

Sprk New Media CC

Registration Number: 2007/203970/23

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

Part I

[Information required in terms of section 51 (1)(a) of the Act]

Name of Body : Sprk New Media CC

Head of Body : Bradley Kronson
bradley@sprk.co.za
Ian Greaves
ian@sprk.co.za

Street Address : Block A, Unit 3, 1st floor, Stoney Ridge Office Park, corner Witkoppen Road & Waterford Place, Kleve Hill Park, 2191

Postal Address : PostNet Suite #131, Private Bag X87, Bryanston, 2021

Telephone Number : (011) 465 5995

Website Address : www.sprk.co.za

Part II

[Information required in terms of section 51 (1)(b) of the Act]

In terms of section 10 of the Act, the South African Human Rights Commission is required to compile and publish a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. Government Notice R187 of 15 February 2002 details how the guide should be made available. The guide is available on the website of the South African Human Rights Commission, under the link that says "publication":

The South African Human Rights Commission

PAIA Unit

Postal Address: Private Bag X2700, Houghton, 2041

Telephone: (011) 484-8300

Telefax:(011) 484-7146

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

Part III

[Information required in terms of section 51 (1)(c) of the Act]

No notice in terms of this section has been published. Certain records are however freely available on the Company's website.

Part IV

[Information required in terms of section 51 (1)(d) of the Act]

Records are kept in accordance with the following legislation:

Human Resources

Basic Conditions of Employment Act, 75 of 1997

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 68 of 1995

Occupational Health and Safety Act, 85 of 1993

Unemployment Insurance Contribution Fund Act, 4 of 2000

Unemployment Insurance Fund Act, 63 of 2001

Skills Development Levy Act, 9 of 1999

Finance

Companies Act, 61 of 1973

Income Tax Act, 58 of 1962

Value Added Tax Act, 89 of 1991

Part V

[Information required in terms of section 51 (1)(e) of the Act]

General Documents

leases; rental or HP agreements; sale agreements; internal and external correspondence; monthly management accounts; insurance contracts; financial statements;

Purchasing documents

contracts with suppliers; receipts and invoices

Operations documents

Administration and operational records; Commercial contracts; Partnership Agreements and Protocol; Risk Security and Insurance records; Statutory records

Information technology records

software manuals and installation instructions; licensing documentation;

Human Resources Documents

Employment contracts; independent contractor agreements; conditions of employment, disciplinary procedures; Staff policies and procedures; Training and development records

Part VI

[Information required in terms of section 51 (1)(f) of the Act]

No additional information has to date been prescribed in terms of this section. The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Part VII

Requests for records

The Act requires that requests for records must be made in the prescribed form, which can be found at www.sahrc.org.za, or www.doj.gov.za. The form is also available at the contact addresses.

A request must be sent to the contact address or to the fax or e-mail address listed, and the request must be made to the head of the body.

Sufficient detail must be provided in the request from to enable the head of the Company to easily identify:

- The record required
- Which form of access is required
- The right that is sought to be exercised or protected
- How the requester wishes to be informed
- Why the information requested is required for the exercise or protection of the right.

If a request is being made on behalf of another person proof must be submitted of the capacity in which the requester is making the request.

The request for a record will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act.

The Act requires the Head of the Company in certain circumstances to notify the requester to pay the prescribed request fee, before further processing the request. A request for personal information about oneself is not subject to a request fee. If the request for access to a record is granted, payment of a further access fee may be required for any reasonable time required in excess of the prescribed hours for reproduction, search and preparation of the record. 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. After the head of the private body has made a decision on the request, the requester must be notified in the required form. The prescribed fees are available at www.sahrc.org.za, or www.doj.gov.za.

Part VIII

Availability of manual

This manual can be found on the Company's website at www.sprk.co.za and is available for inspection, free of charge, at the offices of the Company. It has also been submitted to the South African Human Rights Commission.