



1 TITLE / TO THE POINT

The document describes Penbay CC t/a MoveMe.Co.Za's policy and obligations about how an entity (Person or Organisation) can access the entities' records that MoveMe.Co.Za holds about the particular entity.

Penbay CC t/a MoveMe.Co.Za

Access of Information Manual

Compiled in Terms of Section 51 of the Promotion of Access to Information Act.



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3 PREAMBLE

The Promotion of Access to Information Act was promulgated in March 2001. The Act was created to actively promote a society in which the people of South Africa would have effective Access to information which enables the people to exercise and protect their rights. The Act was designed to promote a culture of transparency in public and private organisations.

This manual is defined in terms of Section 51 of the Promotion of Access to Information Act No 1 of 2002

4 INTRODUCTION TO MOVEME.CO.ZA

Penbay CC Reg No CK 98/11811/23

MoveMe.Co.Za is a change of address service that collects, maintains and transmits data for and on behalf of legal entities (people or organisations) resident in South Africa.

This manual defines the information that MoveMe.Co.Za's holds in its environment. The manual defines the categories of information. The Manual defines what you need to do to be able to access information in our environment that will help you to protect and maintain your rights.

This Manual is available on our website www.MoveMe.Co.Za.

5 SECTION 51 INFORMATION

5.1 CONTACT INFORMATION

The full name and legal status of the website owner:
Penbay CC Reg No CK 98/11811/23

Street address:
74 Vincent Gardens North, Vincent, East London, South Africa

Physical address for receipt of legal service:
74 Vincent Gardens North Road, Vincent East London South Africa

Telephone number:
+27 (0) 43 721 0631;

Fax number:
SOUTH AFRICA ONLY 086 640 0357;

Main business:
MoveMe.Co.Za is a service that collects, maintains and transmits data for and on behalf of people resident in South Africa.

The website address of the **MoveMe.Co.Za** website is:
<http://www.MoveMe.Co.Za>;

The official email address of the **MoveMe.Co.Za** website is:
private@MoveMe.Co.Za;

5.2 SECTION 10 GUIDE ON HOW TO USE THE GUIDE

This guide is available from the South African Human Rights Commission (SAHRC)

Please direct any enquiries to
The South African Human Rights Commission
PAIA Unit
The Research and Documentation unit

Postal address
Private Bag 2700
Houghton
2041

Telephone + 27 11 484 8300
Fax +27 11 484 7146

Website www.sahrc.org.za
Email PAIA@sahrc.co.za

5.3 RECORDS AVAILABLE IN TERMS OF LEGISLATION

Close Corporations Act 69 of 1984

Employment Equity Act 55 of 1998

Value Added Tax Act of 1991

5.4 ACCESS TO RECORDS HELD BY MOVEME

5.4.1 Freely available records

Records that the public may have access to without a formal request for records are:

Annual report
Newsletters
Website content

5.4.2 Records that may be requested

Records are classified into the following areas:

5.4.2.1 Accounting Records
Books of account

5.4.2.2 Information technology
Software Packages and licences

5.4.2.3 Insurance
Coverage and limits

5.4.2.4 Employee Records
Code of Conduct
Contracts
Date of Birth
Salary and Wages register
Time and attendance

5.4.2.5 Close Corporation Information
Accounting records, supporting schedules
Accounting Financial Statements
Proof of Registration

5.4.2.6 Taxation
Tax returns and documents

5.4.2.7 Individual Records
Name and Surname;
Title;
South African identity number;
Identifiers unique to **MoveMe.Co.Za**;
Password/s
Street address;
Postal address;
Contact numbers;
E-mail address; and / or
Service providers
Non-personal browsing habits and click patterns;
IP address.

5.4.2.8 Service Provider Records
Name
Registration Number
Identifiers unique to **MoveMe.Co.Za**;
Password/s
Street address;
Postal address;
Contact numbers;
Customer Identification numbers

5.4.3 Request Procedure

The requester must submit a written enquiry to private@moveme.co.za

The requester must provide sufficient detail on the request that will allow MoveMe to identify the record and the requestor. The requester must indicate the form of access required

The requester must indicate the right that they are exercising or the right to be protected and provide an explanation of the record/s that are required to protect the right identified.

If the request is made on behalf of another person then proof of the capacity in which the requester is acting must be provided to the satisfaction of MoveMe.

5.4.4 Fees

A requester seeking access to a record that contains personal information about the requester is not required to pay a fee, if they use the website capabilities. This will require the requester to register on the website. If the record is required in any other form then an **access fee** is applicable.

MoveMe will notify any other requestor and will require the requestor to pay the **request fee** before processing the request. The requester may approach MoveMe to waive this fee or may lodge an application to the court against the tender or payment of the fee.

The current **request fee is R50** per SINGLE request per RECORD.

If the request is granted an **access fee of R50** is required to pay for the search, preparation and reproduction per RECORD.

5.5 OTHER PRESCRIBED INFORMATION

No other information is currently required.

5.6 AVAILABILITY OF THE MANUAL

The Manual is available from

- the SAHRC
- and is published on the MoveMe website at www.MoveMe.Co.Za/Terms/MoveMePAIAManual.pdf

5.7 APPLICABLE AND GOVERNING LAW

The **MoveMe.Co.Za** website is controlled and operated from the Republic of South Africa. The South African law enforced by the South African courts governs the use or inability to use the **MoveMe.Co.Za** website, its content, services, products and these terms and conditions.

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