

PEGASUS MPOWER (PTY) LTD

Registration Number of Company:

1972/003126/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

1. Introduction of company and the type of business:

PEGASUS MPOWER (PTY) LTD - Distributor in sub-Saharan Africa of a branded range of business computer software, and supplier of computer hardware components.

2. Contact Details in terms of Section 51 (1) (a) of the Act:

Postal Address: P.O. Box 2829, Pinegowrie 2123

Physical Address: 1st Floor, Telsaf Data House,
5 Conrad Drive, Blairgowrie, Randburg 2193

Telephone No. (011) 326-2540

Fax No. (011) 326-2829

Email Address: info@mpower.co.za

3. Description of Guide referred to in Section 10: Section 51(1)(b) :

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the offices of the Human Rights Commission at 29 Prince of Wales Terrace, cnr York and St Andrews Streets, Parktown, Johannesburg, and on its website www.sahrc.org.za.

4. Records available in terms of other legislation: Section 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries & Disease Act 130 of 1993
- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

**5. Subjects and Categories of Records held by Pegasus Mpower (Pty) Ltd:
(Section 51 (1) (e))**

a) Companies Act Records

- Documents of Incorporation
- Memorandum of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/auditor/secretary/public officer and other officers
- Share Register and other statutory registers

b) Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

c) Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Record of payments made to SARS on behalf of employees
- All other statutory compliances :
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

d) Personnel Documents and Records

- Employment Contracts
- Medical Aid Records
- Disciplinary Records
- Salary Records
- SETA Records
- Leave Records
- Training Records
- Training Manuals

6. Detail on how to make a request for access – Section 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the Managing Director of Pegasus Mpower (Pty) Ltd (the private body),
- The form must be submitted to the private body at his/her address, fax number or electronic mail address,
- The form must –
 - a) Provide sufficient particulars to enable the private body to identify the record/s requested and to identify the requester,
 - b) Indicate which form of access is required,
 - c) Specify a postal address or fax number of the requester in the Republic of South Africa,
 - d) Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right,
 - e) If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - f) If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Managing Director of the private body.

Signed : _____
J.B. Wilson
Managing Director