



Promotion of Access to Information Manual

Bell Equipment Ltd

Last updated: April 2019



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1. INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No.2 of 2000 ("the Act") became operative, giving effect to the constitutional right to access to information as contained in section 32(2) of the Bill of Rights. The Act seeks to advance the values of transparency and accountability.

The Act establishes certain statutory rights of requestors to any record of a private body if:

- that record is required for the exercise of any of his or her legal rights;
- that requestor complies with all the procedural requirements; and access is not refused in terms of any ground referred to in the Act.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body. This document serves as the Bell Equipment Limited information manual and provides reference to the records held by Bell Equipment Limited, its subsidiaries and other juristic persons in which Bell Equipment Limited or its subsidiaries have an interest.

Similarly, the Protection of Personal Information Act 4 of 2013, also provides that data subjects have a right to access personal information held by the Company and make requests regarding the correction or erasure of incorrect personal information. The data subject also has a right to be informed when personal information is collected from him/her, of the purposes for which the personal information will be used, whether it will be shared with third parties and how the Company endeavours to protect personal information. The Information required to be disclosed in accordance with the Protection of Personal Information Act is provided in Section 10 of this Manual.

2. ABOUT BELL EQUIPMENT

Bell Equipment Limited, along with its subsidiaries (collectively "the Company"), manufactures, distributes and supports a wide range of mining, construction, agricultural and forestry equipment including Articulated Dump Trucks, Front End Loaders, Tractor Loader Backhoes, Tri-Wheeled Loaders (timber/sugar cane loading machines), Haulage Tractors, Rollers, Graders and Excavators. Through an extensive network of customer service centres and distributors in many parts of the world, supported by strategic financing partners, the Company is able to meet the requirements of customers in and suppliers to the mining, construction forestry and agriculture industries.

Further information on Bell Equipment, its operations, corporate structures, history, interests and activities can be obtained from its website at www.bellequipment.com.

3. SCOPE OF THE MANUAL

The scope of this manual includes **Bell Equipment Limited** as the holding company of a group of local and offshore companies involved in the manufacturing and distribution of heavy earth moving machinery (more fully described above in 2). Also included under the scope of this manual are the Group's South African corporate entities Bell Equipment Company SA (Pty) Limited and Bell Equipment Sales SA Limited.

4. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on the Bell Equipment Limited website at www.bellequipment.com and its investor website www.bellir.co.za. The manual is further available for viewing as a hard copy at the office of the Company Secretary of Bell Equipment Limited, at 16 – 19 Carbonode Cell, Alton, Richards Bay.

5. CONTACT PERSON – INFORMATION OFFICER (SECTION 51(1)(a))

The responsibility for the administration of, and compliance with the Act, has been delegated to the Company Secretary, Bell Equipment Limited. Requests pursuant to the provisions of the Act should be directed as follows:

Information Officer:	Diana McIlrath
Postal address:	P/Bag X20046, Empangeni, 3880, South Africa
Physical address:	16 – 18 Carbonode Cell, Alton, Richards Bay, South Africa
Business phone:	+ 27 035 907 9111
Business fax:	+ 27 035 797 4453
e-mail address:	dianam@bell.co.za

6. HUMAN RIGHTS COMMISSION GUIDE (SECTION 51(1)(b))

The Human Rights Commission has compiled a guide in terms of section 10 of the Act. This guide contains information to assist a person wishing to exercise a right in terms of the Act. The guide can be obtained from:

The South African Human Rights Commission: PAIA Unit

Website:	www.sahrc.org.za
Postal address:	Private Bag 2700, Houghton, 2041
Street address:	29 Princess of Whales Terrace, cnr. York and St. Andrews Street, Parktown.
Business phone:	+ 27 11 484 8300
Business fax:	+ 27 11 484 0582
E-mail address:	paia@sahrc.org.za

7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC (SECTION 51(1)(c))

The following categories of information are automatically available for inspection or photocopying. It is not necessary to request this information in terms of the Act and it may be obtained by contacting our Information Officer:

- Statutory records as kept by the Registrar of Companies;
- The following information about Bell Equipment as provided in hard copy or at www.bellequipment.com:
 - Company profile and vision;
 - Bell Equipment Brand;
 - Code of Ethics;
 - Products and Services;
 - Investor Information, including integrated annual reports, and released IFRS financial statements;
 - Information about the Company's performance for the current and previous financial years, as supplied to the market;
 - Bell Equipment corporate governance information,;
 - Bell Equipment contact details; and
 - Legal notices (including this manual).

8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d))

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request.

Records are available in terms of the legislation detailed in **Annexure 3** to this manual (as amended from time to time).

If a requester believes that a right to access to a record exists in terms of the legislation above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

9. RECORDS – CATEGORIES AND SUBJECT OF RECORDS (SECTION 51(1)(e))

The information contained in this section is intended to identify the main categories of records held within the Company and to help the requester to gain a better understanding of the main business activities of the Company. Further assistance in identifying the records held by the Company is obtainable from the Information Officer. Records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act), are available in respect to the following aspects of the Company's businesses and operations:

Branding

- Brand Policy and Standards
- Brand and advertising material
- Print and audio-visual advertisements

Communications

- Documents relating to public communications

- Documents relating to internal communications

Company Secretarial Information

- Share Registers
- Memorandums of incorporation
- Statutory returns to appropriate authorities
- Annual reports
- Share certificates
- Applicable statutory documents such as, but not limited to, certificates of incorporation and certificates to commence business
- Corporate structure diagrams
- Corporate calendars
- Documents relating to share incentive schemes
- Access to information manual

Financial

- Audited financial statements
- Accounting records
- Income tax returns
- Banking records
- Invoices and statements
- Agreements

Information Management and Technology

- Information policies, standards, procedures and guidelines

Insurance

- Production and group liability policies
- Other insurance policies
- Documents relating to underwriting
- Claim documents
- Personal accident benefit rules

Intellectual Property

- Patents and designs
 - Applications for filings, lapsing, abandonment, withdrawal, or defending of patents
 - Documents relating to the assignment, cession or transfer of patents and designs
 - Documents relating to validity attacks through a patent or design office or authority
- Trademarks
 - Applications for lapsing, abandonment, withdrawal or defence of trademarks
 - Assignment, cession, transfer of trademarks
 - Agreements relating to the licensing of trademarks
 - Documents relating to the validity attacks through a trademark office or authority
 - Documents relating to the assignment, cession, transfer, licensing or other arrangement concerning a trademark
- Copyright
 - Documents relating to the assignment, cession, transfer or licensing of copyright material
- Agreements

Risk Management

- Documents relating to generic risk management processes
- Audit plans

Investor Relations

- General Investor Relations communications
- Announcements on the JSE, Securities Exchange South Africa News Service
- Presentations to analysts

Labour and Human Resources

- Collective agreements and other agreements relating to collective issues conducted at sectoral or central level
- Collective or other agreements relating to collective issues conducted at plant floor level
- Documents relating to human resource policies and procedures
- Document relating to staff establishment and manpower planning
- Documents relating to appointments, promotions, dismissals, suspensions, demotions and disciplinary actions
- Returns to UIF
- Employment Equity reports
- Training schedules and material

Land Transactions

- Documents in connection with land and servitude transactions including:
 - Contracts
 - Approvals
 - Consents
 - Deeds
 - Agreements
 - Forms
 - Securities
 - Cancellations
 - Amendments and/or substitutions
 - Documents that require to be registered or lodged at the Deeds Office
- Lease agreements
- Applications for changes in land use, re-zoning and consent uses

Library

- Bulletins
- Gazettes
- Publications including books, patents, standards, research and development publications
- Journals

All related to and required for the conduct of the business and operations of the Company

Logistics/Supply Chain Management

- Contracts relating to transportation
- Storage, handling, packaging and distribution agreements
- Clearing and forwarding and surveying agreements

Manufacturing, Production and Distribution

- Manufacturing and production specifications

- Production statistics
- Documents relating to deliveries and receipts of product
- Warehouse and storage records

Marketing

- Promotional material
- Audio-visual material
- Brochures and advertising material

Plant Maintenance

- Maintenance and inspection schedules
- Documents relating to preventative maintenance programmes
- Procedures and guidelines relating to maintenance programmes
- Emergency response plans
- Operating procedures

Procurement and Supply Management

- Documents and contracts relating to procurement and supply of commodities and services
- Documents relating to stock management

Research and Development

- Contracts and agreements
- Technical publications

Safety, Health and Environment

- Bell Equipment Safety, Health and Environment Policy
- Documents relating to business unit/division/country/site best practices
- Sustainable Development reports
- Safety, Health and Environment governance audits
- Environmental Impact Assessments
- Safety, Health and Environment audits, inspections, plans, programmes, procedures, training and emergency response
- Reports on Safety, Health and Environment related complaints or information
- Documents relating to investigation and reporting on Safety, Health and Environment incidents
- Applications in respect to permits, authorisations and exemptions
- Documents relating to corporate policy, standards and systems of managing and optimising aspects of health and hygiene in the workplace
- Documents relating to water conservation, waste management and emissions

10. PROTECTION OF PERSONAL INFORMATION ACT

Bell Equipment respects the conditions for the lawful processing of personal information set out in the Protection of Personal information Act, respects the rights of all data subjects from whom we collect personal information and endeavours to provide the appropriate technical and organisational security measures to maintain the confidentiality, integrity and accessibility of the personal information we process.

CATEGORIES OF PERSONAL INFORMATION COLLECTED BY THE COMPANY:

- Contact details (physical, postal and email addresses, telephone numbers)
- Demographics (age, birth date, identification number)
- History (employment, financial, educational or medical history)

- Correspondence (with or within the company)
- Biometric information (fingerprints, medical samples)
- Banking information
- Personal information necessary for the compliance with legal obligations regulating Human Relations within the Company

CATEGORIES OF DATA SUBJECTS:

The persons from whom we collect personal information includes:

- Employees
- Contractors
- Customers
- Suppliers
- Partners
- Shareholders

THE PERSONAL INFORMATION IS COLLECTED:

Personal Information Collected in respect of Customers, Suppliers, Dealers and Service Providers or their representatives:

- Name and Surname
- Business address
- Business telephone and fax numbers
- Business email address
- Banking details
- Correspondence with and within the Company
- Business contracts

Personal Information collected in respect of employees:

- Personal Contact details such as name, title, address, telephone numbers, email addresses
- Identity Number
- Date of birth
- Gender
- Copy of driving licence, passport, Identity Document, Marriage Certificate, Decree Absolute
- Marital status and dependants
- Next of kin, emergency contact number and death benefit nominee(s) information
- Bank Account Details, Payroll Records, Tax Administration Information
- Salary and Compensation history
- Annual, sick, maternity, paternity leave, family responsibility leave
- Information relating to pension and benefits
- Recruitment information (information included in your CV, cover letter as part of the application process)
- Copies of work permit or visa or immigration status, if applicable
- Full employment records (contract, terms and conditions of employment, job titles, work history, working hours, promotion, absences, attendances, training records, starting date and leaving date of employment, location of employment)
- Performance and appraisal information
- Disciplinary and grievance information
- Secondary employment information

- Access card records
- Information about your use of the Company's information and communication systems
- Photographs
- Injury at the workplace and third party accident information
- Employee screening information
- Video Surveillance

The Purposes for which the Information is collected:

- The fulfilment of contractual obligations between the data subject and the Company or the Company and third parties;
- We require your contact details to communicate with data subjects and with their consent, provide them marketing material in areas of their interest;
- Ascertaining the Identity of the data subject
- Communicating with the data subject
- Making a decision about recruitment of employees
- Determining the terms and conditions employment for our employees
- Determining whether a prospective employee is legally entitled to work in the country
- Paying salaries and deducting tax and national insurance contributions
- Liaising with pension providers of employees
- Business management planning, including accounting and auditing
- Conducting performance reviews and compensation
- Assessing qualifications for a particular job, task or promotion
- Gathering evidence and any other steps relating to possible grievance or disciplinary matters and associated hearings
- Making decisions about an employees continued employment
- Dealing with legal disputes involving
- Determining fitness to work of employees and complying with health and safety obligations
- To provide access to and monitor business and personal use of our information and communication systems
- To ensure network and information security and preventing access to our network and communication systems
- Ensuring employment equity
- Access control and security purposes

SPECIAL CATEGORIES OF PERSONAL INFORMATION

Although the processing of personal information is generally prohibited, the Company is allowed to process special personal information in the following circumstances:

- Where the data subject has granted us consent to process their special personal information
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment and social security

- The processing is necessary to protect the vital interests of the data subject or another person where the data subject is physically or legally incapable of consenting
- The processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of employees.

Special Categories of Personal Information Collected in respect of Employees

- Race or ethnicity
- Trade union membership
- Medical records collected at the on-site clinic, Information about your health, including any medical condition.
- Biometric data

Purposes for which Special Categories of Personal Information Collected

- We may process personal information relating to leave of absence, which may relate to illness, to comply with employment and other laws
- We may process personal information regarding our employees physical or mental health or disability status to assess their fitness to work in order to protect health and safety in the workplace
- We may process personal information about race or ethnic origin to comply with legal obligations regarding employment equity
- We may process personal information relating to trade union membership in order to pay union premiums and comply with labour law obligations

CATEGORY OF RECIPIENTS TO WHOM THE COMPANY TRANSFERS PERSONAL INFORMATION:

We will only process your personal information which is necessary for the abovementioned purposes and will not use it for purposes other than for which it was collected. We may share your personal information with any of the subsidiaries of the Bell Equipment Group or business partners who provide products and services on our behalf for the purposes abovementioned. We will not share your personal information with any third parties, except if:

- We are required to do so for legal purposes (eg. Labour Law and Tax Administration purposes)
- We are required to do so for the purposes of future legal proceedings
- The third party performs services relating to the processing of personal information on our behalf
- This is required in order to provide you with any information or services or manage any information or services relating to you

We will not transfer your personal information to foreign countries, unless the situation so requires in order to carry out the abovementioned purposes, in which case we will take reasonable steps to make sure that the third parties are bound by laws, corporate rules or binding agreements that provide an adequate level of protection and lawful processing.

RETENTION PERIODS FOR PERSONAL INFORMATION:

In terms of the Protection of Personal Information Act, we are required to keep your Personal Data for no longer than is necessary for the purposes for which it is processed. After your Personal Data is no

longer necessary for the purposes for which it was processed, it will be irreversibly destroyed. Any Personal Data submitted to us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

SECURITY MEASURES IMPLEMENTED FOR THE PROTECTION OF PERSONAL INFORMATION:

OPERATIONAL MEASURES

PERSONS RESPONSIBLE:

- **Information Officer:** responsible for overseeing the protection of personal information strategy and monitoring compliance with the POPI act.
- **Information Operations Manager:** responsible for protecting the Company's information by designing, implementing and enforcing security controls and safeguards.
- **Information Security Analysts:** Monitor computer networks for security issues. Investigate security breaches and other cyber security incidents. Install security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.
- **Compliance Officer:** Develops, initiates, maintains, and revises policies and procedures for the Information Security, Business Continuity and Quality assurance operation of the IT Compliance Program and its related activities to prevent illegal or improper conduct.

TRAINING

The Company has developed a Cybersecurity Awareness Training Course for end-users throughout the Group.

IMPACT ASSESSMENTS

Effectiveness of security controls are measured annually during audit assessments.

POLICIES

Various policies assist with regulating the manner in which information is processed, handled and stored as well how access to confidential information is limited and controlled. The Company has implemented the following Information Security Policies:

- Information Security Policy
- Acceptable use Policy
- Information Classification Policy
- Information Transfer Policy
- Account Management Policy
- Bring You Own Device Policy
- Clear Screen and Clear Desk Policy
- Disposal and Destruction Policy
- End-Point Security Standard

TECHNICAL AND PHYSICAL SECURITY MEASURES

ACCESS PROCEDURES

The Company follows an access control system for personal information stored on specific databases or software programmes, whereby access to certain information can be limited to authorised persons only, (ie. Persons who require access to personal information in order to carry out employment duties.) A manager would authorise an employee's access request based on his/her employment role. Access to the particular database or software programme is based on an authentication process. Once access is to the information is no longer necessary to his/her carry out an employment duties, the access will be relinquished.

Personal information stored in files on a computer are password protected and only transferred to authorised persons who require the information to carry out employment duties.

PHYSICAL ACCESS PROCEDURES

Access to the main data centres are limited via an access card clock-in system. Access is granted to those employees who require the access as a part of their employment duties. A Data Centre Access Policy stipulates who has access to the data centres and how access is granted and monitored.

PHYSICAL SECURITY OF INFORMATION ASSETS

Users are required to ensure that their information assets are kept safe at all times in accordance with the Acceptable Use Policy.

MONITORING OF SECURITY THREATS

The Information Security Analyst is responsible for continually monitoring security threats posed to the Company, taking measured to prevent threats and alerting the Company of potential security breaches.

SECURITY FEATURES ON SOFTWARE, APPLICATIONS AND ASSETS

Some of the security features employed by the Company include:

- Firewalls
- Threat Prevention
- Host Intrusion Prevention
- Full Disk Encryption
- Authentication systems
- VPN

BREACH AND SECURITY INCIDENTS

The Company implements a Security Incident Management Procedure regulating how security breaches should be handled. The Policy stipulates who is responsible for managing the incident, the measures which should be taken to prevent and minimize the occurrence of the incident, how the incident should be reported and who should be notified in the event of an incident. Incidents affecting the security of personal information must be reported to the relevant Supervisory Authority in accordance with the Contact with Authorities and Special Interest Groups Procedure.

11. ACCESS REQUESTS

COMPLETION OF ACCESS REQUEST FORM

To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- The Access Request Form, attached as **Annexure “1”** hereto, must be completed.
- Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form, requesters will be required to supply a certified copy of their green bar-coded identification document or a valid passport document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state “N/A” in response to that question.
- If there is nothing to disclose in reply to a particular question state “NIL” in response to that question.
- If there is insufficient space on the printed form, additional information may be provided on an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

Please note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a certified copy of the requester's identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

An initial **request fee of R57.00 (including VAT)** is payable on submission of the request.

This fee is **not applicable to Personal Requesters**, referring to any person seeking access to records that contain their personal information.

PAYMENT OF FEES

Payment details can be obtained from the Information Officer indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record. If the request for access is successful an **access fee** may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the **Prescribed Fees** as set out in **Annexure “2”** hereto.

NOTIFICATION

The Information Officer will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the companies and the information cannot reasonably be obtained within the original 30 (thirty) day period. The requester will be notified in writing should an extension be sought.

GROUND FOR REFUSAL OF ACCESS TO RECORDS (CHAPTER 4)

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that party
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
 - Information disclosed by a third party to any of the Companies if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The commercial activities of the Companies, which may include:
 - Trade secrets of the Companies
 - Financial, commercial, scientific or technical information which, if disclosed, could likely cause harm to the financial or commercial interests of the Companies.

APPEAL AGAINST REFUSAL TO GRANT ACCESS

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 (thirty) days of notification of the Information Officer's decision (or his or her deemed refusal in terms of Section 58 of the Act), apply to court for appropriate relief.

12. ADDITIONAL PRESCRIBED INFORMATION (SECTION 51(1)(f))

The Minister of Justice has not prescribed any additional information to be contained in this Manual.

ANNEXURE 1: FORM C

REQUEST FOR ACCESS TO A RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 10]

A. PARTICULARS OF PRIVATE BODY

Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below.

The Group Company Secretary:	Diana McIlrath
Postal Address:	P/Bag X20046, Empangeni, 3880, South Africa
Street Address:	16-18 Carbonode Cell, Alton, Richards Bay, South Africa
Business Phone:	+27 35 907 9111
Business Fax:	+27 35 797 4453
E-mail:	dianam@bell.co.za

B. PARTICULARS OF THE PERSON REQUESTING ACCESS

Full Name	
ID Number	
<i>Proof of Identity must be attached</i>	
Postal Address	
Fax Number	
Telephone Number	
Email Address	
Capacity in which request is made, when made on behalf of another person	
<i>Proof of capacity in which the request is made must be attached</i>	

C. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

Where Requestor is a Juristic Person:

Entity Name	
Registration Number	

Postal Address	
Fax Number	
Telephone Number	
Email Address	
Capacity in which request is made, when made on behalf of another person <i>Proof of capacity in which the request is made must be attached</i>	

Where Requester is a natural person:

Full Name	
ID Number <i>Proof of Identity must be attached</i>	

D. PARTICULARS OF RECORD

1. Detailed description of the record or information requested:	
2. Reference number, if available:	
3. Any further particulars:	

E. FEES

- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a non-refundable request fee of R57.00 has been paid.
- b) You will be notified of the amount required to be paid as the request fee.
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record

- d) If you qualify for an exemption of the payment of any fee, please state the reason for exemption below:

F. FORM OF ACCESS TO RECORDS

If you are unable to read, listen or view the record in the form of access provided due to a disability, specify the disability and the required format below.

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an x.

Note:

- a) *Compliance with your request for access in the specified form may depend on the form in which the record is available.*
b) *Access in the form with your request for access in the specified form may depend on the form in which the record is available.*
c) *The fee payable for access to the record, if any will be determined partly by the form in which access is required.*

1. for paper or electronic document

- ☐ Copy of record
☐ Inspection of Record

2. If record consists of visual images

- ☐ View Images
☐ Copy Images

3. If record consists of recorded words or information which can be reproduced as a sound file

- ☐ Listen to sound track
☐ Transcription of sound track

4. If record is stored on a computer or in an electronic or machine-readable format

- ☐ Printed copy of the record
☐ Printed copy of the information derived from the record
☐ Copy in computer readable format

*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? ☐ YES ☐ NO

1. Indicate which right is to be exercised or protected

[illegible]

Signed at _____ this _____ day of _____ 20_____

Signature of Requester/ Person on whose behalf request is made

ANNEXURE 2: FORM 1
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF
2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and Surname/ registered name of data subject	
Unique Identifier/ Identity Number	
Residential, Postal or Business Address	
	Code ()
Contact Number(s)	
Fax number/ Email Address	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and Surname/ registered name of responsible party	
Residential, postal or business address	
	Code ()
Contact number(s)	
Fax number/ Email Address	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(D) TO (F) <i>(Please provide detailed reasons for the objection)</i>



Signed atthis.....day of.....20.....

.....
Signature of data subject/designated person

ANNEXURE 3: FORM 2**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING
OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF
THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)****REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as applicable*

Mark the appropriate box with an "x"

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF DATA SUBJECT
Name(s) and Surname/ registered name of data subject	
Unique Identifier/ Identity Number	
Residential, Postal or Business Address	
	Code ()
Contact Number(s)	
Fax number/ Email Address	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and Surname/ registered name of responsible party	
Residential, postal or business address	
	Code ()
Contact number(s)	
Fax number/ Email Address	

C	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(please provide detailed reasons for the request)</i>

Signed atthisday of20.....

.....
Signature of data subject/designated person

ANNEXURE 4: PRESCRIBED FEES

In accordance with Section 54(7) of the Promotion of Access to Information Act as determined by the Minister

- | | |
|---|--------|
| (a) Photocopy of A4 size page or part thereof | R1.25 |
| (b) Printed copy of an A4 size page of an electronic document | R0.85 |
| (c) For a copy in a computer-readable form on compact disk | R79.80 |
| (d) (i) For a transcription of visual images, an A4 size page | R45.60 |
| (d) (ii) For a copy of the visual images | R68.40 |
| (e) (i) For a transcription of an audio record, an A4 size page | R22.80 |
| (e) (ii) for a copy of an audio record | R34.20 |
- (f) To search for and prepare the record for disclosure or part thereof costs R34.20 for each hour or part thereof reasonably required for search and preparations
- (g) Six hours of searching is to be exceeded before a deposit is payable
- (h) One this of the access fee is payable as a deposit by the requester
- (i) The actual postage fee is payable when a copy of a record must be posted to a requester

All prices listed are inclusive of value added tax

Annexure 5: Records held in accordance with other Legislation (Section 51(1)(D))

Records are available in terms of the following legislation, as amended from time to time.

Auditing Profession Act 26 of 2005
Basic Conditions of Employment Act No. 75 of 1997
Broad Based Black Economic Empowerment Act No. 53 of 2003
Close Corporations Act 69 of 1984
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Disease Act No. 130 of 1993
Competition Act No. 89 of 1998
Constitution of South Africa Act No. 108 of 1996
Copyright Act No. 98 of 1978
Consumer Protection Act No. 68 of 2008
Criminal Procedure Act 51 of 1977 (updated 2008/04/15)
Customs And Excise Act 91 of 1964 (updated 2008/05/13)
Deeds Registries Act No. 47 of 1937
Electronic Communications Act 36 of 2005
Electricity Act 41 of 1987 (updated 2008/03/31)
Electricity Regulation Act 4 of 2006 (updated 2008/04/30)
Electronic Communications and Transactions Act 25 of 2002 (updated 2007/06/27)
Engineering Profession Act 46 of 2000 (updated 2008/04/15)
Employment Equity Act No. 55 of 1998
Environment Conservation Act No. 73 of 1989
Environmental Laws Rationalisation Act No. 51 of 1997
Explosives Act No. 26 of 1956 (updated 2008/01/14)
Firearms Control Act No. 60 of 2000
Financial Markets Act No. 9 of 2012
Formalities in respect of Leases of Land Act No. 18 of 1969
Gas Act No. 48 of 2001
Gas Regulator Levies Act 75 of 2002 (updated 2008/04/07)
Hazardous Substances Act No. 15 of 1973
Health act 63 of 1977 (updated 2007/04/10)
Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965
Income Tax Act 58 of 1962
Information Act No. 70 of 2002
Labour Relations Act No. 66 of 1995
Long-Term Insurance Act No. 52 of 1998
Marketable Securities Act No. 32 of 1948
Medical Schemes Act No. 131 of 1998
Medicines and Related Substances Act 101 of 1965 (updated 2008/05/08)
Minerals Act 50 of 1991
Mine Health and Safety Act No. 29 of 1996
Mineral and Petroleum Resources Development Act No. 28 of 2002
National Credit Act 34 of 2005 (updated 2007/08/31)
National Environmental Management: Protected Areas Act 57 of 2003 (updated 2008/03/03)
National Building Regulations and Buildings Standards Act No. 103 of 1997
National Environmental Management Act No. 107 of 1998
National Environmental Management: Air Quality Act No. 39 of 2004
National Environmental Management: Biodiversity Act No. 10 of 2004
National Road Traffic Act No. 93 of 1996
National Water Act No. 36 of 1998
Occupational Diseases in Mines and Works Act 78 of 1973 (updated 2008/01/02)
Occupational Health and Safety Act No. 85 of 1993
Patents Act No. 57 of 1987

Pension Funds Act No. 24 of 1956
Petroleum Pipelines Levies Act 28 of 2004 (updated 2008/04/07)
Preferential Procurement Policy Framework Act No. 5 of 2000
Promotion of Access to Information Act No. 2 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
Protected Disclosures Act No. 26 of 2000
Protection of Personal Information Act 4 of 2013
Regulation of Interception of Communications and Provision of Communication Related
Revenue Laws Amendment Act 35 of 2007
Revenue laws second amendment 36 of 2007
Sea Transport Documents Act No. 65 of 2000
Securities transfer tax act 25 of 2007 (added 2008/01/14)
Security by means of Movable Property Act No. 57 of 1993
Short-Term Insurance Act No. 53 of 1998
Skills Development Act No. 97 of 1998
Skills Development Levy Act No. 9 of 1999
South African Reserve Bank Act No. 90 of 1989
Standards Act 29 of 1993 (updated 2008/04/14)
Stock Exchange Control Act No. 1 of 1985
Tobacco Products Control Act No. 12 of 1999
Trademarks Act No. 194 of 1993
Trade Metrology Act 77 of 1973 (updated 2007/07/24)
Unemployment Insurance Act No. 63 of 2001
Unemployment Insurance Contributions Act 4 of 2002 (updated 2008/02/04)
Value Added Tax Act No. 89 of 1991
JSE Listing Requirements
King Code IV on Good Corporate Governance

PLEASE NOTE:

Although endeavours have been used to provide a complete list of applicable legislation herewith it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall immediately update the list.