

PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000

MANUAL for

MAILWISE INTERNATIONAL (PROPRIETARY) LIMITED

(as per Section 51 of the Promotion of Access to Information Act)

INTRODUCTION

The Promotion of Access to Information Act, No. 2 of 2000, ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right, subject to certain limitations and qualifications, of access to information held by public and private bodies. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the procedures to be followed in respect of any request.

(A) COMPANY AND CONTACT DETAILS

Name of Company: MAILWISE INTERNATIONAL (PROPRIETARY) LIMITED

Registration Number: 1998/013916/07

Registered Address: 124 QUEENSBERRY ROAD NORTONS HOME ESTATE
BENONI

Postal Address: P O BOX 11074, RYNFIELD, BENONI,1514

Telephone Number: 011 749 1000

Facsimile Number: 011 749 1028

CEO/Head: SHAUN WESTMORLAND

Information Officer: RENE IRWIN

E-mail Address of Information Officer: rene@mailwise.co.za

Description of Business: .REMAIL

(B) GUIDE TO ACCESS TO INFORMATION

A guide, as contemplated in Section 10 of the Act, is available from the South African Human Rights Commission ("SAHRC"). The guide contains such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquiries relating to this guide should be directed to the South African Human Rights Commission. Contact details:

Private Bag 2700, Houghton, 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-1360

Website: www.sahrc.org.za

(C) INFORMATION AVAILABLE IN TERMS OF THE ACT

(a) **Information automatically available**

Information available in terms of Section 52(2) of the Act (records available without a person having to request access):

Not applicable

(b) **Records that are held at the Company's registered office:**

1. Statutory company information as required in terms of the Companies Act, 1973.
2. Accounting records, including annual financial statements.
3. Statutory employee records as required by the Basic Conditions of Employment Act.
4. Asset register, including appropriate documentation in support thereof.
5. Agreements and licences in regard to intellectual property.
6. Agreements and licences in regard to the information technology systems of the business.
7. Copies of proof of compliance with all tax legislation.
8. Insurance policies and related documentation.

(c) **Procedure for requesting access to the above information**

Obtain the appropriate form from the SAHRC's offices or their website, as detailed above. Please take note of the prescribed fee payable for requesting and accessing information in terms of the Act.

Please note that access is not automatic – full details are also available from the SAHRC.

(D) INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

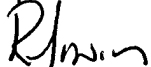
The business is also governed by the following legislation:

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Employment Equity Act No.55 of 1998.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Occupational Health and Safety Act. No 85 of 1993.
- Regional Services Act No 109 of 1985 as amended
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Unemployment Insurance Act. No. 36 of 2001.
- Value Added Tax Act No. 89 of 1991

(E) MANUAL AVAILABILITY

This manual may be inspected at the offices of the business as detailed in Section A. Alternatively, it is available from the SAHRC. Copies may also be obtained from the Information Officer of the business.

In respect of hard copies, any production and transmission costs/postage will be for the account of the requester.



Information Officer

13 December 2011