



## **INFORMATION MANUAL**

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

Edition 2003.01

8 February 2003

## **NOTICE**

*This edition of TENET's Information Manual was published on 8 February 2003. 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 A later edition may have superseded it.*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, a copy of which may be obtained from the Department of Justice or downloaded from TENET's web site at <http://www.tenet.ac.za>.*

*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)

### Company name and registration

Tertiary Education Network (TENET)  
(Association incorporated under Section 21)  
Company registration number: 2000/020780/08  
Registered as a Nonprofit Organisation: NPO number 014-801 NPO  
VAT registration number 4191091926  
Address: 46 Rouwkoop Road, Rondebosch, 7700, Republic of South Africa  
Web URL: <http://www.tenet.ac.za>

### Head of the company

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Chief Executive Officer and Public Officer  
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## Section 51(1)(b)

The Human Rights Commission has not yet compiled the section 10 guide.

## Section 51(1)(c)

Not applicable.

## 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.

## 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);  
Board documents;  
General meeting documents;  
Minutes of Board Meetings and General Meetings;

Audited annual financial statements; and  
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; and  
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); and  
Reverse lookup DNS zone files for UNINET Project address space allocations (primary name server).

## **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 Commerce (Companies Registration Office), the Department of Education, the Department of Communications and the Department of Science and Technology;  
The Internet Industry including, but not limited to, the Internet Service Providers' Association, the Internet Society and Namespace ZA;  
Committee of Technikon Principals (CTP);  
South African University Vice-Chancellors' Association (SAUVCA);  
Telkom SA Limited (as TENET's major supplier);  
American Registry for Internet Numbers (ARIN); and  
Other 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; and  
General correspondence.