Registration Number of Company: 2007/034748/08

NAME OF COMPANY: PHAKAMANI FOUNDATION

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")
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1. INTRODUCTION

Phakamani Foundation conducts business as a Development Microfinance Organisation and is registered with the National Credit Regulator: NCRCP3903. Phakamani Foundation is registered as a NPC (Registration number 2007/034748/08) with the CIPC as well as with the Department of Social Development as a NPO with the registration number: 063-347 NPO.

Phakamani Foundation empowers poor women to succeed at micro-enterprise. Our training, group loans, and on-going support lead to family income, savings, and hope for the next generation.

2. COMPANY CONTACT DETAILS

Founder and CEO: Mr. Mark Tucker
Postal Address: P.O. Box 4556, White River 1240
Street Address: 54 Impala Street, Macadamia Medical & Health Centre
White River
1240
Telephone Number: 013 750 0415
Fax Number: 086 539 8292
Email: mark.tucker@phakamanifoundation.org

3. THE ACT

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
4. APPLICABLE LEGISLATION

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5. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying:

5.1 Website
5.2 Brochures
5.3 Newsletters

6. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

6.1 Accounting records
   6.1.1 Annual Financial statements and working papers
   6.1.2 General ledger
   6.1.3 Bank statements, cheque books, cheques
   6.1.4 Customer & supplier statements and invoices
   6.1.5 Cash books and Petty cash books
   6.1.6 Fixed Asset Register
   6.1.7 Tax Returns & Assessments
   6.1.8 Lease or instalment sale agreements
   6.1.9 Insurance records
   6.1.10 Capital expenditure
   6.1.11 Record of Assets
   6.1.12 Auditor’s Reports
   6.1.13 Record of Liabilities & obligations

DATE OF COMPILATION: 11/09/2015
DATE OF REVISION: 01/06/2011
6.1.14 Record of revenue
6.1.15 Record of expenses

6.2 Auditors
6.2.1 Correspondence

6.3 Health & Safety
6.3.1 Register, record of earnings, time worked, payment and particulars of all employees

6.4 Information Technology
6.4.1 Agreements
6.4.2 Hardware
6.4.3 Software packages
6.4.4 Telephone exchange equipment
6.4.5 Telephone lines, leased lines and data lines

6.5 Insurance
6.5.1 Insurance policies

6.6 Legal, Agreements & Contracts
6.6.1 Agreements with customers

6.7 Personnel Records
6.7.1 Employee information records
6.7.2 Employee remuneration
6.7.3 Employee date of birth
6.7.4 Employment contracts
6.7.5 IRP 5 & IT 3 certificates
6.7.6 Letters of Appointment
6.7.7 Leave Applications
6.7.8 Name & Occupation of each employee
6.7.9 Organisational design
6.7.10 Payroll
6.7.11 Particulars of each employee
6.7.12 Personnel file
6.7.13 Salary & Wage registers
6.7.14 Salary slips and wage records
6.7.15 UIF, PAYE and SDL returns
6.7.16 Workmen’s compensation documents

6.8 Income Tax Returns
6.8.1 Tax assessments

7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

7.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7.2 Address your request to the Head of the Company (CEO).

DATE OF COMPILATION: 11/09/2015
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7.3 Provide sufficient details to enable the COMPANY to identify:
   7.3.1 The record(s) requested;
   7.3.2 The requester (and if an agent is lodging the request, proof of capacity);
   7.3.3 The form of access required;
       (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;
   7.3.4 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.

8. PRESCRIBED FEES

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

8.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

8.2 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);

8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

8.4 Records may be withheld until the fees have been paid.

8.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

9. SIGNATURE

We confirm to the best of our knowledge, and on belief, the accuracy and completeness of the information provided.

Name of Information Officer: Mark Adam Tucker

Signature: [Signature]

Date: 11/09/2015