

NORTH BRIDGE TECHNOLOGIES PTY LTD

Registration Number 2001/019502/07

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

December 2011

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1. INTRODUCTION

North Bridge Technologies Pty Ltd is an engineering company specialising in electronic design and development.

2. CONTACT DETAILS

Persons designated/duly authorised persons:

Directors:	Markus Wynand Jacobus Weyers Jan Christiaan Daniel Bosch
Office Manager	Markus Wynand Jacobus Weyers
Postal Address:	84 Jean Ave, Doringkloof, Centurion, 0157
Street Address:	84 Jean Ave, Doringkloof, Centurion, o157
Telephone Number:	012 667 4655
Fax Number:	012 667 2251
Email address:	wynand@northbridge.co.za

Website: www.northbridge.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of the Company 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.
- 3.3** Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax 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

5. ACCESS TO RECORDS AND AVAILABILITY

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	Available on request
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records• Asset Register• Management Accounts• Invoices• Vat returns	Pty Ltd Company - Not required to disclose.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information• Performance Records• Product Sales Records• Marketing Strategies• Customer Database	Limited information available
Personnel records	<ul style="list-style-type: none">• Employment contracts• Salary records• Disciplinary records• Leave records• Training records• Training Manuals	Restricted access

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to the Company Secretary.
- 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);
 - (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

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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Signed:

Markus Wynand Jacobus Weyers