

PAIA MANUAL

MOBILE CREDENTIAL TECHNOLOGIES (PTY) LTD

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended) and to address the requirements of the Protection of Personal Information Act 4 of 2013.

1. OVERVIEW AND CONTACT DETAILS

Company Name: Mobile Credential Technologies (Pty) Ltd

Information Officer: Lee-Ann Melissa Lewis

Postal Address: As Physical Address

Physical Address: Clearwater Office Park, Building G02, Millennium Boulevard, Strubens Valley, Roodepoort 1735. South Africa

Telephone Number: +27 11 274 6665

Email Address: info@mobilecredentialtechnologies.com

Website: www.mobilecredentialtechnologies.com

2. THE ACT AND THE SECTION 10 GUIDE

The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3. RECORDS HELD BY THE COMPANY

The following categories of records are held by Mobile Credential Technologies:

- Financial Records: Annual Financial Statements, Tax records, Asset Register.
- Operations: Technical Specifications, System Design Frameworks, Equipment Specification Documents.
- Client Records: Partner lists, Project-specific configurations, Transactional history.
- Information Technology: Hardware registers, License keys, Credential Management Logs.
- Internal Policies: Privacy Policy, Data Protection standards.

4. PROTECTION OF PERSONAL INFORMATION (POPIA)

MCT processes personal information to facilitate technical system integration, manage mobile credentials, and provide hardware support/warranty services. Data is retained indefinitely for technical integrity and security audit purposes.

5. HOW TO REQUEST ACCESS TO RECORDS

A request for access to a record must be made on 'Form 2' (available on the Information Regulator website). The request must be submitted to the Information Officer at the address provided in Section 1.