

## SECTION 51 MANUAL FOR:-

### MOBILE INTERNET GATEWAY (PTY) LTD herein after called "MIG"

**Mobile Internet Gateway "MIG" is a niche South African based company specialising in Corporate SMS Solutions.**

#### 1. Contact details *Section 51(1)(a)*

Name of Business : Mobile Internet Gateway (Pty) Ltd  
Name of Contact Person : Derek Fingleson  
Street Address : Trademore House , 165 Rivonia Road, Mornigside, Sandton  
Postal Address : P.O.Box 651122, Benmore , 2010  
Telephone : 011 305 2880  
Fax : 011 884 7285  
Email : info@mig.co.za

#### 2. The section 10 Guide on how to use the Act *Section 51(1)(b)*

The Guide will be available from the South African Human Rights Commission

##### **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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 3. Records available in terms of any other legislation *Section 51(1)(d)*

Information is available in terms of the following legislation, if and where applicable, which includes but is not limited to:

Basic Conditions of Employment No. 75 of 1997  
Closed Corporation Act No. 69 of 1984  
Companies Act 61 of 1973  
Copyright Act No. 98 of 1978  
Electronic Communications and Transactions Act No. 25 of 2002  
Employment Equity Act No. 55 of 1998  
Income Tax Act No. 58 of 1962  
Intellectual Property Laws Amendments Act No. 38 of 1997  
Labour Relations Act No. 66 of 1995  
Promotion of Access to Information Act No. 2 of 2000  
Regional Services Councils Act No. 109 of 1985  
Skills Development Levies Act No. 9 of 1999  
Skills Development Act No. 97 of 1998  
Unemployment Contributions Act No. 4 of 2002  
Unemployment Insurance Act No. 63 of 2001  
Value Added Tax Act No. 89 of 1991

#### 4. Access to the records held by the private body in question

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *Section 51(1)(c)***

ii. **Records that may be requested** *Section 51(1)(e)*

The MIG maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

**Internal Records**

- Memorandum and Articles of Association
- Licenses
- Minutes of Management Meetings
- Internal Correspondence
- Internal policies and procedures
- Statutory records
- Product records

**Personnel Records**

- Any personal records provided to MIG by their personnel;
- Any records a third party has provided to MIG about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

**Customer records**

**Please be aware that MIG is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.**

Customer information includes the following:

- Any records a customer has provided to MIG or a third party acting for or on behalf of MIG;
- Contractual information;
- Personal records of customers;
- Credit information and other research conducted in respect of customers;
- Any records a third party has provided to MIG about customers;
- Confidential, privileged, contractual and quasi-legal records of customers;
- Customer evaluation records;
- Any records a third party has provided to MIG either directly or indirectly; and
- Records generated by or within MIG pertaining to customers, including transactional records.

**Technical records**

Technical records generated by, or within MIG pertaining to customers.

**Other Parties**

Records are kept in respect of other parties, including without limitation contractors, suppliers and service providers. In addition, such other parties may possess records, which can be said to belong to the MIG. The following records fall under this category:

- Personnel, customer or MIG records which are held by another party as opposed to being held by MIG; and
- Records held by MIG pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

## Other Records

Further records are held including:-

- Information relating to MIG own commercial activities; and
- Research carried out on behalf of a client by MIG or commissioned from a third party for a customer;
- Research information belonging to MIG, whether carried out itself or commissioned from a third party.

### iii. **Request procedures** - Appended

#### 5. **Other information as may be prescribed** *Section 51(1)(f)*

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

#### 6. **Availability of the manual** *Section 51 (3)*

The manual is also available for inspection at the offices of the relevant private body free of charge; or on our website at [www.mig.co.za](http://www.mig.co.za) and copies are available with the SAHRC or from their website [www.sahrc.org.za](http://www.sahrc.org.za), or the Department of Justice and Constitutional Development [www.doj.gov.za](http://www.doj.gov.za) (under "regulations").