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Rapid Mobile (Pty) Ltd
Reg. No 2001/014953/07
www.rapidm.com

SECTION 51 MANUAL FOR RAPID MOBILE (PTY) LIMITED

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1. INTRODUCTION TO RAPID MOBILE

Company registration number: 2001/014953/07

RapidM is at the forefront of software *HF Data Modem*, *ALE* and *HF Email* technology. The company has provided many real-world solutions for man-pack, naval and airborne HF radio products. Our products are compliant with *NATO* and *MIL Waveform* and *Protocol* standards such as [MIL-STD-188-110A](#), [MIL-STD-188-110B](#), [STANAG 4539](#), [STANAG 4415](#), [STANAG 4285](#), [STANAG 4529](#), [STANAG 4481](#) and is interoperable with [STANAG 5066](#). The ALE software is compliant with [MIL-STD-188-141A](#) and [MIL-STD-188-110B](#). A [STANAG 4538](#) solution is in the demonstration phase.

This technology is available as small-footprint embedded software modules, standard or customized hardware modules or standalone Modem units. The technology is suitable for the radio makers who are designing the latest Software Defined Radio or for Systems Integrators requiring third party data modems that will integrate with the older generation of HF voice radios.

Recently, RapidM has unveiled its own range of HF data transmission equipment. A key feature is the seamless integration of modem, ALE, ARQ and Email Client. RapidM is in the process of developing a high-speed *VHF modem* for super-fast *Email* transfer.

RapidM has cordial working relationships with many loyal customers around the world. We make every effort to ensure their success.

2. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

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Persequor Techno Park
0020

Street Address: Apex Corporate Park
Building C, D & F2
Quintin Brand Street
Persequor Park
0020

Tel. No: +27 12 349-0000

Fax. No: +27 12 349-0010

E- Mail address: admin@rapidm.com

Website: www.rapidm.com

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 office of the offices of the Human Rights Commission.

Street address: 29 Princess of Wales Terrace,
cnr York and St. Andrews Street,
Parktown

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. 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 and 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

6. SUBJECTS AND CATEGORIES OF RECORDS HELD BY RAPID MOBILE (PTY) LTD: SECTION 51(1)(e)

COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles 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

FINANCIAL RECORDS

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

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees

- All other statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Recruitment Policies
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

OPERATIONS

- Sales records
- Production records
- Clients registry

7. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- a) The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- b) The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- c) The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - 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,
 - 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,
 - 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 head of the private body.

8. FEES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - a) For every photocopy of an A4-sized page or part thereof: R1,10
 - b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,75
 - c) For a copy in a computer-readable form on:
 - i. stiffy disc R7,50
 - ii. compact disc R70,00
 - d)
 - i. For a transcription of visual images, for an A4-size page or part thereof R40,00
 - ii. For a copy of visual images R60,00
 - e)
 - i. For a transcription of an audio record, for an A4-size page or part thereof R20,00
 - ii. For a copy on an audio record R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - a) For every photocopy of an A4-size page or part thereof R1,10
 - b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
 - c) For a copy in a computer-readable form on:
 - i. stiffy disc R7,50
 - ii. compact disc R70,00
 - d)
 - i. For a transcription of visual images, for an A4-sized page or part thereof R40,00
 - ii. For a copy of visual images R60,00
 - e)
 - i. For a transcription of an audio record, for an A4-size page or part thereof R20,00
 - ii. For a copy of an audio record R30,00
 - f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
 - g) For purposes of section 54(2) of the Act, the following applies:
 - i. Six hours as the hours to be exceeded before a deposit is payable; and
 - ii. one third of the access fee is payable as a deposit by the requester.
 - h) The actual postage is payable when a copy of a record must be posted to a requester.

9. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices as listed in point 1 under particulars free of charge and copies are available with SAHRC, in the Gazette and on www.rapidm.com.