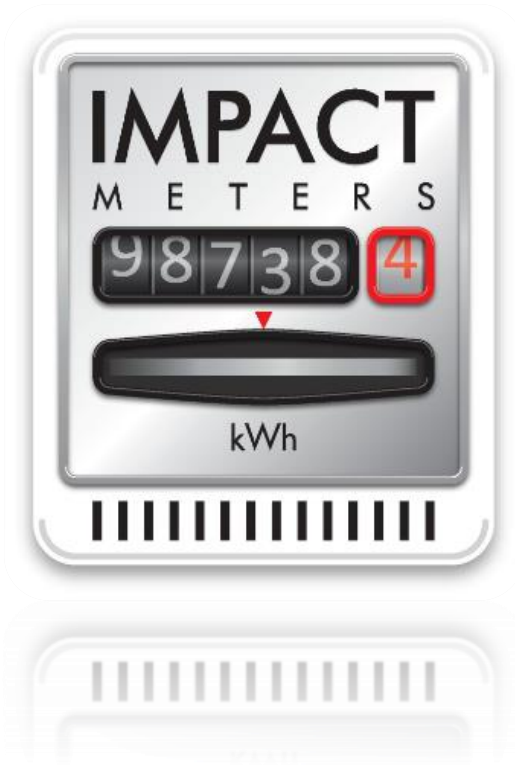


Impact Holdings (Pty) Ltd t/a Impact Meter Services

(REGISTRATION NUMBER 2002/023813/07)



The Promotion of Access to The Information Act Manual

Compiled in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000



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1. INTRODUCTION

Impact Holdings (Pty) Ltd (Registration number 2002/023813/07) (“the company”), is a private company registered in terms of the company laws of the Republic of South Africa and conducts business as a reseller of electricity.

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, Act No 2 of 2000 (“the Act”) which gives effect to the constitutional right of access to any information held by the State (a public or private body) and any information that is held by another person and that is required for the exercise or protection of any rights.

2. CONTACT DETAILS IN TERMS OF SECTION 51(1)(A)

Information officer:	Mr. George Farmer (Managing Director)
Company Name:	Impact Holdings (Pty) Ltd t/a Impact Meter Services
Physical Address:	The Office Block B 314 Glenwood Road, Lynnwood Park
Postal Address:	Postnet Suite 57, Private Bag X37, Lynnwood Ridge, 0040
Telephone Number:	(012) 763 8200
Fax Number:	(012) 809 3506
Website address:	www.amps.co.za

All applications and/ or requests for information must be made in terms of “the Act” and must be addressed to the Information officer at complianceofficer@amps.co.za



3. SECTION 10 GUIDE TO THE ACT IN TERMS OF SECTION 51(1)(B)

The South African Human Rights Commission (“SAHRC”) has, in terms of section 10 of the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”), developed a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of PAIA and accordingly it:

- Contains information on understanding and how to use the Act;
- Purpose of the act;
- The manner, form and costs of a request for access to information held by a body;
- Assistance available from Information Officers and the SAHRC;
- Legal remedies when access to information is denied; and
- The contact details of Information Officers in the National, Provincial and Local Government.

The Guide is available on the SAHRC’s website at www.sahrc.org.za. Copies of the guide can also be obtained at all the SAHRC’s provincial offices of which the contact details are included in the Guide. Enquiries regarding the Guide can be addressed to the SAHRC of which the contact details are as follows:

Postal Address: Private Bag 2700
Houghton
2041

Physical Address: Braampark
Forum 3
33 Hoofd Street
Johannesburg
2017



Tel Number: 011 877 3600/3803/3825

Fax Number: 011 403 0625

E-mail: paia@sahrc.org.za

Website: www.sahrc.org.za

4. **SECTION 51(1)(c) NOTICE IN TERMS OF SECTION 52(2)**

At this stage the company has/have no notice(s) been published on the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the business is automatically available without having to request access in terms of PAIA.

5. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION - SECTION 51(1)(D)**

To the extent applicable, our company maintains such information and documents as may be required in terms of the following legislation:

1	Basic Conditions of Employment	Act 75 of 1997
2	Companies Act	Act 71 of 2008
3	Compensation for Occupational Injuries and Diseases	Act 130 of 1993
4	Electronic communications and Transactions	Act 25 of 2002
5	Employment Equity	Act 55 of 1998
6	Income Tax	Act 58 of 1962
7	Labour Relations	Act 66 of 1995
8	Occupational Health and Safety	Act 85 of 1993
9	Promotion of Access to Information	Act 2 of 2000
10	Protection of Personal Information	Act 4 of 2013



11	Skills Development	Act 97 of 1998
12	Skills Development Levy Act	Act 9 of 1999
13	Unemployment Insurance	Act 63 of 2001
14	Value Added Tax	Act 89 of 1991

6. SCHEDULE OF RECORDS HELD BY THE COMPANY – SECTION 51(1)(E)

General information about Impact Meter Services can be accessed via the internet on www.amps.co.za, which is available to all persons who have access to the internet.

The company holds the types of records and personal information in respect of the categories of data subjects specified below. **Please note: the fact that we list a record type here, does not necessarily mean that a requester is automatically allowed to access these records and that access to them may be refused.**

Department	Description of records
Admin, finance and accounting	Accounting records
	Financial statements
	Banking details and bank statements
	Asset register
	Debtors and creditors control
	Salary administration
	Insurance
	Tax records
Management	Documents pertaining to the shareholding and shareholders of the company
	Minutes of shareholders and management meetings
	Resolutions of directors
Human resources	Conditions of employment
	Correspondence relating to personnel
	Employment contracts



	Health and safety records
	Payroll records
	Personnel records including personal details, disciplinary records, termination records and all employment-related records and correspondence
	Records provided by a third party relating to personnel
	Recruitment records
	Staff training material
	Unemployment Insurance Fund contribution records
	Employment and equity plans
	Provident fund details
	Skills development plans
Information Technology	Records relating to computer software used by Impact Meter Services
	Information systems
	Network security
	Support and maintenance agreements
Miscellaneous	Various types of correspondence
Operations	Client agreements and information

7. PROCESS TO APPLY FOR ACCESS TO INFORMATION IN TERMS OF SECTION 51(1)(E)

To enable the Company to process a request for access to information, kindly complete Form C, attached hereto as Annexure A, alternatively found on Impact's website - www.amps.co.za

- Address your request to complianceofficer@amps.co.za
- Provide clear and sufficient details to enable the firm to ascertain:
 - a) The identity of the requester (If the requester is represented by an agent, sufficient proof showing authority to represent the requester and the identity of the agent);
 - b) The record/s requested;



- c) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right;
- d) The form of access required;
- e) If the requester wishes to be informed of the decision in any manner (in addition to a written decision) the manner and particulars thereof; and
- f) The postal address or fax number of the requester in the Republic.
- g) The request for access to information must be clearly identified as such and marked for the attention of the Chairman;
- h) The applicable prescribed fee as set out in the regulations to the Act must accompany the request for access to information.

Upon receipt of the application form and proof of payment, the information officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

8. PRESCRIBED FEES SCHEDULE IN TERMS OF SECTION 54

The following fees will apply to all requests for access to information held by the Company:

- a) A requestor must pay the prescribed fees (currently R50.00) before a request will be processed;
- b) Where the preparation of the record requested requires more than the prescribed hours (currently 6 hours), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- c) A requestor may lodge an application with a competent court against the tender/payment of the request fee and/or deposit;
- d) The Company may withhold access to a record under its control until the requested fees have been paid;



- e) If a request for access to information is granted, an access fee must be paid before such information is made available to the requester;

The prescribed fee structure as prescribed in terms of Section 54 of the PAIA Act is attached hereto as Annexure B and is also available on Impact's website - www.amps.co.za

9. AVAILABILITY OF THE MANUAL

The PAIA Section 51 Manual for Impact Meter Services is available at our offices situated at: The Office Block B, 314 Glenwood Road, Lynnwood Park, Pretoria free of charge and on our website: www.amps.co.za

This Manual may be updated and amended from time to time as necessary and the latest version will be published in the manner prescribed by the Act.

Version 1 Last updated: 26 June 2021