

Tracker Connect Pty Ltd

Registration Number
(2011/003946/07)

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT,
NO 2 OF 2000 (“the Act”)

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

PART 1 (Section 51(1)a)

Contact details

The Human Resources Manager of Tracker Network (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

Address: 340 Republic Road
Darrenwood
2194

Postal Address: P.O. Box 2492
Cresta
2118

Non-executive Directors:

N Kolbe L Mynhardt M Kabi M Bomela A Aitken E Mbuthia

J Newbury (Chairman)

Executive Directors:

A Hutcheson A Ackerman M du Preez

Contact Person: Gareth Crocker

Telephone Number: 011 380 0300

Fax Number: 011 215 8900

E-mail: gcrocker@tracker.co.za

PART 2 (Section 51(1)b)

The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

PART 3 (Section 51(1)c)

Notice(s) in terms of the Act

At this stage, no Notice(s) has/have been published by the Minister. However, certain records / information is freely available on website <http://www.tracker.co.za>

PART 4 (Section 51(1)d)

Records available in terms of any other legislation

Companies Act, 61 of 1973
Income Tax Act, 58 of 1962
Value Added Tax Act, 89 of 1991
Copyright Act No. 98 of 1978
Unemployment Insurance Act, 30 of 1966
Compensation for Occupational Injuries and Diseases Act, 130 of 1993
Labour Relations Act, 66 of 1998
Basic Conditions of Employment Act, 75 of 1997
Employment Equity Act, 55 of 1998
Skills Development Levies Act, 9 of 1999
Occupational Health and Safety Act, 85 of 1993

PART 5 (Section 51(1)e)

Records that may be requested. The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

Web Page

The Web Page (www.tracker.co.za) is accessible to anyone who has access to the Internet. The web page has the following categories:

- D About us
- D Products
- D System
- D Process
- D Benefits
- D How to get Tracker
- D Frequently asked questions
- D Tracker news releases
- D Contact us
- D Disclaimer
- D Copyrights
- D Privacy

Company Secretarial and Legal

- D Agreements
- D Company Secretarial Records
- D Trademarks

Finance

- D Financial Statements
- D Management Accounts
- D Budgets
- D Management Plans
- D Asset Registers
- D Company Policies
- D Banking Records
- D Purchasing Records
- D Audit Reports

Security

- D Records

Human Resources

- D Policies
- D Benefits
- D Provident Fund
- D Staff Records
- D Employment Equity Reports
- D Skill Development Reports
- D Training and Development Records
- D Industrial Relations Records

Operational

- D Database
- D Database and Computer Software
- D Health and Safety Records
- D Maintenance Records
- D Details

PART 6 (Section 51(1)f)

Other information as may be prescribed

None

Request Procedures

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- D Form of access required;
- D Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- D Specify a postal address or fax number in South Africa or an e-mail address;
- D Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

Fees in respect of requests for information

A requester who seeks access to a record containing personal information about him/herself is not required to pay a request fee. Every other requester will be required to pay in accordance with the following guide;

- D A request fee of R 50.00 is payable by a requester who is not a personal requester as contemplated in regulation 11(2) of the act.
- D A fee of R 1.10 will be payable by a requester who is not a personal requester for every A4 sized photocopy or part thereof.
- D A fee of R 30.00 will be payable for every hour spent in the search and preparation of information for disclosure.
- D The actual postage is payable when a copy of a record must be posted to the requester.

PART 7

In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site (www.sahrc.org.za) and will be published in the Government Gazette. The manual is also published on the web-site of the Company, www.tracker.co.za together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission