

# TRACKER NETWORK (PROPRIETARY) LIMITED

Registration Number (950549707)

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

### Directors:

Alan Hutcheson (CEO); André Ackerman (CFO); Carel Wessels; Clement Olivier; Koos Radebe; Michael Du Preez; Michael Nieuwoudt; Ron Knott-Craig and Andile Luke.

### Board Members:

John Newbury (Chairman), Brian Riley, Paul Nkuna, Mahlatsi Kabi, Andrew Marshall, Chris De Kok, Chris Vd Heever, Jannie Durand, Gordon Jones, Alan Tamaris, Keshan Pillay and Khosi Matshitse.

**Contact Person:** Gareth Crocker

**Telephone Number:** 011 380 0300

**Fax Number:** 011 215 8900

**E-mail:** [gcrocker@tracker.co.za](mailto: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](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto: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](http://www.tracker.co.za)) is accessible to anyone who has access to the Internet. The web page has the following categories:

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

### **Company Secretarial and Legal**

- Agreements
- Company Secretarial Records
- Trademarks

### **Finance**

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

### **Security**

- Records

**Human Resources**

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

**Operational**

- Database
- Database and Computer Software
- Health and Safety Records
- Maintenance Records
- 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:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- 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;

- 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.
- 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.
- A fee of R 30.00 will be payable for every hour spent in the search and preparation of information for disclosure.
- 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](http://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](http://www.tracker.co.za) together with the prescribed form and the fees applicable.

*Acknowledgment – The South African Human Rights Commission*