

**Registration Number of Company: 2016/266366/07**

**WITS INCUBATOR PROPRIETARY LIMITED T/A TSHIMOLOGONG DIGITAL  
INNOVATION PRECINCT**



## **ACCESS TO INFORMATION MANUAL**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT 2 OF 2000**

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## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the Promotion of Access to Information Act 2 of 2000 (hereinafter referred to as, “the PAIA”) from Wits Incubator Proprietary Limited T/A Tshimologong Digital Innovation Precinct.

The PAIA 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.

Requests in terms of the PAIA 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 PAIA.

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 are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## **2. Request for access to information**

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact LESLEY DONNA WILLIAMS. In terms of section 25(2):

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(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

- A. the access fee (if any) to be paid upon access;
- B. the form in which access will be given; and
- C. that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

- A. state adequate reasons for the refusal, including the provisions of this Act relied upon;
- B. exclude, from such reasons, any reference to the content of the record; and
- C. state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

### **3. Background of Tshimologong Digital Innovation Precinct**

Tshimologong Digital Innovation Precinct by Wits University aims to develop world leading African digital entrepreneurs through skills and enterprise development.

Setswana for “new beginnings”, Tshimologong catalyses the transformation of Braamfontein into a premier technology destination to raise the profile of African digital innovation by inspiring new talent and addressing rising youth unemployment.

As a university-based incubator, Tshimologong Precinct further aims to commercialise research of Wits University students.

### **4. Organisation Details**

- A. Directors

ELZBIETA MAGDALENA	ROMANOWSKA	Non-Executive Director
BARRY	DWOLATZKY	Non-Executive Director
LESLEY DONNA	WILLIAMS	Executive Director
IAN ROBERT	JANDRELL	Non-Executive Director
BRAIN CLEMENT	ARMSTRONG	Non-Executive Director
CLIFFORD	DE WIT	Non-Executive Director
MARK JOSPEH	HARRIS	Non-Executive Director
CATHY	SMITH	Non-Executive Director
AMANDA LISL	KORT	Non-Executive Director

B. Name: Wits Incubator (Pty) Ltd t/a Tshimologong Digital Innovation Precinct

C. Physical address: 41 Juta Str, Braamfontein, Johannesburg, South Africa

D. Postal address: 3rd Floor PDH Building, Gate 6 Wits University, 92 Empire Road,  
Braamfontein, Gauteng 2001

E. Contact details: Lesley Donna Williams, Email: lesley@tshimologong.joburg, Tel: +27  
10 822 3554

F. Website address of your organisation: <https://tshimologong.joburg/>

## 5. Details of the information officer

The Information Officer is the Chief Executive Officer, Lesley Donna Williams, who can be contacted using the Organisation Details in section 4 of this PAIA Manual above.

*LDW*

## **6. Schedule of automatically available records in terms of Section 51(1)**

### **(c)**

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. The following Wits Incubator (Pty) Ltd t/a Tshimologong Digital Innovation Precinct records are available for purchase or copying:

- PAIA Manual,
- Protection of Personal Information Act Policy.

The remaining Wits Incubator (Pty) Ltd t/a Tshimologong Digital Innovation Precinct records are only available in terms of and in accordance to the PAIA. These include but are not limited to:

- Financial Statements
- Financial and Tax Records (Company & Employees)
- Asset Register
- Management Accounts

## **7. Applicable Legislation Section 51(1) (d)**

The following list of legislation is applicable to Wits Incubator (Pty) Ltd t/a Tshimologong Digital Innovation Precinct:

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Companies Act 61 of 1973
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978

- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Fund-Raising Act 107 of 1978
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## **8. Section 51(1) (e)**

A list of information and records held by Wits Incubator (Pty) Ltd t/a Tshimologong Digital Innovation Precinct is as follows:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing

- Statutory Company records
- Client Databases
- Internal and external phone and email lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information
- Operational Information

## 9. Requesting Procedure

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)
- Address your request to the Information Officer (CEO).
- Provide sufficient details to enable Wits Incubator (Pty) Ltd t/a Tshimologong

Digital Innovation Precinct 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 fax 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.



## 9.1. Availability of the Manual

- 9.1.1. This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices and on our website. Copies of the manual may be made available subject to the prescribed fees.
- 9.1.2. Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## 9.2. Fees

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

- 9.2.1. A fee will be required by the CEO before further processing of the request in terms of S54 of the PAIA.
- 9.2.2. A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused
- 9.2.3. A portion of the access fee (not more than one third) may be required before the request is considered
- 9.2.4. The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the PAIA
- 9.2.5. The head may withhold a record until the requester has paid the applicable fees
- 9.2.6. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)

## 10. Details of the South African Human Rights Commission

**Any queries with regard to this manual should be directed to:**

**The South African Human Rights Commission; PAIA Unit**

**Research and Documentation Department**

**Private Bag 2700**

**Houghton**

**2041**

**Phone: 011 484 8300**

**Fax: 011 484 0582**

**Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

<b>NAME</b>	<b>LESLEY DONNA WILLIAMS</b>
<b>DESIGNATION</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>DATE</b>	19 January 2020
<b>SIGNATURE</b>	