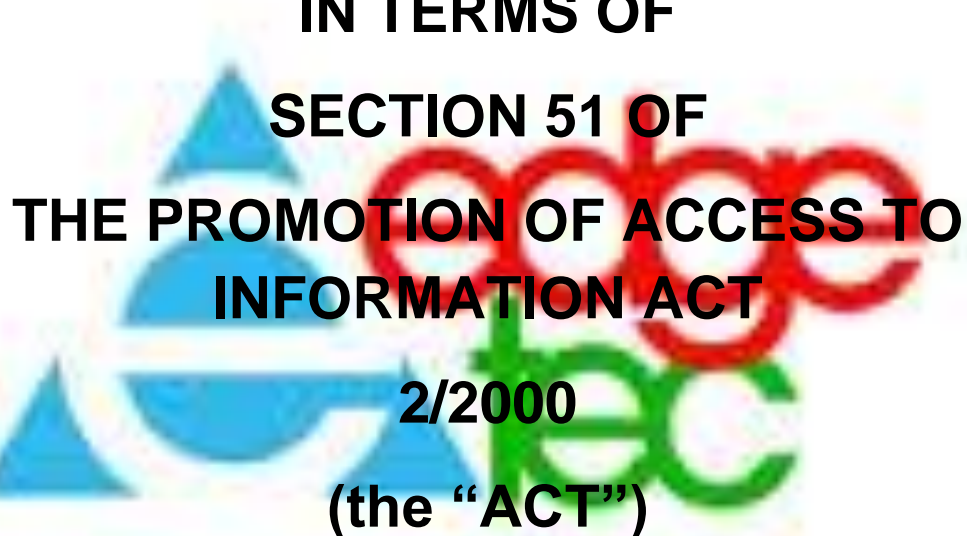


1997/003541/07

**EDGETEC SYSTEMS (PROPRIETARY)
LIMITED**

**OUR MANUAL
IN TERMS OF
SECTION 51 OF
THE PROMOTION OF ACCESS TO
INFORMATION ACT
2/2000
(the “ACT”)**

The logo for Edgetec Systems is positioned behind the main text. It features a stylized blue 'E' on the left, a red 'ed' in the middle, and a green 'tec' on the right. The letters are interconnected and have a 3D, blocky appearance.

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Introduction

Edgetec Systems (Pty) Ltd is an IT services company that focuses on high-end infrastructure together with management tools and services to make IT work for our clients.

We are a dynamic black empowered IT solutions company. We provide services and solutions to the South African and African markets. Through our offerings of managed services and technology infrastructure, we enable our clients to meet their business objectives effectively.

Formed in May 1997 by a team with extensive skills and IT knowledge, Edgetec's aim is to provide clients with robust, reliable business solutions delivered through a consultative approach in determining the clients' specific requirements. The main reason for our success to-date is our service oriented approach in all our dealings with customers.

Our Details

Section 51 (1) (a)

Full name:	Edgetec Systems (Proprietary) Limited
Registration number:	1997/003541/07
Registered address:	Block A, Cedarwood Office Park, Mount Lebanon Road Woodmead 2148
Postal address:	PO Box 76750 Wendywood 2144
Telephone number:	+27 11 804 7141
Fax number:	+27 11 804 7274
CEO:	Rajagopaul Naidoo
Designated Information Officer:	Rajagopaul Naidoo
Email address of Information Officer:	dan@edgetec.co.za
Main business activity:	Sales and support of computer related services

THE ACT
(Section 51(1) (b))

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 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

APPLICABLE LEGISLATION

(Section 51(1) (c))

No	Reference	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act

SCHEDULE OF RECORDS

(Section 51(1) (d))

Information available in terms of the Act

STATUTORY COMPANY INFORMATION

- ❖ Certificate of Incorporation, Change of Name (if any) and Certificate to Commence Business
- ❖ Memorandum and Articles of Association
- ❖ Minute Book
- ❖ Index of Members
- ❖ Register of Members, Directors and Certain Officers
- ❖ Annual Financial Statements, books of account and supporting documents

ACCOUNTING RECORDS

- ❖ Books of account, journals and ledgers and all supporting documents

STATUTORY EMPLOYEE RECORDS

- ❖ Employees names and occupations, together with employee personnel files with all relevant information and salary and wages register

OTHER EMPLOYEE RECORDS

- ❖ Study, other assistance schemes and office policies

PENSION AND RETIREMENT FUNDING RECORDS

- ❖ Where a pension fund is applicable, full details of the scheme are available

MOVEABLE PROPERTY

- ❖ Asset register and full details of secured assets

TAXATION

- ❖ Copies of all Income Tax Returns and other tax returns and documents

INSURANCE

- ❖ Insurance policies including insurance coverages, limits and insurers

INFORMATION TECHNOLOGY

- ❖ Hardware, software, operating systems and disaster recovery

SALES AND MARKETING

- ❖ Products, markets, brochures, newsletter and advertising materials

Date of compilation: 05 July 2005

Date of revision : 29/10/2015

SCHEDULE OF RECORDS
(Section 51(1) (e))

To facilitate the processing of your request, kindly:

- ❖ Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- ❖ Address your request to the Head of the Company (CEO)
- ❖ Provide sufficient details to enable the COMPANY 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 or fax 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
(Section 51(1) (f))

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
- ❖ Records may be withheld until the fees have been paid
- ❖ The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za

SOUTH AFRICAN HUMAN RIGHTS DISCLAIMER

The South African Human Rights Commission reserves all rights and makes no warranty, either express or implied, with respect to the information and/or promotional material contained herein and is not responsible for any expenses, inconvenience, damage (whether special or consequential) or claims arising out of posting, time and costs incurred and or associated with this information and will not be liable for the latter. Specific exemption from any liability is claimed with regard to the following:

- The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
- Submission to the SAHRC is free and the SAHRC does not charge any fees for advise or administration however all cost to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.
- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

Date of compilation: 05 July 2005

Date of revision : 29/10/2015

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified* of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record"	copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE