

**SECTION 51 MANUAL ON THE PROMOTION OF ACCESS  
TO INFORMATION ACT  
FOR INTELLIMALI (PTY) LTD**

**Company Registration No.: 2009/008815/07**

PRODUCTS

Intelli**Cell** 

Intelli**Card** 

Date of Compilation: 8 December 2015

Date of Update: 23 December 2020

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## 1. INTRODUCTION

IntelliMali contribute significantly to the process of building credible, functioning and accountable administrative solutions since it started in 2009. In particular, IntelliMali administers funding for students through a service that is technically robust and completely wireless.

IntelliMali has a range of applications that are designed for students of tertiary institutions who receive bursary, loan or sponsorship allowances for student necessities like food, books, accommodation and stationery. These applications include the IntelliCard -a card which is incorporated into the student registration card issued by the educational institution - and IntelliCell - a cell phone app that can be used to access allowances and make purchases.

## 2. COMPANY CONTACT DETAILS

Name of Company	Intellimali (Pty) Ltd
Registration Number	2009/008815/07
Physical Address	8 Victoria Road, Plumstead, 7800
Telephone Number	087 943 2339
Fax Number	
Directors	Peter Smith Julian Topkin Roy Jackson Mvuyo Macanda
Authorized Information Officer	Michael Ansell
Email address	<a href="mailto:mike@intellimali.co.za">mike@intellimali.co.za</a>

### 3. SECTION 10 GUIDE

3.1 The ACT 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.

3.2 Requests in terms of the ACT 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 Act.

3.3 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)

#### 4. APPLICABLE LEGISLATION

Basic Conditions of Employment Act

Companies Act

Compensation for Occupational Injuries & Diseases Act

Consumer Protection Act

Copyright Act

Electronic Communications and Transactions Act

Financial Advisory & Intermediary Services Act

Financial Institutions (Protection of Funds) Act

Income Tax Act

Labour Relations Act

National Credit Act

Occupational Health & Safety Act

Skills Development Act

Skills Development Levies Act

Unemployment Insurance Act

Value Added Tax Act

## 5. SCHEDULE OF RECORDS

### 5.1 Records available without request to access in terms of PAIA section 52(2)

- BB-BEE Certificate
- Company Profile

### 5.2 Records that may be requested

#### Human Resources

- Remuneration records
- Employment contracts
- Employment Equity Plan
- Internal company policies

#### Finance

- Financial statement
- Annual financial statements
- Assets inventory
- VAT Records
- PAYE Records

#### Operations

- Client registry

## 6. REQUEST PROCEDURE

A request for access to information must be made in the prescribed form to the information officer indicated above. See **Annexure A** for the prescribed form.

All required text fields on the annexed “Request for Information Form” must be completed in full and in a legible form. The form (as well as any additional pages attached thereto) must be signed by the person submitting the form.

Once the “Request for Information Form” has been submitted, the information officer will notify the person who submitted the request of the prescribed fee (if any) payable before further processing the request.

## 7. FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the requested fee. Every other requester who is not a 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 (if any) before further processing the request

The fee that the requester must pay to a 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

See Annexure B for the **fee schedule**



The manual will be available at the following places:

- The South African Human Rights Commission
- The Government printers to be printed in the Gazette
- Intellimali (Pty) Ltd (during office hours)
- [www.intellimali.co.za](http://www.intellimali.co.za)

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