company's products and/or services

REMEDIES IF REQUEST FOR INFORMATION IS REFUSED

A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 180 days of notification of the decision, apply to a court for relief.

AVAILABILITY OF THE MANUAL

The Company's manual is available for inspection, on reasonable prior notice, free of charge, at the registered address stated above and further published on the Company's website.

This manual provides a comprehensive guide for individuals or entities wishing to request access to information held by BuzzGrowth, in compliance with the Promotion of Access to Information Act. It outlines the procedures, contact details, and the types of records available, ensuring transparency and facilitating the request process.