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1. Introduction to BidorBuy (Pty) Ltd

BidorBuy is a South African online market place that brings buyers and sellers together to trade almost anything through online auctions and fixed price sales.

2. Contact details

   Jaco Jonker
   BidorBuy (Pty) Ltd
   PO Box 6009
   Rivonia
   2128

   Tel   (011) 376-0000
   Fax   (011) 706-6523
   Email hello@bidorbuy.co.za

3. The Section 10 Guide on how to use the Act
4. Records available in terms of any other legislation

BidorBuy (Pty) Ltd holds details of its own registration as a company, together with its financial statements and all other documentation relating to its business as a company as outlined in the “Introduction to BidorBuy (Pty) Ltd” above.

5. Access to the records held by BidorBuy (Pty) Ltd

i. Company Record Classification Key

<table>
<thead>
<tr>
<th>Classification Number</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Access Documents</td>
</tr>
<tr>
<td>2</td>
<td>Limited Disclosure – Personal information known to the individual</td>
</tr>
<tr>
<td>3</td>
<td>May not be disclosed – would breach a confidence owed to a third party.</td>
</tr>
<tr>
<td>4</td>
<td>May not be disclosed - likely to harm the commercial or financial interest of the company.</td>
</tr>
</tbody>
</table>
ii. Categories of records of the body which are available without a person having to request access in terms of section 52(2) of this Act.

<table>
<thead>
<tr>
<th>No</th>
<th>Record Description</th>
<th>Record Format</th>
<th>Maintained by</th>
<th>Stored at</th>
<th>Classification</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Demographic company details</td>
<td>Hard Copy</td>
<td>CEO</td>
<td>Silverpoint office, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston</td>
<td></td>
<td>Indefinite</td>
</tr>
<tr>
<td>2</td>
<td>Records pertaining to past employees of the company</td>
<td>Hard Copy and electronic</td>
<td>CEO</td>
<td>Silverpoint office, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston</td>
<td></td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

iii. Categories of records that may be requested in terms of Section 52(2) of the Act, and the categories in which these subjects are classed

<table>
<thead>
<tr>
<th>No</th>
<th>Record Description</th>
<th>Record Format</th>
<th>Maintained by</th>
<th>Stored at</th>
<th>Classification</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Details of third party relationships</td>
<td>Hard Copy and electronic</td>
<td>CEO</td>
<td>Silverpoint office, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston</td>
<td>3</td>
<td>Indefinite</td>
</tr>
<tr>
<td>4</td>
<td>Company correspondence</td>
<td>Hard copy and electronic</td>
<td>CEO</td>
<td>Silverpoint office, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston</td>
<td>4</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

iv. The request procedures

Form of request:
• The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

• The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and the state the necessary particulars to be so informed.

• The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

• If a requester is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

**Fees:**

A requester who seeks access to a record containing personal information about that requester is not required to pay the requester fee. Every other requester, who is not personal requester, must pay the required request fee:

• The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.

• The fee that the requester must pay to the 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.

• If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. **Other information as may be prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. **Availability of the manual**

This Manual is available for scrutiny at the offices of BidorBuy (Pty) Ltd at Silverpoint Office Park, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston, and copies are available from the SAHRC.
8. **Fees in respect of private bodies**

1. The fee for a copy of the manual as contemplated in regulation 9(2) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

   (a) For every photocopy of an A4-size page or part thereof
       \[ \text{R} \text{ 1,10} \]

   (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable-form
       \[ \text{R} \text{ 0,75} \]

   (c) For a copy in a computer-readable form on –
       (i) stiffy disc
           \[ \text{R} \text{ 7,50} \]
       (ii) compact disc
           \[ \text{R} \text{ 70,00} \]

   (d) (i) For a transcription of visual images, for an A4-size page or part thereof
       \[ \text{R} \text{ 40,00} \]
   (ii) For a copy of visual images
       \[ \text{R} \text{ 60,00} \]

   (e) (i) For a transcription of an audio record, for an A4-size page or part thereof
       \[ \text{R} \text{ 20,00} \]
   (ii) For a copy of an audio record
       \[ \text{R} \text{ 30,00} \]

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

   (1)(a) For every photocopy of an A4-size page or part thereof
       \[ \text{R} \text{ 1,10} \]

   (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable audio record form
       \[ \text{R} \text{ 0,75} \]

   (c) For copy in a computer-readable form on –
       (i) stiffy disc
           \[ \text{R} \text{ 7,50} \]
       (ii) compact disc
           \[ \text{R} \text{ 70,00} \]

   (d) (i) For a transcription of visual images, for an A4-size page or part thereof
       \[ \text{R} \text{ 40,00} \]
(ii) For a copy of visual images 60,00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
(ii) For a copy of an audio record 30,00

(f) To search for and prepare the record for disclosure, R30, 00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purpose of section 54(2) of the Act, the following applies:

a) Six hours as the hours to be exceeded before a deposit is payable; and
b) One third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

9. Prescribed forms

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))
A. Particulars of private body
   The CEO:
   BidorBuy (Pty) Ltd
   Silverpoint Office Park, 22 Ealing Crescent, Building 2, Ground Floor, Bryanston

B. Particulars of person requesting access to the record

   (a) The particulars of the person who requests access to the record must be given below.

   (b) The address and/or fax number in the Republic to which the information is to be sent must be given.

   (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:
Identity number:
Postal address:
Fax number: _____________________________ Telephone number
E-mail address:
Capacity in which is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:
Identity number:

D. Particulars of record

   (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
1. Description of record of relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record

E. Fees

(a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) If you qualify for exemption of the payment any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Form in which record is required:</th>
</tr>
</thead>
</table>

Mark the appropriate box with an X

NOTES:
(a) Compliance with your request in the specified form may depend on the form in which the record is available.
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.
1. **If the record is written or printed form:**
   - copy of record*
   - inspection of record

2. **If record consists of visual images**
   (this includes photographs, slides, video recordings, computer-generated, sketches etc)
   - view the images
   - copy of the images*
   - transcription of the images*

3. **If record consists of recorded words or information which can be reproduced in sound:**
   - printed copy of record*
   - printed copy of information derived from the record*
   - copy in computer readable form* (stiffy or compact disc)

*If you require a copy or transcription of record (above), do you wish the copy or transcription to be posted to you?
**Postage is payable.**

### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right.

### H. Notice of decisions regarding request for access

You will be notified in writing whether your request has been approved/denied. If you which to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ______________ this ___ day of _____________ 20

**SIGNATURE OF REQUESTER /PERSON**
**ON WHOSE BEHALF REQUEST IS MADE**
10. **Acknowledgements**

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission, whose assistance is acknowledged. The Section 51 Manual is produced by Pater Riches for Kramer Villion Norris Attorneys, Suite 6, 5 Fricker Road, Illovo Tel: 011 268 5916 Email: goolam@kvnlaw.co.za