

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

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to Information**

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 794228

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

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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

4. Part IV - Records available in accordance with any other legislation –

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

Legislation (Select Acts applicable to your company and tick in the corresponding block)	Tick
1. Administration of Estates Act, No. 66 of 1965	
2. Arbitration Act No. 42 of 1965	
3. Basic Conditions of Employment No. 75 of 1997	✓
4. Companies Act No. 61 of 1973	✓
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of	✓

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1993	
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	
8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	
10. Debtor Collectors Act No. 114 of 1998	
11. Employment Equity Act No. 55 of 1998	✓
12. Finance Act No. 35 of 2000	
13. Financial Services Board Act No. 97 of 1990	
14. Financial Relations Act No. 65 of 1976	
15. Harmful Business Practices Act No. 23 of 1999	
16. Income Tax Act No. 95 of 1967	✓
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No 27 of 1943	
19. Intellectual Property Laws Amendments Act No. 38 of 1997	
20. Labour Relations Act No. 66 of 1995	✓
21. Long Term Insurance Act No. 52 of 1998	
22. Medical Schemes Act No. 131 of 1998	
23. Occupational Health & Safety Act No. 85 of 1993	✓
24. Pension Funds Act No. 24 of 1956	
25. Post Office Act No. 44 of 1958	
26. Protection of Businesses Act No. 99 of 1978	
27. Regional Services Councils Act No. 109 of 1985	✓
28. SA Reserve Bank Act No. 90 of 1989	
29. Short Term Insurance Act No. 53 of 1998	
30. Skills Development Levies Act No. 9 of 1999	✓
31. Skills Development Act No. 97 of 1998	
32. Stamp Duties Act No. 77 of 1968	
33. Stock Exchange Control Act No. 1 of 1985	
34. Tax on Retirement Funds Act No. 38 of 1996	
35. Trade Marks Act No. 194 of 1993	
36. Unemployment Contributions Act No. 4 of 2002	✓
37. Unemployment Insurance Act No. 63 of 2001	
38. Usury Act No 73 of 1968	
39. Value Added Tax Act No. 89 of 1991	✓

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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**
 - Orders
 - Invoices
 - Proof of Delivery
 - Customer Credit Applications
 - Supplier Details
- **Warranty Management services**
 - Orders
 - Invoices
 - Product Databases
 - Contracts
 - Warranty Operational Guides
- **Management & Property Services**
 - Agreements

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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