



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

PRIVATE BODY MANUAL

1. CONTACT DETAILS OF THE PRIVATE ENTITY

1.1 Name of Body: Torus Tech (PTY) Ltd ("TORUS")

1.2 Physical Address:
18 ASHFIELD AVENUE
UMGENI BUSINESS PARK
DURBAN
KWA-ZULU NATAL
4001

1.3 Postal Address:
20 GREENFERN ROAD
MOBENI HEIGHTS
DURBAN
KWA-ZULU NATAL
4092

1.4 Telephone:

+27 81 275 9619

1.5 Head of Body:

Kiruben Naicker

1.6 Designated Information

Dion Samuel

ADMIN

Telephone: +27 65 873 3466

Email: dion@torustech.biz

1.7 Who we are:

Torus is a high end software development company specialising in mobile and cloud based software solutions, across various sectors.

2. SECTION 10 GUIDE

2.1 In terms of section 10 of the Promotion of Access to Information Act No. 2 of 2000 ("Act"), the South African Human Rights Commission has published a guide containing information relating to:

2.1.1 obtaining access to a record of a Private Body and the assistance that is available from the South African Human Rights Commission in this regard;

2.1.2 lodging a court application against a decision by the head of a private body;

2.1.3 the fees that are payable for accessing a record; and

2.1.4 the voluntary disclosure of information by private bodies.

2.2 The contact details of the South African Human Rights Commission are as follows:

South African Human Rights Commission: PAIA Unit

Physical Address:

Braampark Forum 3

33 Hoofd Street

Braamfontein

Telephone: +27 11 877 3600

Facsimile: +27 11 403 0668

Website: www.sahrc.org.za

E-mail: nmolefe@sahrc.org.za svanrensburg@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published.

4. COMPANY RECORDS

4.1 Company Records Classification Key:

Classification	Access	Classification
1	May be disclosed	Public access document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information [s61]
5	May not be disclosed	Unreasonable disclosure of personal information of natural persons [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of third party

7	May not be disclosed	Likely to harm Torus or third party/ies in contract or other negotiations.
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged document [s67]
11	May not be refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be disclosed	Commercial information of private body
13	May not be disclosed	Likely to prejudice research and development information of the Torus or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]

5. THE REQUEST PROCEDURE

5.1 Forms and fees

5.1.1 A request for information must be made in the prescribed form, must be addressed to the Information Officer and must be submitted with the prescribed fee.

5.1.2 The prescribed request form and details regarding the prescribed fees are available from the South African Human Rights Commission, whose contact details are set out in this document. The prescribed request form and prescribed fee details are available on the website of the Department of Justice and Constitutional Development (www.doj.gov.za).

5.2 Form of request

5.2.1 The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, facsimile number or electronic mail address of the information Officer.

5.2.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should indicate if it requires notice of the decision of the Information Officer in any manner, other than in writing.

5.2.3 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.

5.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

5.3 Fees

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

5.3.2 The Information Officer must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.

5.3.3 The requester may lodge an application with a court against the payment of the prescribed request fee.

5.3.4 After the Information Officer has made a decision on the request, the requester must be notified in the required form.

5.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours required to search and prepare for the record disclosure

6. OTHER INFORMATION REQUIRED BY LEGISLATION

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 inspection by the general public on website, www.torustech.biz.