Oncolab Diagnostics (Pty)Ltd.

Registration no. 2016/369021/07

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000.

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of:

Oncolab Diagnostics (Pty) Ltd. Registration no. 2016/369021/07

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(The Act)

SECTION 51 MANUAL OF ONCOLAB (Pty) Ltd.

(REGISTRATION NUMBER: 2016/369021/07)

1. CONTACT PARTICULARS

Head of business: Dr T. Gerdener

Postal address: P O Box 12555
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0028

Telephone number: 012 110 4757 **Fax number:** 012 110 4027

E-mail address: albou@abj.org.za

Website: www.oncology-sa.co.za

2. INTRODUCTION

This manual has been compiled for Oncolab Diagnostics (Pty) Ltd. and is a requirement in terms of section 51 of the Promotion of Action to Information Act, 2000 (Act 2 of 2000). Oncolab Diagnostics (Pty) Ltd. is a managed care organization providing services in the testing and diagnostics in the oncology and haematology field.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600 or www.sahrc.org.za.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

* If you wish to request access to any of the above categories of information, you are required to complete a request form, which is available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees, prescribed by regulation for searching for and compiling the information, which you have requested, including copying charges. **Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information**.

*** Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of Oncolab Diagnostics (Pty) Ltd.

- The requester must provide enough detail on the request form to enable the head of Oncolab Diagnostics (Pty) Ltd. to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary to be so informed.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Oncolab Diagnostics (Pty) Ltd.

FEES:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

- The fees are prescribed by law and can change from time to time. The requester may lodge an application to the court against the tender or payment of the request fee.

- After the head of Oncolab Diagnostics (Pty) Ltd. has decided on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997

5.2 BBBEE ACT 53 OF 2003

5.3 COMPANIES ACT 61 OF 1973

5.4 COMPANIES ACT 71 OF 2008

5.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993

5.6 COMPETITION ACT 89 OF 1998

5.7 CONSUMER PROTECTION ACT 68 OF 2008

5.8 COPYRIGHT ACT 98 OF 1978

5.9 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002

5.10 EMPLOYMENT EQUITY ACT 55 OF 1998

5.11 FINANCIAL INTELLIGENCE CENTRE ACT 38 OF 2001

5.12 HEALTH PROFESSIONS ACT 56 OF 1974

5.13 INCOME TAX ACT 58 OF 1962

5.14 INSOLVENCY ACT 24 OF 1936

5.15 LABOUR RELATIONS ACT 66 OF 1995

5.16 MEDICAL SCHEMES ACT 131 OF 1998

5.17 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

5.18 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000

5.19 PREVENTION OF COMBATING OF CORRUPT ACTIVITIES ACT 12 OF 2004

5.20 PREVENTION OF ORGANISED CRIME ACT 121 OF 1998

5.21 PROTECTED DISCLOSURES ACT 26 OF 2000

5.22 PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT 33 OF 2004

5.23 PROTECTION OF INFORMATION ACT 84 OF 1982

5.24 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

5.25 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000

5.26 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999

5.27 SKILLS DEVELOPMENT ACT 97 OF 1998 STATISTICS ACT 6 OF 1999

5 28 STATISTICS ACT 6 OF 1999

5.29 TRADE MARKS ACT 194 OF 1993

5.30 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002

5.31 UNEMPLOYMENT INSURANCE ACT 63 OF 2001

5.32 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

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

6.1 Patient registration procedures

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as 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.

7.1 ACCOUNTING RECORDS

- Annual financial statements
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements
- Customer and supplier statements and invoices

- VAT returns
- Lease or installment sales agreements
- Auditor's reports

7.2 Health and Safety

- Register, record of earnings, time worked, payment and particulars of all employees.
- Evacuation plan

7.3 Intellectual Property

- Copyrights

7.4 Legal, Agreements and Contracts

- Contracts, including lease agreements and finance agreements.

7.5 Personnel Records

- Disciplinary records
- Employee information records
- Employment contracts
- Employment equity plan
- Group life Insurance Incentive schemes
- IRP 5 and IT 3 certificates
- Payroll
- Policies and procedures
- Tax returns of employees
- UIF, PAYE and SDL returns

7.6 Statutory Company Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Registration Certificate
- General resolutions

- Resolutions
- Shareholders' register
- Minute books

7.7 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- VAT documents

7.8 PATIENT RECORDS

- Clinical notes
- Medical reports
- Accounts
- Patient information and profiles
- Records are held on all patients as required by legislation. These records constitute personal confidential information that is protected from unauthorized third-party access.

7.9 SUPPLIER AND SERVICE PROVIDER RECORDS

- Contracts
- Confidentiality agreements and non-disclosure agreements
- Delivery records
- Technical records

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Oncolab Diagnostics (Pty) Ltd. or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Oncolab Diagnostics (Pty) Ltd., from the South African Human Rights Commission and at www.oncology-sa.co.za.

This manual will be updated from time to time, as and when requested.

10. SIGNATORY

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

Head of Business: Dr T Gerdener

Head of Business' signature

Date: 08/06/2021