

June 15<sup>th</sup>, 2016

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[www.xerox.co.za](http://www.xerox.co.za)  
[www.bytesdocumentsolutions.co.za](http://www.bytesdocumentsolutions.co.za)

Dear Stakeholder

Bytes Document Solutions, a division of Altron TMT (Pty) Ltd is part of Altron TMT Holdings Limited, which in turn is part of the greater Allied Electronics Corporation Limited (Altron) group of companies.

As a member company of a public listed group of companies, we recognise the constitutional right which provides that everyone has the right of access to any information held by the State and any other person which is required for the exercise or protection of any rights. Such right is subject, however, to certain justifiable limitations which include, but are not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance of other persons.

Furthermore, we recognise that any right in terms of the aforementioned needs to be balanced with any other rights including those set out in the Bill of Rights of the Constitution.

To this effect, Altron as the ultimate parent company of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd has appointed and authorised the undermentioned Chief Information Officer (CIO) to, amongst other responsibilities, be responsible for governance measures that facilitate the promotion of the rights of access to, information held by the Altron group of companies including Bytes Document Solutions, a division of Altron TMT (Pty) Ltd.

The CIO has established a Section 51 Manual which incorporates the various records, as contemplated in The Promotion of Access to Information Act, No 2 of 2000 (as amended) (the Act), in order to give effect to the aforesaid right, in a manner which enables stakeholders or other persons to obtain access to certain of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd's records as inexpensively and effortlessly as reasonably possible.

The CIO is the duly authorised officer of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd for the purposes of the Section 51 Manual contemplated in terms of the Act as the information officer, whose contact details are listed as:

Contact Person	Dr PW van der Walt
Designation	Chief Information Officer
Physical Address	Altron House 4 Sherborne Road Parktown, 2193 Johannesburg
Postal Address	P O Box 981 Houghton 2041 SOUTH AFRICA
Telephone	+27 11 645 3600
E-mail address	<a href="mailto:pvdwalt@altron.com">pvdwalt@altron.com</a>
Website address	<a href="http://www.altron.com/">http://www.altron.com/</a>

In order to obtain access to the records of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd and in order to understand your rights and limitations in terms of the Act, you are encouraged to access the following link that will provide you to access to the Altron Section 51 Manual.

**[http://www.altron.com/access\\_information.asp](http://www.altron.com/access_information.asp)**

Any queries in this regard can be directed to the CIO referred to herein, alternatively you can contact W.K. Groenewald, the Deputy Information Officer (DIO) of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd, whose contact details are listed as:

Contact Person	W.K. Groenewald
Designation	Deputy Information Officer
Physical Address	Altron House 4 Sherborne Road Parktown Johannesburg
Postal Address	PO Box 981 Houghton 2041 SOUTH AFRICA
Telephone	(011) 645 3600
E-mail address	<a href="mailto:WGroenewald@altech.co.za">WGroenewald@altech.co.za</a>
Website address	<a href="http://www.altrontmt.com/">http://www.altrontmt.com/</a>

Please note that the CIO in respect of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd's handling of your personal information is also Dr PW van der Walt and Bytes Document Solutions, a division of Altron TMT (Pty) Ltd's privacy policy associated with the Protection of Personal Information Act may be obtained directly from the CIO or DIO.

Yours sincerely  
For and on behalf of Bytes Document Solutions, a division of Altron TMT (Pty) Ltd



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Johan Basson  
CEO

15/6/2016