



**ABACUS MATHS**  
Making Your Child Count!

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Registration Number of Company:

**2011/106201/07**

Name of Company:

**ABACUS MATHS (PTY) LTD**

**MANUAL**

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Date of Compilation: 12/11/2015

Date of Revision: 26/11/2015

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## INDEX PAGE

1. Introduction to Abacus Maths (Pty) Ltd and the type of business
2. Contact Details: Abacus Maths (Pty) Ltd
3. The ACT and Section 10 Guide
4. Applicable Legislation: Abacus Maths (Pty) Ltd
5. Schedule of Records: Abacus Maths (Pty) Ltd
6. Form of Request
7. Request Prescribed Fees

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666

## 1. INTRODUCTION

Abacus Maths (Pty) Ltd conducts business as a Brain Development Programme. We use the Japanese Abacus as a mathematical tool to develop concrete, visual and auditory skills. The outcome is an analytical, creative and out of the box thinker. Abacus Maths (Pty) Ltd is affiliated with the Tomoe Soroban Company in Japan. Soroban is the Japanese word for Abacus.

## 2. COMPANY CONTACT DETAILS

### Company Directors:

Mrs. Quinnette Brits  
Mrs. Sharné Bresler

### Information Officer:

Mr. Beyers Boshoff Bresler

### Postal Address:

23 Kilburn Street  
Horison  
Roodepoort  
1724

### Street Address:

23 Kilburn Street  
Horison  
Roodepoort  
1724

### Telephone Number:

+27-11-760 4575

### Facsimile Number:

+27-86-546 8277

### Electronic Mail Address:

admin@abacusmaths.co.za

### Web Address:

www.abacusmaths.co.za

Date of Compilation: 12/11/2015  
Date of Revision: 26/11/2015

BBB

### 3. THE ACT

- 3.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest
- 3.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC

#### The Contact Details of the Commission is:

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone Number:

+27-11-877 3600

Facsimile Number:

+27-11-403 0625

Web Address:

[www.sahrc.org.za](http://www.sahrc.org.za)

### 4. APPLICABLE LEGISLATION

The following Legislation is applicable to Abacus Maths (Pty) Ltd:

No	Reference	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 02 of 2000	Promotion of Access of Information Act
8	No 30 of 1996	Unemployment Insurance Act
9	No 68 of 2008	The Consumer Protection Act

Date of Compilation: 12/11/2015

Date of Revision: 26/11/2015

666

## 5. SCHEDULE OF RECORDS

The following Records are applicable to Abacus Maths (Pty) Ltd:

Records	Subject	Availability
Financial	Financial Statements	Paper Based
	Management Accounts	Electronic Format
	Asset Register	Electronic Format
	Payroll Records	Electronic Format
	Company Tax Records	Electronic Format
Marketing		
	Open Days Form	Paper Based
	DVD Presentation	Electronic Format
	Pamphlet	Paper Based
Administrative		
	Registration Form	Electronic Format or Paper Based
	Online Registration	Electronic Format
	Client Account Data	Electronic Format
	Operating Procedures	Paper Based
	Training Documents	Electronic Format or Paper Based

## 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)
- 6.2. Address your request to the Abacus Maths (Pty) Ltd Information Officer
- 6.3. Provide sufficient details to enable Abacus Maths (Pty) Ltd to identify:

- (a) The record/s requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or facsimile number of the requester in the Republic  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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

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## 7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4. Records may be withheld until the fees have been paid;
- 7.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)

Signed at Roaddepoot on this 26<sup>th</sup> day of November 2015



Beyers Boshoff Bresler  
Information Officer