



## VISITOR'S DATA

Mtech will collect visitors' information at the reception. The information to be collected will be as follows:

1. Visitors Name
2. Contact person
3. Company from/ Nature of visit
4. Telephone Number
5. ID Number/Passport Number
6. Time in and Time Out

The purpose of this information will be for identification and security purposes. This information will be stored for a period of 7 years and/or applicable by Law and will not be used for any other purpose except the one stated above. Further reference is made to our ISMS Manual **MTK/IS/P/I2** on Physical and Environmental Security Policy.

We assure our visitors ultimate privacy for the information collected.

A handwritten signature in blue ink that reads 'William K. Chesire'.

William K Chesire  
**Chief Executive Officer**