

CYBERANTIX PROPRIETARY LIMITED

(“The Company”)

Registration Number 2002/020588/07



PROMOTION OF ACCESS TO INFORMATION MANUAL

Meeting	Board of Directors
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Promotion of Access to Information Manual (Manual) for CyberAntix Proprietary Limited (Registration Number 2002/008805/07) and all its subsidiaries, divisions, associated Companies and related entities (individually and collectively referred to herein as “the Company” or “the Company”) as prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA/the Act”) incorporating the provisions of the Protection of Personal Information Act, 2013 (“POPIA”).

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1.	Introduction and purpose
1.1	PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately held information is required for the exercise and protection of rights.
1.2	PAIA aims to underline the importance of access to information by fostering a culture of transparency and accountability. PAIA does this by requiring public and private bodies to create both a manual describing the type of records they hold, and procedures for others to access that information. Where a request is made in terms of PAIA, the body to which the request is made is obliged to give access to the requested information, except where the Act expressly provides that the information may or must not be released.
1.3	Protection of Personal Information Act (POPIA) promotes the protection of personal information processed by public and private bodies giving effect to everyone's Constitutional right to privacy. POPIA includes certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA.
1.4	The aim of this Manual is to facilitate the requests for access to records from the Company as contemplated under PAIA, as amended by POPIA.
1.5	This manual will help you get understand the information we hold and how to access it if necessary. We are required in terms of PAIA to make this manual available to you so you can see what type of information we have, as well as how you can request to get access to it.
2.	Company overview
2.1	CyberAntix Security Operations Centre as-a-Service (SOCaaS) is a state-of-the-art implementation of managed cybersecurity services, focusing on managed detection and response with associated advanced services (proactive hunting, forensics, code reviews, vulnerability assessment, etc).
3.	Company structure
3.1	Please refer to Company structure in Schedule 1 which lists entities making up the Company to which this Manual applies.
4.	Contact details of the Company [Section 51 (1) (a)]
4.1	Name of Company: CyberAntix (Pty) Ltd
4.2	Physical address: 62 Waterloo Avenue, Samrand, Kosmosdal, 1682
4.3	Postal address: P.O. Box 5687, The Reeds, 0158
4.4	Head of Body: Altus Stoop via Sirkien van Schalkwyk
4.5	Telephone number: 012 657 5522
4.5	Fax Number: -

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4.6	Email address: info@cyberAntix.co.za
5.	Information Regulators Guide [Section 51(1)(b)]
5.1	An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available from the Information Regulator (established in terms of POPIA) and the South African Human Rights Commission. Any enquiries regarding the Guide should be directed to:
5.1.1	The Information Regulator (South Africa)
	33 Hooft Street, Forum III, 3 rd floor Braampark, Braamfontein Johannesburg
	Tel: +27(0) 10 023 5207
	E-mail: infoereg@justice.gov.za
	Website: https://www.justice.gov.za/infoereg/
	or
5.1.2	The South African Human Rights Commission
	PAIA Unit (the Research and Documentation Department)
	Postal address: Private Bag 2700, Houghton, 2041
	Telephone: +27 11 484-8300
	Fax: +27 11 484-7146
	Website: www.sahrc.org.za
	E-mail: PAIA@sahrc.org.za
6.	Availability of records in terms of other legislation [Section 51(1)(d)]
6.1	<p>A requester is not obliged to request access to information held by the company in terms of the Act, should there be other legislation that provides a requester with access to such a record held by the company. Take note that such other legislation (only to the extent that the relevant legislation is applicable and which therefore makes disclosure of records compulsory) may include:</p> <ul style="list-style-type: none"> - Auditing Professions Act No. 26 of 2005; - Basic Conditions of Employment, No. 75 of 1997; - Broad-based Black Economic Empowerment Act, No. 53 of 2003; - Business Continuity Management System; - Code of Good Practice on the protection of employees during pregnancy and after the birth of a child: GNR1441 of 1998; - Companies Act, No. 761 of 2008; - Consumer Protection Act, No 68 of 2008;

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- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- Competition Act, No. 89 of 1998;
- Copyright Act, No. 98 of 1978;
- Customs and Excise Amendment Act 93 of 1996;
- Electronic Communications and Transactions Act, No 25 of 2002;
- Employment Equity Act, No. 55 of 1998;
- Employment Services Act, No. 4 of 2014;
- Financial Advisory and Intermediary Services Act, No.37 of 2002;
- Financial Intelligence Centre Act, No. 38 of 2001;
- General and Further Education and Training Quality Assurance Act, No.58 of 2001;
- Hazardous Substances Act, No. 15 of 1973;
- Higher Education Act 101 of 1997;
- Income Tax Act, No. 95 of 1967;
- Immigration Act No. 13 of 2002;
- International Financial reporting Standards;
- King Code of Governance for South Africa, 2009 (KingIV);
- Labour Relations Act, No. 66 of 1995;
- Medical Schemes Act, No. 131 of 1998;
- Medicines and Related Substances Act, No.15 of 1973;
- Mine Health and Safety Act No. 29 of 1996;
- Ministry of Provincial & Local Government Disaster Management Act 2002;
- National Credit Act No 34 of 2005;
- National Environment Management Act, No. 107 of 1998;
- National Health Act, No. 61 of 2003;
- National Road Traffic Act 93 of 1996;
- National Road Traffic Regulations GN R225 of 2000;
- Occupational Health and Safety Act No. 85 of 1993;
- Pension Funds Act No. 24 of 1956;
- Prescription Act
- Prevention and combatting of Corrupt Activities Act, No. 12 of 2004;
- Prevention of Organised Crime Act, No.121 of 1998;

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- Promotion of Access to Information Act No. 2 of 2000;
- Promotion of Equality and Prevention of Unfair Discrimination Act, No.4 of 2000;
- Protected Disclosure Act No. 26 of 2000;
- Protection of Personal Information Act, No. 4 of 2013;
- Public Finance Management Act 1999;
- Qualifications Framework Act No. 67 of 2008;
- Regulation of Interception of Communications and Provision of Communication-Related Information Act, No70 of 2002;
- Skills Development Act, No 97 of 1998;
- Skills Development Levies Act, No. 9 of 1999;
- Tobacco Products Control Act 83 of 1996
- Tax Administration Act No. 28 of 2011;
- Tax on Retirement Funds Act, No. 38 of 1996;
- The King 4 Report of Governance of South Africa 2019;
- Trade Marks Act, No. 194 of 1993
- Unemployment Insurance Contributions Act, No. 4 of 2002;
- Unemployment Insurance Act, No. 63 of 2001; and
- Value Added Tax Act No. 89 of 1991.

7.	Access to records held by CyberAntix Proprietary Limited
7.1	Automatic disclosures, i.e., information that is freely available [Section 51(1)(c)]
7.1.1	No notice has been published in terms of section 52 (2) of PAIA. However, the B-BBEE Certificate is available on the Company's website.
7.1.2	Take note that if such notice is published, the only fee payable for access to such information will be the prescribed fee for the reproduction of such information requested as more fully set out in Annexure "C" attached hereto.
7.2	Information that may be requested [Section 51(1)(e)]
7.2.1	Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis, in accordance with the provisions of PAIA.
7.2.2	<u>Companies Act records</u>
	<ul style="list-style-type: none">- Documents of incorporation- Memorandum of Incorporation

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	<ul style="list-style-type: none">- Minutes of Board of Directors meetings- Records relating to the appointment of directors/auditor/secretary/public officer and other officers- Share Register and other statutory registers
7.2.3	<u>Financial records</u>
	<ul style="list-style-type: none">- Annual Financial Statements- Tax Returns- Accounting Records- Banking Records- Electronic banking records- Asset Register- Rental Agreements- Invoices
7.2.4	<u>Income tax records</u>
	<ul style="list-style-type: none">- PAYE Records- Documents issued to employees for income tax purposes- Records of payments made to SARS on behalf of employees- All other statutory compliances:<ul style="list-style-type: none">- VAT- Regional Service Levies- Skills Development Levies UIF- Workmen’s Compensation
7.2.5	<u>Personnel documents and records</u>
	<ul style="list-style-type: none">- Employment contracts- Employment Equity Plan (if applicable)- Medical Aid Records- Pension Fund records- Disciplinary records- Salary records- SETA records- Disciplinary code- Leave records

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	<ul style="list-style-type: none">- Training records- Training manuals
7.2.6	<u>Operational information</u>
	<ul style="list-style-type: none">- Such information is required for the day to day running of the company and include, but is not limited to company policies, employee records, permits, licenses, authorisations, approvals and general “housekeeping” information.- Procurement Policies- Governance risk and compliance documents.
7.2.7	<u>Communications</u>
	This includes correspondence between people inside and outside of the Company.

8.	How to facilitate a request for access to information
8.1	Access to information held by the Company is not automatically available and can be refused by the company on any of the grounds for refusal contemplated in Chapter 4 of Part 3 of the Act.
8.2	In order to request access to information held by the company, the person requesting access to such information (hereinafter referred to as the “Requester”) must not only identify the right it is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right but must also comply with all the procedural requirements set out in the Act. Should the Requester be a public body (i.e., state), such person must identify that it is requesting such information in the public’s interest by stipulating adequate reasons.
8.3	In order to facilitate such a request for access to information, the requester needs to complete the <i>prescribed access form</i> attached hereto as Annexure “A”. Please note that the prescribed access form must be completed in full and failure to do so may result in the process being delayed until such additional information is provided. This request must be made to the Information Officer of the Company by email or delivery to physical address as follows: Sizwe House, 62 Waterloo Road, Samrand Business Park, Centurion, 0157.
8.4	The Requestor must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requestor. The Requestor should also indicate which form of access is required and indicate if any other manner is to be used to inform the Requestor and state the necessary particulars to be so informed.
8.5	Proof of identity is required to authenticate the request and the Requester. Therefore, in addition to the prescribed access form, Requestors will be required to supply a certified copy of their identification document or any other legally acceptable form of identification.
8.6	The Requestor 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.

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8.7	If a request is made on behalf of another person, the Requestor must then submit proof of the capacity in which the Requestor is making the request to the satisfaction of the head of the private body.
8.8	A Requestor who seeks access to a record containing personal information about that Requestor is not required to pay the Request Fee. Every other Requestor, who is not a personal Requestor, must pay the required Request Fee. The Information Officer must notify the Requestor (other than a personal Requestor) by notice, requiring the Requestor to pay the prescribed fee (if any) before further processing the request.
8.9	After the Information Officer has made a decision on the request, the Requestor will be notified on the required form.
8.10	Requestors will be informed within 30 days of the company's decision to refuse access to the information requested based on any of the grounds for refusal as contemplated in Chapter 4 of Part 3 of the Act. Take note that the 30-day period may be extended for a further 30-day period should more time be required to gather the requested information. The Requester will, however, be notified if the initial 30-day notice period is to be extended for a further 30 days.

9.	Grounds for refusal to access
9.1	In terms of PAIA access to certain documents may be refused.
9.2	Grounds on which the Company may refuse you access include: <ul style="list-style-type: none">- Protecting personal information that the Company holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;- Protecting commercial information that the Company holds about a third party or the Company (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Company or the third party);- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;- If disclosure of the record would endanger the life or physical safety of an individual;- If disclosure of the record would prejudice or impair the security of property or means of transport;- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;- If disclosure of the record would prejudice or impair the protection of the safety of the public;- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Company;- Disclosure of the record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition; The record is a computer programme; and/or

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	The record contains information about research being carried out or about to be carried out on behalf of a third party of the Company.
9.3	If the Company has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try and locate the record.
9.4	If access is requested to a record that contains information about a third party, the Company is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event of the third-party furnishing reasons for the support or denial of access, our designated Company Information Officer will consider these reasons in determining whether access should be granted, or not.

10. In what form we will give you access

If your request for access to records of the Company is approved, we will determine how we will provide access to you, unless you have requested access in a specific form.

11. How much it will cost you

11.1 Section 52 (3) of the Act states that fees payable for access to records are to be prescribed. The prescribed fees are as set out in the Fee Schedule hereto and are also available at <https://www.justice.gov.za/infocreg/> and www.sahrc.org.za.

11.2 The following applies to requests:

- A Requestor is required to pay the prescribed fees before a request will be processed;
- 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);
- A Requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.

11.3 In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and which will be calculated based on the fee prescribed under the Act.

11.4 The Requester will be informed of the access fee or deposit (if any) which is payable for having access to the records and for the search, reproduction and/or preparation work involved, the account details and of the methods in which payment may be made. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

12. Remedies available if requests for information is refused

12.1 The decision made by the Information Officer appointed in terms of the Protection of Personal Information Act 4 of 2013 pertaining to a request is final, and Requestors will have to exercise such

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	external remedies at their disposal if a request is refused, and the Requestor is not satisfied with the response provided by the Company Information Officer.
12.2	A Requestor or third party that is dissatisfied with the Company Information Officer's refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a court for relief. For purposes of PAIA, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.
13.	Processing personal information
13.1	In terms of the POPIA the Company is required to detail how and what personal information we process as well as the purpose for which personal information is processed. This will depend on the nature of the personal information and the particular data subject.
13.2	The Company processes many different kinds of personal information and hold information and records on various categories of data subject for effective operation of the Company's business and all aspects of providing our products services. This includes, without being limited to, personal information in relation to employees, contractors, clients, third party service providers, applicants, trainees, suppliers, service providers
13.3	The Company may provide personal information to sellers of products or services and to other third parties which are involved in the payment, delivery, purchase and marketing of its products and services.
13.4	The Company may also share your information to trusted third party service providers involved in the development and operation of the business and the Company's products and services.
13.5	The Company understands and respects the privacy of personal information and has taken all steps to process personal information in accordance with the relevant data protection legislation, including POPIA.
13.6	Accordingly, full details of our privacy practices can be found in our Privacy Policy which is available on our website.
14.	Actual or planned trans border flows of personal information
14.1	The Company may, in certain circumstances transfer personal information across borders out of South Africa, this may be done with third party cloud storage providers to secure or backup our data, or for technical reasons or where the relevant business of the Company is conducted outside of South Africa.
14.2	Personal information will only be transferred by the Company to territories which have similar privacy and data protection laws to South Africa or alternatively will contractually require such compliance with South African privacy standards.
15.	General description of information security measures
15.1	The Company employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care and has a security policy as required by POPIA. Measures include:

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	<ul style="list-style-type: none">- virus protection software and update protocols;- logical and physical access control; and- secure setup of hardware and software making up the IT infrastructure.
15.2	Outsourced Service Providers who process Personal Information on behalf of the Company may be contracted to implement security controls. They will at all times do so only in terms of our Privacy Policy.
16.	Availability of the manual
16.1	The Manual is available for inspection, free of charge, at the offices of the company as set out in 2 above as well as the company's website, or alternative copies are available at the Information Regulator, as the case may be. In respect of hard copies, any transmission costs/postage will be for the account of the Requestor.
16.2	The Privacy Policy is available on the website or at the office of the Company for inspection, on reasonable prior notice, free of charge.

Signed on behalf of the Company on this 26 day of July 2022.

A handwritten signature in black ink, appearing to read "M. Smith", is written over a horizontal line.

Managing Director



FORM C

Request for access to record of private body (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) [Regulation 10]

A Particulars of private body

Information officer:

Street address:

Telephone:

Email address:

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:

Email address:

Capacity in which request 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:

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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.
- b. 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.

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

E Fees

- a. A request for access to a record, other than a 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 of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:



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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.

Disability:	Form in which record is required:

Mark the appropriate box with an x.

NOTES:

- a. Compliance with your request in the specified 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 in written or printed form:

copy of record* inspection of record

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

view the images copy the images* transcription of the images

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio cassette) transcription of soundtrack*
(written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

printed copy of record* of printed copy of copy in computer readable form*
derived from the record (stiffy or compact disc)

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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.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

H Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish 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 on behalf of the Company on _____ day of _____ 2022.
this _____

Signature of requester/person on whose behalf request is made

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ANNEXURE B

ACCESS FEE PAYABLE (IF APPLICABLE)

	Rand
For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75
For a copy in a computer readable form:	
Diskette	7.50
Compact disc	70.00
A transcription of visual images, for and A4-size page or part thereof	40.00
For a copy of visual images	60.00
A transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00
To search a record that must be disclosed, per hour or part of the hour	30.00
Where a copy of the record needs to be posted the actual postal fee is payable	

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ANNEXURE C

REPRODUCTION FEE (IF APPLICABLE)

	Rand
For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75
For a copy in a computer readable form:	
Diskette	7.50
Compact disc	70.00
A transcription of visual images, for and A4-size page or part thereof	40.00
For a copy of visual images	60.00
A transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00

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SCHEDULE 1

Entity	Contact person / Designation	Email address
CyberAntix Limited	Altus Stoop	info@cyberAntix.co.za