Manual

Prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000

This manual contains information required to request access to the records of:

MICROTEK HOLDINGS (PTY) LTD
SERVICE PARTS LOGISTICS (PTY) LTD
MICROTEK PROPERTIES (PTY) LTD
SPL HOLDINGS (PTY) LTD
MICROTEK TRAINING (PTY) LTD

Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000

Effective Date: 25 August 2003
1. **Part I: Particulars of the Private Body -**
   (Information required under section 51(1)(a) of the Act):
   
   a. **Name of the Body**
      
      MICROTEK HOLDINGS (PTY) LTD
      SERVICE PARTS LOGISTICS (PTY) LTD
      MICROTEK PROPERTIES (PTY) LTD
      MICROTEK PARTS (PTY) LTD
      MICROTEK TRAINING (PTY) LTD
   
   b. **Head of the Body (Information Officer)**
      
      The Chief Information Officer
   
   c. **Postal Address**
      
      P O Box 5491
      Weltevreden Park
      1715
      Gautang RSA
   
   d. **Street Address**
      
      86 John Vorster Road
      Randpark Ridge
      Gautang
   
   e. **Telephone Number**
      
      011 699 33 00
   
   f. **Fax Number**
      
      011 794 228
   
   g. **Web address**
      
      www.microtek.co.za
   
   h. **Contact Details of Information Officer**
      i.
      
      i. e-mail: info@microtek.co.za
      ii. Phone 27 11 699 33 00
      iii. Fax: 27 11 699 33 00
2. **Part II - Description and Access to the Guide** –
   *(Information required under section 51(1)(b) of the Act):*
   
a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.

b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.

c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

3. **Part III - Voluntary Disclosure and Automatic Availability of Certain Records** -
   *(Copy of notice, if any, required under section 51(1)(c) of the Act):
   
a. Not applicable.

b. Automatically available Service Parts Logistics (Pty) Limited Internet Website – [www.microtek.co.za](http://www.microtek.co.za)

4. **Part IV - Records available in accordance with any other legislation** –
   *(Information required under section 51(1)(d) of the Act):

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<td>2. Arbitration Act No. 42 of 1965</td>
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<td>3. Basic Conditions of Employment No. 75 of 1997</td>
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<td>4. Companies Act No. 61 of 1973</td>
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<td>7. Copyright Act No. 98 of 1978</td>
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<td>8. Credit Agreements Act No. 75 of 1980</td>
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<td>9. Currency and Exchanges Act No. 9 of 1933</td>
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<td>12. Finance Act No. 35 of 2000</td>
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<td>13. Financial Services Board Act No. 97 of 1990</td>
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<td>30. Skills Development Levies Act No. 9 of 1999 ✓</td>
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<td>32. Stamp Duties Act No. 77 of 1968</td>
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<td>33. Stock Exchange Control Act No. 1 of 1985</td>
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<td>34. Tax on Retirement Funds Act No. 38 of 1996</td>
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<td>35. Trade Marks Act No. 194 of 1993</td>
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<td>36. Unemployment Contributions Act No. 4 of 2002 ✓</td>
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<td>37. Unemployment Insurance Act No. 63 of 2001</td>
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<td>38. Usury Act No 73 of 1968</td>
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5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

a. Government Gazette to be published

b. Human Rights Commission – a copy will be made available to the Commission

c. Service Parts Logistics (Pty) Limited Webpage
   www.microtek.co.za

d. The Service Parts Logistics (Pty) Limited WebPage is accessible to anyone who has access to the Internet.

5.2 Description of Records

The Service Parts Logistics (Pty) limited Web Page consists of the following categories:

• Part Resellers for all IT OEM brands
  o Orders
  o Invoices
  o Proof of Delivery
  o Customer Credit Applications
  o Supplier Details

• Warranty Management services
  o Orders
  o Invoices
  o Product Databases
  o Contracts
  o Warranty Operational Guides

• Management & Property Services
  o Agreements
Manual -
Promotion of Access
to Information

Other Record Categories –

i. Commercial and Legal
   1. Contracts and Agreements
   2. Company Confidential – Historical significance
   3. Meeting Minutes
   4. Shareholders
   5. Property Leases and Agreements
   6. Insurance
   7. Resolutions – Directors
   8. Correspondence

ii. Financial
    1. Financial Year-end Results
    2. Financial Analysis and Reports
    3. Budgets
    4. Tax and Levies

iii. Human Resources
    1. Employees Personnel Information
    2. Employees History (skills and experience)
    3. Educational Background
    4. Health
    5. Salaries and Wages
    6. Contracts and Agreements
    7. Employment Equity

iv. Marketing
    1. Advertising
    2. Contracts with Suppliers
    3. Product Ranges and Pricing

v. Health & Safety
    1. Policies
    2. Accidents and Incidents Reports

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