

**SECTION 51 MANUAL FOR
Questek Holdings (Pty) Ltd
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Introduction to Questek Holdings (Pty) Ltd.

QUESTEK'S CORE BUSINESS

Access to information and the management of knowledge and assets is fast becoming the most significant productivity tool of the twenty first century.

In order to achieve the desired performance benefits organisations are continuously searching for more effective ways of managing and displaying the information and knowledge they need to enable business to grow and thrive.

The convergence of voice, data and video technologies provides the opportunity for people to manage knowledge in increasingly innovative ways.

Questek is located at the heart of this innovation, enabling the burgeoning technology available to be integrated into visual media and display solutions that effectively enable the visualisation of knowledge.

From entertainment to e-commerce, from telecommunications to broadcasting, from marketing to mining, from transport to banking, Questek is able to develop technology solutions that acquire, integrate, distribute, manage and visualise knowledge.

Established in 1988 QUESTEK owes its success to a combination of solid specialised experience, the entrepreneurial drive to remain at the cutting edge of technology solutions, and a dedicated competent team of people.

Grounded in quality customer service and well-established customer relationships QUESTEK combines the best of South African innovation and expertise with the world leaders, with whom QUESTEK has developed long-standing relationships.

The end result of the solutions that Questek delivers to its customers, is the visual accessibility of knowledge, information and entertainment in all forms.

Particulars in terms of the section 51 manual

1. Contact details :

Questek House,
Fairway Office Park,
52 Grosvenor Road,
Bryanston,
Sandton.

P.O.Box 98997,
Sloane Park,
2152

Tel: (011) 706-0405
Fax: (011) 706-0308
e-mail: questek@questek.co.za
website: www.questek.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
3. Currency and Exchanges Act No. 9 of 1933
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Medical Schemes Act No. 131 of 1998
7. Occupational Health & Safety Act No. 85 of 1993
8. Pension Funds Act No. 24 of 1956
9. Regional Services Councils Act No. 109 of 1985
10. SA Reserve Bank Act No. 90 of 1989
11. Skills Development Levies Act No. 9 of 1999
12. Skills Development Act No. 97 of 1998
13. Unemployment Contributions Act No. 4 of 2002
14. Unemployment Insurance Act No. 63 of 2001
15. Value Added Tax Act No. 89 of 1991.

4. Access to the records held by Questek Holdings (Pty) Ltd.

i Questek General Information

THE MISSION OF QUESTEK

Questek is a direct seller of leading, innovative and integrated high-end customer-focused visual solutions to provide world-class access to information, knowledge and entertainment.

The mission of Questek is achieved through a number of complimentary Solution Areas:

- Ayanda Media Technologies (AMT)
- Questek Advanced Technologies (QAT)
- Questek Transit Technologies (QTT)
- Questek Customer Care (QCC)

Each of these solution areas operates as a division

Ayanda Media Technologies (Pty) Ltd

Ayanda Media Technologies (Pty) Ltd provides television and IT media solutions to the traditional broadcast and new media markets in Southern Africa using innovative technology.

With many years of experience in the design and implementation of analogue and digital systems for the production, post-production and broadcast facilities in Southern Africa, Questek is putting this knowledge and experience to work in new markets.

Questek Advanced Technologies (Pty) Ltd

Questek Advanced Technologies (QAT) focuses on large screen video solutions that enhance the impact and quality of a broad range of events. This includes:

Staging

QUESTEK is the largest supplier of projection equipment to the staging industry for concerts, launches, rallies, gatherings and outdoor spectacles.

Corporate Systems

QAT integrates customised solutions that meet the needs of corporate customers in boardrooms and conference centres.

Control Rooms

QAT offers visual solutions that improve productivity and information flow within an industrial process control context. This includes the following :

Control Rooms

QUESTEK has designed and installed custom large screen displays in the control rooms of leading telecommunications, IT companies, call centres and power stations

Simulation and Virtual Reality

QUESTEK's installation of a simulator for a prominent arms manufacturer has led to the development of flight simulators for the aircraft industry. Similar

facilities have been developed for Air Traffic Controllers at Johannesburg International Airport.

Interactive Video Solutions

VIDEOCONFERENCING SYSTEMS

This Division of Questek, as a partner of TANDBERG, is able to provide state of the art videoconferencing solutions that produce high quality video and audio communications.

Advertising and retail markets

The PDS Division focuses on the use of visual technology in the advertising, marketing, shopping and entertainment environments.

QUESTEK TRANSIT TECHNOLOGIES (Pty) Ltd

This Division builds on Questek's large market share in the Bus Passenger Transport industry to provide world-class revenue management systems to customers.

Questek Customer Care (Pty) Ltd

QUESTEK not only develops the solutions; it guarantees, supports, and maintains everything it does through Questek Customer Care.

ii Questek Holdings (Pty) Ltd records that may be requested:

Administration:

- Founding Statement
- Questek Value Statement

Human Resources:

- Employment Equity Policy and Constitution
- Employment Equity Report

Finances:

- Bankers information
- Auditors information

iii The request procedures :

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

This manual is available for inspection at Questek House in Bryanston, free of charge; and copies are available with the SAHRC, in the Government Gazette and on the company website.

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