

Gravit8 Information Technology (PTY) LTD

Registration Number: 2003/028053/07

**MANUAL in terms of Section 51 of
The Promotion of Access to Information Act 2/2000
(the "ACT")**

Table of Contents

| | |
|--|---|
| 1. Introduction | 3 |
| 2. Company Contact Details..... | 3 |
| 3. Guide in terms of Section 10 of the Act..... | 3 |
| 4. Facilitation of a request for access to information..... | 4 |
| 5. Information available in terms of other applicable legislation..... | 4 |
| 6. Information automatically available | 4 |
| 7. Information available in terms of the Act..... | 4 |
| Statutory Business Records..... | 4 |
| Accounting Records | 5 |
| Information Technology..... | 5 |
| Insurance..... | 5 |
| Legal, Agreements and Contracts | 5 |
| Personnel Records | 5 |
| Sales and Marketing..... | 6 |
| 8. Requesting Procedures | 6 |
| 9. Availability of the manual | 6 |

1. Introduction

Gravit8 provides managed IT services to the SMME markets of JHB and CPT. We also sell select software packages and hardware solutions.

2. Company Contact Details

| | |
|----------------------|--|
| Directors: | Mr. J. Das Mr. G.M Fouche |
| Information Officer: | Mr. J. Das |
| Postal Address: | 47 Strand Street, 9 th Floor – Gravit8, Cape Town, 8001 |
| Street Address: | 47 Strand Street, 9 th Floor – Gravit8, Cape Town, 8001 |
| Telephone Number: | +27 (0)87 943 2638 |
| URL: | www.gravit8.co.za |
| Email: | jorn@gravit8.co.za |

3. Guide in terms of Section 10 of the Act

3.1 The ACT grants a requester access to records of a private body, 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 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

| | |
|-------------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | +27 (0)11 877 3600 |
| Fax Number: | +27 (0)11 403 0625 |
| Website: | www.sahrc.org.za |

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Gravit8 Information Technology (PTY) LTD, www.gravit8.co.za.

5. Information available in terms of other applicable legislation

| No | Ref | Act |
|----|----------------|--|
| 1 | Act 75 of 1997 | Basic Conditions of Employment Act |
| 2 | Act 71 of 2008 | Companies Act |
| 3 | Act 68 of 2008 | Consumer Protection Act |
| 4 | Act 55 of 1998 | Employment Equity Act |
| 5 | Act 66 of 1995 | Labour Relations Act |
| 6 | Act 2 of 2000 | Promotion of Access of Information Act |
| 7 | Act 28 of 2011 | Tax Administration Act |
| 8 | Act 63 of 2001 | Unemployment Insurance Act |
| 9 | Act 89 of 1991 | Value Added Tax Act |

6. Information automatically available

- <http://www.gravit8.co.za>;
- Marketing and promotional material;
- Reports.

7. Information available in terms of the Act

Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation
- Shareholders Agreement
- Minute Books

Accounting Records

- Annual financial statements and working papers
- General Ledger
- Bank Statements, Cheque Books, Cheques
- Customer and Supplier Statements and Invoices
- Cash Books and Petty Cash Books
- Fixed Asset Register
- Tax returns and assessments
- VAT returns
- Budget and Business Plans
- Insurance records
- Auditor's Reports
- Systems Documentation
- Capital Expenditure

Information Technology

- Customer and Supplier Agreements
- Audits
- Client database
- Hardware
- Internet and Hosting
- Software Packages
- Telephone Lines, Lease Lined, ADSL, Fiber
- VoIP (voice over IP)

Insurance

- Insurance Policies

Legal, Agreements and Contracts

- Agreements with contractors, suppliers, and clients
- Agreements with clients
- Agreements with shareholders, officers, and directors
- Material agreements relating to provision of services or materials
- Material licenses, permits, and authorisations.

Personnel Records

- IRP5 and IT3 Certificates
- Letters of appointment
- Leave applications
- Payroll

- Personnel File
- Policies and procedures
- Standard operating procedures
- Salary and wage registers
- UIF, PAYE and SDL returns
- Workmen's Compensating documents
- SETA documents

Sales and Marketing

- Brochure, newsletters and marketing material
- Customers
- Sales
- Service, and product information.

8. Requesting Procedures

A person who wants access to certain records, must complete the necessary request form that are available at the offices of Gravit8 Information Technology (PTY) LTD, or can be accessed on www.sahrc.org.za. The completed request forms must be sent to the physical address provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the manual

The following applies to requests (other than personal requests):

- 9.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 9.2** 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);
- 9.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 9.4** Records may be withheld until the fees have been paid;
- 9.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.