



INFORMATION MANUAL

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

Edition 2012.01

17 September 2012

NOTICE

This edition of TENET's Information Manual was published on 17 September 2012. 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 A later edition may have superseded it.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 Companies Act as a non-profit company limited by guarantee
Company registration number: 2000/020780/08
Registered as a Nonprofit Organisation: NPO number 014-801 NPO
VAT registration number 4190191926
Address: House Vincent, Wynberg Mews, 10 Brodie Road, Wynberg 7800
Web URL: <http://www.tenet.ac.za>

The Head of the Company is:
Mr Duncan Greaves
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.

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
E-mail: 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

Section 51(1)(e)

INFORMATION HELD BY TENET

Formal documents

Founding documents
Directors' Consents (CM-27 forms)
Extracts from the Company Register (CM-29 forms)
ICASA I-ECS and I-ECNS Licenses
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
ZA Domain Name Authority
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