



## INFORMATION MANUAL

### PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (Act No. 2 of 2000)

Edition 2008.01

28 November 2008

## NOTICE

*This edition of TENET's Information Manual was published on 28 November 2008. It supersedes any earlier editions. A later edition may have superseded it.*

*The current edition of TENET's Information Manual may be downloaded from TENET's web site (<http://www.tenet.ac.za>) and/or inspected during normal office hours at TENET's office address as given elsewhere in this Manual. No fee is payable for such downloads or inspections.*

*Upon request and receipt of the prescribed fees, including postage, a printed copy of the current version of TENET's Information Manual will be sent to a Requester.*

*Requests for information from TENET that are made in terms of the Promotion of Access to Information Act should be made on the prescribed Form .*

*Requests for information from TENET that are made in terms of the Promotion of Access to Information Act may be subject to fees, as provided for under the Act, in Government Notice No. R. 187 of 15 February 2002 and elsewhere.*

### Section 51(1)(a)

Registered company name: Tertiary Education and Research Network of South Africa  
Registered short name: TENET  
TENET is incorporated under Section 21 of the Companies Act as an association not for gain and limited by guarantee  
Company registration number: 2000/020780/08  
Registered as a Nonprofit Organisation: NPO number 014-801 NPO  
VAT registration number 4191091926  
Address: House Vincent, Wynberg Mews, 10 Brodie Road, Wynberg 7800  
Web URL: <http://www.tenet.ac.za>

The Head of the Company is:  
Dr. Duncan H Martin  
Chief Executive Officer and Public Officer  
Telephone: +27 +21 763 7140  
Facsimile: +27 +21 763 7117  
Email: ceo at tenet dot ac dot za

### Section 51(1)(b)

#### **The Section 10 Guide on How to Use the Act**

The Section 10 Guide is available from the South African Human Rights Commission. At the date of this Information Manual the Guide can be accessed in any of the official languages at [http://www.sahrc.org.za/sahrc\\_cms/publish/cat\\_index\\_40.shtml](http://www.sahrc.org.za/sahrc_cms/publish/cat_index_40.shtml).

#### **Queries about the Guide may be directed to:**

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Postal address: Private Bag 2700  
Houghton  
2041  
Telephone: (011) 484 8300  
Fax: (011) 484 0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### Section 51(1)(c)

No submissions have been made to the Minister in terms of Section 52.

### Section 51(1)(d)

#### **Information is available in terms of the following legislation:**

Companies Act  
Compensation of Occupational Injuries and Diseases Act  
Labour Relations Act  
Basic Conditions of Employment Act  
Employment Equity Act

Skills development Levies Act  
Trademarks Act;  
Electronic Communications and Transactions Act  
Electronic Communications Act

<b>Section 51(1)(e)</b>
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## **INFORMATION HELD BY TENET**

### **Formal documents**

Founding documents  
Directors' Consents (CM-27 forms)  
Extracts from the Company Register (CM-29 forms)  
Board documents  
General meeting documents  
Minutes of Board Meetings and General Meetings  
Audited annual financial statements  
Annual reports.

### **Business and Operating Policies**

Descriptions of Services offered by TENET  
Descriptions of Donor-Funded Programs managed by TENET  
AC.ZA eligibility and service policies  
Internet address space assignment and administration policies for the UNINET Project  
Accounting policies  
Human resources policies

### **Technical and contact information**

Limited network operational information (traffic graphs)  
Assignee and Point of Contact information for sub-domains of AC.ZA domain (Whois service)  
Assignee and Point of Contact information for sub-domains of UNINET Project Reverse Lookup DNS domains (Whois service)  
AC.ZA DNS zone file (primary name server)  
Various AC.ZA sub-domains' DNS zone files (secondary name server)  
Reverse lookup DNS zone files for UNINET Project address space allocations

### **Relations with external parties**

*Information under this Subject, relating to external parties, includes correspondence, contracts, meeting documents and minutes, suppliers' quotations, delivery documents and reports*

Client institutions

Donor foundations

Government departments, especially, but not limited to, the Department of Trade and industry (Companies Intellectual Property and Registration Office), Department of Education, Department of Communications, Department of Science and Technology

The Internet Industry including, but not limited to, the Internet Service Providers' Association, the Internet Society and the .ZA Domain name Authority

Higher Education South Africa (HESA)

African Network Information Centre (AfriNIC)  
UbuntuNet Alliance for Research and Education Networking  
Various suppliers.

### **Administrative information**

Service orders from clients, commissioning reports, acceptances  
Orders placed on suppliers  
Accounting source documents and records  
Human resources records  
Receipts and payments  
Bank statements  
Tax records  
General correspondence