

Sticitt PAIA Manual

Sticitt (Pty) Ltd ("Sticitt")

This manual is aligned to the terms of Section 51 of The Promotion of Access to Information Act 2000(2) (the "Act").

-Introduction to your company and the type of business

Sticitt, incorporated in South Africa is a Third Party Payment Provider registered with the Payment Association of South Africa operating under guideline from the National Payments System, a division of the South African Reserve Bank. The business aims to simplify the payments ecosystem within the South African education landscape and reduce the dependency on cash as a primary form of payment.

-Contact Details

The responsibility and administration of personal information within Sticitt has been delegated to the Information Officer as presented below. Requests pursuant to the provisions of the Act should be addressed accordingly.

Designated information Officer - Johannes Theodorus Kitshoff; **Email** - legal@sticitt.co.za; **Contact Number** - 0213004743; **Physical Address** - Unit 303, Crossfire Place, 15 Gardener Williams Avenue, Paardevlei, Somerset West, 0073.

-The Act and Section 10 Guide

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. 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. 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 South African Human Rights Commission - PAIA Unit, Braampark Forum 3, 33 Hoofd Street, Braamfontein; Contact Number - 0118773600; Website - www.sahrc.org.za

-Applicable Legislation

Information is available in terms of the following legislation to the persons or entities specified in such legislation. Although we have used our best endeavours to supply a complete list of applicable legislation it is possible that the list below may be incomplete.

We will update the list should any new or other applicable legislation come to our attention. If a requester believes that a right to access to a record exists in terms of the legislation listed below, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

-List of applicable legislation:

Basic Conditions of Employment Act No. 75 of 1997 Companies Act No. 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Consumer Protection Act No. 68 of 2008

Employment Equity Act No.55 of 1998

Financial Advisory and Intermediary Services Act No. 37 of 2002

Financial Intelligence Centre Act No. 38 of 2001

Financial Institutions (Protection of Funds) Act No. 28 of 2001

Financial Services Board Act No. 97 of 1990

Financial Services Ombud Schemes Act No. 37 of 2004

Income Tax Act No. 58 of 1962

Insurance Laws Amendment Act No. 27 of 2008

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Prevention of Organised Crime Act No. 121 of 1998
Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33
of 2004
Security Services Act No. 36 of 2004
Short Term Insurance Act No. 53 of 1998
Skills Development Act No.97 of 1998
Skills Development Levies Act No. 9 of 1999
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991.

-Schedule of Records

The latest notice regarding the categories of records of Sticitt, which are available without a person having to request access in terms of this Act in terms of section 52(2) includes all marketing material in the public domain together with information disclosed on Sticitt's website which can be accessed without any formal request in terms of the Act. Further information processed by Sticitt, which may form part of an information request as per the Act includes, but is not limited to:

Administrative information: Management meeting minutes, Statutory information, Internal correspondence, Policies & Procedures, Regulatory reporting records, Clients registers, Customer service registers, Contractual agreements with Suppliers and other third parties, Intellectual Property

Human Resources: Employment contracts, Performance and Growth Policies, Training material

Finance: Accounting and Audit records, Annual Financial Statements, Asset inventory.

-Form of Request

To facilitate the processing of a request in accordance with the Act, kindly use the prescribed form, available on the website of the SAHRC (www.sahrc.org.za). Address your request to the Information Officer (refer to section 1 above) and provide sufficient details to enable the Information Officer to identify:

The record(s) requested;

The requester (and if an agent is lodging the request, proof of capacity);

The form of access required;

The postal address, email or contact number of the requester in the Republic;

If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

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.

-Prescribed Fees

The following applies to requests (other than personal requests):

A requestor is required to pay the prescribed fees (R50.00) 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;

The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

-Contact us

If You have any questions regarding this PAIA Manual, please contact us by sending an email to legal@sticitt.co.za.

Last Updated - This PAIA Manual was last updated on 30 June, 2021.