

IMGN TECHNOLOGIES

**MANUAL IN COMPLIANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000 ("PAIA")**

Chief Executive Officer ("head") of IMGN Technologies:	Gordon Byron
Physical Address of head of IMGN Technologies:	17 High Street Worcester 6850
Postal Address of head of IMGN Technologies:	17 High Street Worcester 6850
Telephone number of head of IMGN Technologies:	023 342 1166
Cell phone number of the head of IMGN Technologies:	083 268 4620
E-mail Address of the head of IMGN Technologies:	<u>gordon@imgn.africa</u>
Information Officer of IMGN Technologies:	Gordon Byron
Deputy Information Officer of IMGN Technologies:	Andrew Broekman

1. This guide have been compiled by IMGN Technologies and contains information that will be of great value to any person that would like to exercise any of their rights in terms of PAIA.
2. Details on how to make a request to access information in accordance with Section 51 of PAIA:
 - 2.1 The requester must complete Form C and submit this form, together with a request fee, to the head of IMGN Technologies.
 - 2.2 Form C can be accessed at www.sahrc.org.za or the offices of IMGN Technologies can be contacted to provide assistance in obtaining a copy of said Form.
 - 2.3 The form must be completed properly, submitted to the head of IMGN Technologies and:
 - 2.3.1 contain sufficient information to allow the head to identify the requester, as well as the records to be accessed;
 - 2.3.2 Identify the particular right that the requester is seeking, exercising or trying to protect;

- 2.3.3 provide an explanation of why the requested records are required for the exercising or protection of that right;
 - 2.3.4 stipulate the form of access required;
 - 2.3.5 set forth a postal address and e-mail address of the requester; and
 - 2.3.6 contain confirmation of capacity to request if the request is made on behalf of another person.
- 2.4 Access to records may be withheld pending payment of the relevant fees.
3. Subjects and categories of records held at the physical address of IMGN Technologies *inter alia* include:
- 3.1 brochures and related marketing material;
 - 3.2 banking records;
 - 3.3 financial statements and related records;
 - 3.4 correspondence;
 - 3.5 product information; and
 - 3.6 client information.