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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000) (The "Act")

COR-PAIA-04-06-02

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ABBREVIATIONS AND DEFINITIONS


The following words, expressions and abbreviations shall herein before and hereafter have the meanings ascribed to them unless inconsistent with the meaning of the requirement:

ABBREVIATIONS

PAIA	The Promotion of Access to Information Act (Act 2 of 2000)
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DEFINITIONS

None	
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1. INTRODUCTION

Inseego Corporation is a leader in the design and development of wireless solutions delivering Internet of Things (IoT) and Cloud SaaS services to carriers, distributors, retailers, OEMs and vertical markets worldwide.

As part of the full stack of products offered by Inseego Corporation, DigiCore Holdings Limited shares this commitment to technology development and continues to invest in the research and development of even greater solutions.


DigiCore Holdings Limited specializes in the research, design, development, manufacturing, sales and support of technologically advanced solutions – tailor-made for the consumer or industry sector required.

As a global supplier of vehicle tracking, insurance telematics and fleet management solutions, DigiCore Holdings Limited operations are encapsulated in the promise, Always Visible.

Whether we are providing vehicle tracking and stolen vehicle response services to private individuals and their families, empowering insurance companies through intelligent telematics solutions, or helping small to large fleet operators manage their fleets – at the end of the day it all comes down to keeping our customers' assets and daily operations, Always Visible.

1.1 PURPOSE OF DOCUMENT

The purpose of this document is to serve as the manual of the Company as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.


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2. CONTACT DETAILS - Section 51 (1) (a)

Information Officer : Cobus Grové – General Manager Global
Physical Address: DigiCore Building, Regency Office Park,
9 Regency Drive, Route 21 Corporate Park,
Irene Ext 30, Centurion, South Africa

Postal Address: PO Box 68270
Highveld Park
0169

Tel: +27 12 450 2222
Fax: +27 12 450 2323
E-mail: PAIA@ctrack.co.za
Website: www.ctrack.com

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3. GUIDE ON HOW TO USE THE ACT

Section 51 (1) (b) to be read in conjunction with Section 10.

The South African Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

This guide was published in the first half of 2005 and access to it, and to any amended versions thereof, can be found on the website of the South African Human Rights Commission at www.sahrc.org.za, or a hard copy can be obtained from the:


South African Human Rights Commission Offices
29 Princess of Wales Terrace, Cnr York and St Andrews Street,
Parktown,
Johannesburg, Tel No (011) 484-8300.

The Human Rights Commission may be contacted directly at:

The South African Human Rights Commission EAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041, Telephone: +27(11) 877 3600

Email address: info@sahrc.org.za

Web site: www.sahrc.org.za

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4. CATEGORIES OF RECORDS AVAILABLE - Section (1) (c)


The following categories of records are automatically available without a person having to request access in terms of this Act:

4.1 STATUTORY RECORDS

- 4.1.1 Memorandum of Incorporation
- 4.1.2 Register of Directors
- 4.1.3 Register of Members

4.2 CORPORATE COMMUNICATIONS

- 4.2.1 Media releases
- 4.2.2 An overview of group operations


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5. RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

Section 51 (1) (d)

Records are available in accordance with the following South African legislation (only to the extent that the relevant Act makes provision for the disclosure of records and only to the person or persons to whom and in the circumstances in which disclosure is compulsory):

- Insolvency Act No 24 of 1936
- Pension Funds Act No 24 of 1956
- Income Tax Act No 58 of 1962
- Customs and Excise Act No 91 of 1964
- Copyright Act No 98 of 1978
- Value Added Tax Act No 89 of 1991
- Occupational Health and Safety Act No 85 of 1993
- Trademark Act No 194 of 1993
- Compensation for Occupation Injuries and Diseases Act No 130 of 1993
- Labour Relations Act No 66 of 1995
- National Road Traffic Act No 93 of 1996
- Basic Conditions of Employment Act No 75 of 1997
- Employment Equity Act No 55 of 1998
- Competition Act No 89 of 1998
- Skills Development Act No 97 of 1998
- National Environmental Management Act No 107 of 1998
- Prevention of Organised Crime Act No 121 of 1998
- Unemployment Insurance Act No 63 of 2001
- Electronic Communications and Transactions Act No 25 of 2002
- Broad-Based Black Economic Empowerment Act No 53 of 2003
- Prevention & Combating of Corrupt Activities Act No 12 of 2004
- National Environmental Management: Air Quality Act No 39 of 2004
- National Credit Act No 34 of 2005
- National Environmental Management: Waste Act No 59 of 2008
- Consumer Protection Act No 68 of 2008
- Companies Act No 71 of 2008
- Tax Administration Act No 28 of 2011

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6. FORM OF REQUEST - Section 51 (1) (e)

6.1 PROCESSING OF YOUR REQUEST

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za;
- Address your request to the Head of the Company as per the contact details in **Error! Reference source not found.** above;

Provide sufficient details to enable the company to identify:

- The record(s) requested;
- The requester (and if an agent is lodging the request, proof of capacity);
- The form of access required;
- The postal address or fax number of the requester in the Republic;
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

6.2 SUBJECTS & CATEGORIES OF RECORDS HELD


The subjects on which records are held and categories of records:

6.2.1 Chief Executive’s Office

Administration Records
Research Records
Sponsorship Records
Internal Reports and Communications
Tender documents submitted
General Correspondence

6.2.2 Accounting

Accounting Records
Financial Reports
Internal Audit Records
Risk Reports and Group Risk Management Records
Tax Records
Management Reports

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Treasury Dealing and Settlement Records
Transactional Records
VAT Records
PAYE Records
Internal Reports and Communications
General Correspondence

6.2.3 Company Secretary

Secretarial Records
General Correspondence

6.2.4 Human Resource (HR) Department

Employee Records
General HR Policies and Procedures
Training Records
Pension Records
Employee benefit Records
Labour Relations Records
Statutory HR Records
Employment Equity Records
Employment Contracts
General Correspondence

6.2.5 Information Technology Department


IT Contracts and Agreements
Operational IT Records
IT Equipment Records
IT Policy Records
General Correspondence

6.2.6 Legal Department

Litigation Records
Internal Reports and Communications
General Correspondence

6.2.7 Marketing and Product Information

Product Brochures
Product Performance Records
Customer/Client Data Records
Product Sales Records

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General Correspondence

6.2.8 Occupational Health and Safety (OHS)

OHS-related Agreements

Appointment Records


General Correspondence

6.2.9 Procurement Department

Procurement Agreements

Quotes and invoices


General Correspondence

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7. PRESCRIPTION FEES - Section 51 (1) (f)

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

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

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8. RELATED RECORDS

For access to a record of a private body as per Section 53 (1) of the Promotion of Access to the Information Act 2 of 2000 - Regulation 10. The *Request for Access to a record of a Private Body Form* needs to be completed and submitted to the Vice President of Finance at