

Sierra Wireless South Africa (Pty) Ltd

(Registration number: 2009/017853/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Sierra Wireless South Africa (Pty) Ltd (Registration number: 2009/017853/07)

1. Contact particulars

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|-------------------|--|----------------------|--|
| Head of business: | Pierre Cosnier | Information officer: | Riaan Oberholzer |
| Postal address: | PO Box 5914 | Physical address: | 1st Floor Cradock Place 5 Cradock Place ROSEBANK 2196 |
| | WELTEVREDEN PARK 1715 | | |
| Telephone number: | +33 1 46 29 41 04 | Fax number: | +33 1 46 29 08 08 |
| E-mail address: | riaan@exceedjhb.co.za | | |
| Website: | www.sierrawireless.com | | |

2. Introduction

Sierra Wireless South Africa (Pty) Ltd is a private company engaged within the wireless communications industry to identify and qualify business opportunities and convert to design wins and revenue at above target margin.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

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 procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Sierra Wireless South Africa (Pty) Ltd.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 61 of 1973
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Consumer Protection Act 68 of 2008
- 5.6 Electronic Communications and Transactions Act 25 of 2002
- 5.7 Employment Equity Act 55 of 1998
- 5.8 Income Tax Act 58 of 1962
- 5.9 Promotion of Access to Information Act 2 of 2000
- 5.10 Skills Development Levies Act 9 of 1999
- 5.11 Skills Development Act 97 of 1998
- 5.12 Unemployment Contributions Act 4 of 2002
- 5.13 Unemployment Insurance Act 63 of 2001

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 www.sierrawireless.com

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 Budgets and business plans
- 7.1.11 Insurance records
- 7.1.12 Auditor's reports
- 7.1.13 Record of assets
- 7.1.14 Record of liabilities
- 7.1.15 Record of revenue
- 7.1.16 Record of expenses

7.2 Insurance

- 7.2.1 Insurance policies

7.3 Personnel Records

- 7.3.1 Employee evaluation and performance records
- 7.3.2 Employee information records
- 7.3.3 Employment applications
- 7.3.4 Employee date of birth
- 7.3.5 Employment contracts
- 7.3.6 IRP 5 and IT 3 certificates
- 7.3.7 Letters of appointment
- 7.3.8 Leave applications
- 7.3.9 Name and occupation of each employee
- 7.3.10 Payroll
- 7.3.11 Particulars of each employee
- 7.3.12 Personnel file
- 7.3.13 Policies and procedures
- 7.3.14 Salary and wage registers
- 7.3.15 Salary slips and wage records
- 7.3.16 Training and development
- 7.3.17 UIF, PAYE and SDL returns
- 7.3.18 Workmen's Compensation documents

7.4 Statutory Company Records

- 7.4.1 Annual Statutory Returns
- 7.4.2 Certificate of Incorporation
- 7.4.3 Certificate to Commence Business
- 7.4.4 Memorandum of Incorporation and alterations / amendments
- 7.4.5 Notice and minutes of shareholders' meetings
- 7.4.6 Minutes of directors' meetings
- 7.4.7 Register of Allotments
- 7.4.8 Register of company secretary and auditors

- 7.4.9 Register of directors and officers
- 7.4.10 Registration Certificate
- 7.4.11 General resolutions
- 7.4.12 Special resolutions
- 7.4.13 Resolutions
- 7.4.14 Shareholders' register

7.5 Tax

- 7.5.1 Income tax returns
- 7.5.2 Provisional tax returns
- 7.5.3 Tax assessments

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Sierra Wireless South Africa (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Sierra Wireless South Africa (Pty) Ltd, from the South African Human Rights Commission and at www.sierrawireless.com.