



ABACUS MATHS
Making Your Child Count!

Registration Number of Company:

2013/010140/07

Name of Company:

ABACUS MATHS TRAINING (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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1. INTRODUCTION

Abacus Maths Training (Pty) Ltd conducts business as a supplier to Abacus Maths (Pty) Ltd. The company supplies training, books and relevant equipment. Abacus Maths Training (Pty) Ltd also sells Franchise opportunities for the Abacus Maths Programme. Abacus Maths Training (Pty) Ltd is registered with the Franchise Association of South Africa.

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

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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

4. APPLICABLE LEGISLATION

The following Legislation is applicable to Abacus Maths Training (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 89 of 1998	The Competition Act
10	No 68 of 2008	The Consumer Protection Act

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5. SCHEDULE OF RECORDS

The following Records are applicable to Abacus Maths Training (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
	Franchisee Declaration	Electronic Format or Paper Based
Administrative	Stock Form	Electronic Format or Paper Based
	Online Ordering	Electronic Format
	Franchise Account Data	Electronic Format or Paper Based
	Operating Procedures	Electronic Format
	Training Documents	Electronic Format

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
- 6.2. Address your request to the Abacus Maths Training (Pty) Ltd Information Officer
- 6.3. Provide sufficient details to enable Abacus Maths Training (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

Signed at Rookepoort on this 26th day of November 2015



Beyers Boshoff Bresler
Information Officer