

Reg. Nr. 2015/288543/07:

eXmile Technologies Pty Ltd

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 14/04/2021

DATE OF REVISION: 01/02/2022

1. INTRODUCTION

eXmile Technologies is a technology company designing IT solutions for your business. Valuable partnerships with our providers enable us to provide reliable infrastructure and connectivity solutions, that suite each and every business requirement. With over 60 years of combined industry experience, our management team truly believes that we can provide reliable, viable and sustainable IT business solutions.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Henk Badenhorst

henkb@exmile.co.za

Our office hours are Monday – Friday 07:30 – 17:00

Telephone 087 012 5050,

email us at info@exmile.co.za

or send us a message below.

Physical Address:

Eco Fusion 4, Block B No. 18, First Floor, 300 Witch-Hazel Avenue, Eco Park, Centurion, 0157.

Postal Address:

P.O. Box 68981, Highveld Park, Centurion, 0169, South Africa

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

- 3.1 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.
- 3.2 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.
- 3.3 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

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 4 of 2013	Protection of Personal Information Act
13	No. 13 of 2000	Independent Communications Authority of South Africa Act

5. Schedule of Records (Section 51 (1) (d)).

The following subjects and categories of records are held –

Corporate governance

- Executive Committee minutes and records
- Codes of conduct
- Directors' minutes and records
- Legal compliance
- Policies and procedures
- Risk management reports
- Shareholder agreements

Finance

- Accounting records
- Annual financial statements
- Banking records
- Business contracts
- General correspondence
- Internal control reports
- Invoices, credit notes, statements etc
- Management accounts
- Property leases
- Proposal and tender documents
- Statutory records
- Tax returns and SARS correspondence

Human resources

- Leave records
- Letters of employment
- Medical aid records
- PAYE records and returns
- Payroll records
- Personnel files and records

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- Policies and procedures
- SDL records and returns
- SETA records and correspondence
- UIF records and returns
- Workman's Compensation records

Information technology

- Contracts and agreements
- Policies and procedures
- Register of software and hardware
- Warranties

Company information and resources

- Internal published books and material
 - Internal company policies and procedures

Marketing and business growth

- Contracts and agreements
- Marketing brochures and advertising records
- Marketing strategies
- New business development

Operations

- Asset registration records
- Compliance records
- Contracts and agreements
- General correspondence
- Insurance records and correspondence
- Quality control records
- Service level agreements
- Telephone and communication records

IT Services Platform

- Platform user personal information records
- Guest Wi-Fi internet session records
- Guest Wi-Fi user personal information records
- Guest Wi-Fi client device MAC address records

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);

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- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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.

7. PRESCRIBED FEES (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 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);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.