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| | |

Standing Information

Business Information

Complete the relevant information below:

Business Name: Emid (Pty) Ltd

Legal form: Private Company

Registration number or Identity number: 1980/002315/07

Initials and surname of the head of the business: J Bosch

Postal address: PO Box 74107
Lynnwood Ridge
0040

Physical address: Sunwinn Bld
Cnr Sanlam & Alkantrand
Lynnwood Manor
0081

Telephone number: (012) 421 5600 Fax number: (012) 421 5700

E-mail address: us@emid.co.za Website: www.emid.co.za

Information officer: T Winter Job description: Financial Manager

Introduction

You can type a brief introduction to the business in the space provided below.

Maintenance and development of computer networks and software products

Legislation

Indicate all Acts that are relevant to the business:

- | | |
|--|---|
| <input type="checkbox"/> Administration of Estates Act 66 of 1965 | <input type="checkbox"/> Arbitration Act 42 of 1965 |
| <input type="checkbox"/> Attorneys Act 53 of 1979 | <input type="checkbox"/> Banks Act 94 of 1990 |
| <input checked="" type="checkbox"/> Basic Conditions of Employment Act 75 of 1997 | <input checked="" type="checkbox"/> Companies Act 61 of 1973 |
| <input type="checkbox"/> Close Corporations Act 69 of 1984 | <input type="checkbox"/> Competition Act 89 of 1998 |
| <input type="checkbox"/> Co-operatives Act 91 of 1981 | |
| <input checked="" type="checkbox"/> Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | |
| <input type="checkbox"/> Consumer Affairs (Unfair Business Practices) Act 71 of 1988 | |
| <input type="checkbox"/> Copyright Act 98 of 1978 | <input type="checkbox"/> Credit Agreements Act 75 of 1980 |
| <input type="checkbox"/> Criminal Procedure Act 51 of 1977 | <input type="checkbox"/> Currency and Exchanges Act 9 of 1933 |

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- Custody and Administration of Securities Act 85 of 1992
- Customs and Excise Act 91 of 1964
- Debt Collectors Act 114 of 1998
- Deeds Registries Act 47 of 1937
- Designs Act 195 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Estate Agents Affairs Act of 112 of 1976
- Estate Duty Act 45 of 1955
- Finance Act 35 of 2000 and 6 of 1997
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Control Act 55 of 1989
- Financial Relations Act 65 of 1976
- Financial Services Board Act 97 of 1990
- Harmful Business Practices Act 23 of 1999
- Health Professions Act 56 of 1974
- Income Tax Act 58 of 1962
- Insider Trading Act 135 of 1998
- Insolvency Act 24 of 1936
- Inspection of Financial Institutions Act 80 of 1998
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Long-term Insurance Act 52 of 1998
- Medical Schemes Act 131 of 1998
- Medicines and Related Substances Control Act 101 of 1965
- Mine Health and Safety Act 29 of 1996
- Mutual Banks Act 124 of 1993
- National Environmental Management Act 107 of 1998
- National Payment System Act 78 of 1998
- Nonprofit Organisations Act 71 of 1997
- Nursing Act 50 of 1978
- Occupational Health and Safety Act 85 of 1993
- Participation Bonds Act 55 of 1981
- Pension Funds Act 24 of 1956
- Pharmacy Act 53 of 1974
- Post Office Act 44 of 1958
- Preferential Procurement Policy Framework Act 5 of 2000
- Prescription Act 68 of 1969
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act of 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000

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- | | |
|---|---|
| <input type="checkbox"/> Protection of Businesses Act 99 of 1978 | <input type="checkbox"/> Public Accountants and Auditors Act 80 of 1991 |
| <input checked="" type="checkbox"/> Regional Services Councils Act 109 of 1985 | <input type="checkbox"/> Rental Housing Act of 50 of 1999 |
| <input type="checkbox"/> Sectional Titles Act of 95 of 1986 | <input type="checkbox"/> South African Reserve Bank Act 90 of 1989 |
| <input checked="" type="checkbox"/> South African Revenue Services Act 34 of 1997 | <input type="checkbox"/> Short Term Insurance Act 53 of 1998 |
| <input checked="" type="checkbox"/> Skills Development Levies Act 9 of 1999 | <input checked="" type="checkbox"/> Skills Development Act 97 of 1998 |
| <input type="checkbox"/> Stamp Duties Act 77 of 1968 | <input type="checkbox"/> Statistics Act of 6 of 1999 |
| <input type="checkbox"/> Stock Exchange Control Act 1 of 1985 | <input type="checkbox"/> Tax on Retirement Funds Act 38 of 1996 |
| <input type="checkbox"/> Trade Marks Act 194 of 1993 | <input type="checkbox"/> Transfer Duty Act 40 of 1949 |
| <input type="checkbox"/> Trust Property Control Act 57 of 1988 | <input type="checkbox"/> Uncertificated Securities Tax Act 31 of 1998 |
| <input checked="" type="checkbox"/> Unemployment Contributions Act 4 of 2002 | |
| <input checked="" type="checkbox"/> Unemployment Insurance Act 63 of 2001 | <input type="checkbox"/> Unit Trusts Control Act 54 of 1981 |
| <input type="checkbox"/> Usury Act 73 of 1968 | <input checked="" type="checkbox"/> Value Added Tax Act 89 of 1991 |

Other Acts:

Information Automatically Available

List categories of information that are automatically available for inspection, purchase or photocopying:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Pamphlets / Brochures |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Pricelists |
| <input type="checkbox"/> Reports | <input type="checkbox"/> Marketing and promotional material |
| <input type="checkbox"/> Website | |

Other records:

None

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Standing Information

Categories of Records Available in Terms of the Act

- | | |
|--|---|
| <input checked="" type="checkbox"/> Accounting Records | <input checked="" type="checkbox"/> Distribution |
| <input checked="" type="checkbox"/> Environment, Health and Safety | <input checked="" type="checkbox"/> Fixed Property |
| <input checked="" type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Insurance |
| <input checked="" type="checkbox"/> Intellectual Property | <input checked="" type="checkbox"/> Legal |
| <input checked="" type="checkbox"/> Personnel Records | <input checked="" type="checkbox"/> Sales and Marketing |
| <input checked="" type="checkbox"/> Statutory Company Records | <input type="checkbox"/> Other Records |

Accounting Records

- | | |
|--|--|
| <input checked="" type="checkbox"/> Annual financial statements and working papers | <input checked="" type="checkbox"/> General ledger |
| <input type="checkbox"/> Subsidiary ledgers (receivables, payables, etc.) | <input checked="" type="checkbox"/> Bank statements, cheque books, cheques |
| <input checked="" type="checkbox"/> Customer and supplier statements and invoices | <input checked="" type="checkbox"/> Deposit slips |
| <input checked="" type="checkbox"/> Cash books and petty cash books | <input checked="" type="checkbox"/> Fixed asset register |
| <input checked="" type="checkbox"/> Tax returns and assessments | <input checked="" type="checkbox"/> VAT returns |
| <input type="checkbox"/> Lease or instalment sale agreements | <input type="checkbox"/> Budgets and business plans |
| <input type="checkbox"/> Insurance records | <input type="checkbox"/> Investment records |
| <input checked="" type="checkbox"/> Auditor's reports | <input type="checkbox"/> Internal auditors' reports |
| <input type="checkbox"/> Inventory records | <input type="checkbox"/> Systems documentation |
| <input type="checkbox"/> Management review s | <input checked="" type="checkbox"/> Capital expenditure |
| <input type="checkbox"/> Credit agreements | |

Other records:

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Standing Information

Distribution and Transportation

- Permits and licenses
- Transportation rights
- Transportation system delivery plan and routing
- Transportation, warehouse and storage contracts

Other records: None

Environment, Health and Safety

- Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees
- Dates of medical surveillance reports in respect of lead
- Details of air emission discharges
- Details of aqueous discharges
- Details of solid waste discharges
- Emergency response plans
- Employee medical surveillance records in respect of hazardous chemicals and substances
- Employee public health emergency action plans
- Environmental impact assessments
- Environmental management programs and systems
- Industrial hygiene programs, data and audits
- Medical surveillance records related to asbestos work
- Noise exposure records
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of assessment and air monitoring and asbestos inventory
- Records of assessment and air monitoring for lead exposure
- Records of investigations and tests in respect of hazardous chemicals and substances
- Records of risk assessments and monitoring results in respect of hazardous biological agents

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- Records of training given to employees in respect to asbestos exposure
- Records of training given to employees in respect to lead exposure
- Records of types of work carried out with asbestos
- Records of types of work carried out with lead
- Records of waste water discharges
- Records of waste water storage and disposal
- Waste water assessment and monitoring records
- Records of work with lead prior to employment
- Records of medical surveillance, working hours and remuneration in respect of mine employees
- Safety management systems, data and audits
- Water quality monitoring programme records

Other records: **None** _____

Fixed Property

- Building plans
- Mortgage bonds or other encumbrances
- Leases
- Title deeds

Other records: **None** _____

Information Technology

- Agreements
- Audits

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- Capacity and utilisation of current systems
- Development or investment plans
- Hardware
- Intranet
- Systems support, programming and development
- LAN Installations
- Software packages
- Telephone lines, leased lines and data lines
- Client database
- Disaster recovery
- Internet
- Licenses
- Operating systems
- Telephone exchange equipment

Other records: None

Insurance

- Claim records
- Insurance policies
- Details of coverage, limits and insurers

Other records: None

Intellectual Property

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements, joint development agreements and consulting agreements
- Copyrights
- Litigation and other disputes involving intellectual property

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- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names

Other records: **None**

Legal, Agreements and Contracts

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or i
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other allian
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreement s
- Settlement agreements
- Sale agreements
- Warranty agreements

Other records: **None**

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Personnel Records

- | | |
|--|---|
| <input type="checkbox"/> Arbitration awards | <input type="checkbox"/> Attendance register |
| <input type="checkbox"/> Collective agreements | <input type="checkbox"/> Disability schemes |
| <input type="checkbox"/> Disciplinary records | <input type="checkbox"/> Employee evaluation and performance records |
| <input checked="" type="checkbox"/> Employee information records | <input type="checkbox"/> Employee loans |
| <input type="checkbox"/> Employee share purchase plan | <input type="checkbox"/> Employment applications |
| <input checked="" type="checkbox"/> Employment contracts | <input type="checkbox"/> Employment equity plan |
| <input type="checkbox"/> Expense accounts | <input type="checkbox"/> Funeral insurance scheme |
| <input type="checkbox"/> Group life | <input type="checkbox"/> Group personal accident |
| <input type="checkbox"/> Health and safety records | <input type="checkbox"/> Housing scheme |
| <input type="checkbox"/> Incentive schemes | <input type="checkbox"/> Industrial training records |
| <input checked="" type="checkbox"/> IRP 5 and IT 3 certificates | <input type="checkbox"/> Letters of appointment |
| <input checked="" type="checkbox"/> Leave applications | <input type="checkbox"/> Maternity leave policy |
| <input type="checkbox"/> Medical aid records | <input type="checkbox"/> Micro loan scheme |
| <input type="checkbox"/> Organisational design | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Pension fund information | <input type="checkbox"/> Personnel File |
| <input type="checkbox"/> Policies and procedures | <input type="checkbox"/> Provident fund information |
| <input type="checkbox"/> Records of foreign employees | <input type="checkbox"/> Records of strikes, lockouts or protest action |
| <input type="checkbox"/> Recruitment and appointments | <input type="checkbox"/> Relocation policy |
| <input checked="" type="checkbox"/> Salary and wage registers | <input type="checkbox"/> Salary slips and wage cards |
| <input type="checkbox"/> Scholarships and bursaries | <input type="checkbox"/> Staff loan schemes |
| <input type="checkbox"/> Staff records after employment | <input type="checkbox"/> Study assistance schemes |
| <input type="checkbox"/> Tax returns of employees | <input type="checkbox"/> Time records |
| <input type="checkbox"/> Training and development | <input checked="" type="checkbox"/> UIF, PAYE and SDL returns |
| <input type="checkbox"/> Workmen's Compensation Documents | |

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Sales and Marketing

- Brochures, newsletters and marketing material
- Domestic and export orders
- Products
- Sales
- Customers
- Media releases
- Public relations policies and procedures
- Service and product information

Other records: None

Statutory Company Records

- Certificate of Change of Name
- Certificate to Commence Business
- Directors' attendance register
- Memorandum and Articles of Association
- Minutes of directors' meetings
- Proxy documents
- Register of Allotments
- Register of directors and officers
- Resolutions
- Shareholders' register
- Founding Statement and amendments
- Resolutions passed at meetings
- Certificate of Incorporation
- Dividend register
- Index of Members
- Minutes of shareholders' meetings
- Other minute books
- Proxy forms used at Court convened meetings
- Register of debenture holders and mortgages
- Register of directors' shareholding
- Shareholders' agreements
- Cooperation agreements
- Minute books

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Other Records

Other records:

General
