



# MANUAL OF SASOL OIL (PROPRIETARY) LIMITED

and the following subsidiaries or interests in companies for which it has management responsibility, comprising a portion of the liquid fuels business of Sasol Limited:

**Arrowtrade 104 (Pty) Limited**  
**Catwalk Investments 160 (Pty) Limited**  
**Exel Petroleum (Pty) Limited**  
**Exelem Aviation (Pty) Limited**  
**Felbitem (Pty) Limited**  
**Naledi Industry Company (Pty) Limited**  
**Naledi Petroleum Holdings (Pty) Limited**  
**Natcos**  
**National Petroleum Refiners of SA (Pty) Limited**  
**Nexsum Leasing (Pty) Limited**  
**Road Binders Botswana (Pty) Limited**  
**Tosas (Pty) Limited**  
**Tosas Beherend (Pty) Limited**  
**Twente Woonstelle (Pty) Limited**

Collectively referred to as “the companies”)

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**SECTION B:**

Particulars contained in this section 51 Manual

**1. Contact details and the person to whom requests, pursuant to the provisions of the Act, should be made (section 51(1)(a) of the Act):**

The Company Secretarial Services Manager, Sasol Limited

Postal address : P O Box 5486, Johannesburg, 2000  
Street address : Number 1 Sturdee Avenue, Rosebank, 2196  
Business phone : + 27 11 441 3111  
Business fax : +27 11 788 5092  
email address : michelle.dutoit@sasol.com

**2. The section 10 guide on how to use the Act (section 51(1)(b) of the Act):**

The guide is available from the South African Human Rights Commission.

Please contact:

- The South African Human Rights Commission
- PAIA Unit
- The Research and Documentation Department

Postal address : Private Bag 2700, Houghton, 2041  
Business phone : + 27 11 484 8300  
Business fax : + 27 11 484 0582  
email address : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

### 3. Access to records held (section 51(1)(c), 51(1)(d) and 51(1)(e) of the Act)

- 3.1 The latest notice regarding the categories of records of the companies which are available without a person having to request access in terms of section 52(2) of the Act (section 51(1)(c) of the Act)

To date no such notice has been published.

- 3.2 Records are available in terms of the following legislation, as amended from time to time (section 51(1)(d) of the Act)

Basic Conditions of Employment Act No. 75 of 1997  
 Broad Based Black Economic Empowerment Act No. 53 of 2003  
 Companies Act No. 61 of 1973  
 Compensation for Occupational Injuries and Disease Act No. 130 of 1993  
 Competition Act No. 89 of 1998  
 Constitution of SA Act No. 108 of 1996  
 Copyright Act No. 98 of 1987  
 Deeds Registries Act No. 47 of 1937  
 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  
 Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947  
 Firearms Control Act No. 60 of 2000  
 Formalities in respect of Leases of Land Act No. 18 of 1969  
 Gas Act No. 48 of 2001  
 Hazardous Substances Act No. 15 of 1973  
 Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965  
 Income Tax Act No. 58 of 1962  
 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  
 Mine Health and Safety Act No. 29 of 1996  
 Mineral and Petroleum Resources Development Act No. 28 of 2002  
 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 Health and Safety Act No. 85 of 1993  
 Patents Act No. 57 of 1987  
 Pension Funds Act No. 24 of 1956  
 Petroleum Pipelines Act No. 60 of 2003  
 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  
 Sea Transport Documents Act No. 65 of 2000  
 Securities Services Act No. 36 of 2004  
 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  
 Stamp Duties Act No. 77 of 1968  
 Stock Exchange Control Act No. 1 of 1985  
 Tobacco Products Control Act No. 12 of 1999  
 Trademarks Act No. 194 of 1993  
 Transfer Duty Act No. 40 of 1949  
 Unemployment Insurance Act No. 63 of 2001  
 Value Added Tax Act No. 89 of 1991

- 3.3 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 companies 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 Services**

- share registers
- memoranda and articles of association
- 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

#### **Corporate Social Investment**

- agreements
- applications for donations
- reports relating to Corporate Social Investment
- documents relating to Corporate Social Investment projects

#### **Financial**

- accounting records
- audited financial statements
- agreements
- income tax returns
- banking records
- invoices and statements

#### **Information Management and Technology**

- information policies, standards, procedures and guidelines
- contracts and agreements

## **Insurance**

- production and group liability policies
- other insurance policies
- documents relating to underwriting
- claim documents
- motor rules
- 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 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

## **Internal Audit and Risk Management**

- documents relating to generic risk management processes
- audit plans

## **Investor Relations**

- general investor relations communications
- announcements on SENS
- filings with the US Securities and Exchange Commission
- 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
- documents relating to staff establishment and manpower planning
- documents relating to general terms of employment such as, but not limited to, pension and medical aid benefits, share incentive schemes and termination of services
- documents relating to appointments, promotions, dismissals, suspensions, demotions and disciplinary actions
- global policy for international employees and documents related thereto
- returns to UIF
- employment equity reports
- training schedules and material

### **Land Transactions**

- documents in connection with land, prospecting, mining and mineral rights, 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 or the office of the Director Mineral Development of the Department of Minerals and Energy
- mining contracts
- lease agreements
- applications for the establishment of townships and the extension of the boundaries of existing townships
- applications for changes in land use, re-zoning and consent uses
- documents relating to the acquisition, cession or sale of mineral rights
- applications and notices required in terms of the Minerals Act No. 50 of 1991

### **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 companies

### **Logistics/supply chain management**

- contracts relating to transportation
- pipeline agreements
- 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, inspections, modifications and the like
- 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**

- contract and agreements
- technical publications

**Safety, Health and Environment**

- Sasol 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 of 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

4.

**FORM C****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2001))

**[Regulation 10]**

Particulars of private body

The contact person:

***Particulars of person requesting access to the record***

- (a) *The particulars of the persons who requests access to the record must be given below.*  
 (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*  
 (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname : \_\_\_\_\_

Identity number : \_\_\_\_\_

Postal address : \_\_\_\_\_

Fax number : \_\_\_\_\_ Telephone number : \_\_\_\_\_

email address : \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

***Particulars of person on whose behalf request is made***

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname : \_\_\_\_\_

Identity number : \_\_\_\_\_

***Particulars of record***

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*  
 (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

**Fees**

- |     |  |
|-----|--|
| (a) | A request for access to a record, other than a record containing personal information about yourself, will be processed only after a <b>request fee</b> has been paid. |
| (b) | You will be notified of the amount required to be paid as the request fee.   |
| (c) | The <b>fee payable for access</b> to 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 exemption of the payment of any fee, please state the reason.   |

**Form of access to records**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.	
Disability:	Form in which record is required:
Mark the appropriate box with an <b>X</b> . NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined by the form in which access is requested.	

<b>1.</b>	<b>If the record is in written or printed form</b>		
	copy of record*		inspection of record
<b>2.</b>	<b>If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	view the images	copy the images*	Transcription of the images*
<b>3.</b>	<b>If record consists of recorded words or information which can be reproduced in sound:</b>		
	listen to soundtrack (audio cassette)		transcription of soundtrack* (written or printed documents)
<b>4.</b>	<b>If record is held on computer or in an electronic or machine-readable form:</b>		
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			
<b>Postage is payable</b>			
			YES
			NO

**Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b>
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1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right.

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*Notice of decision regarding request for access*

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

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**Signed at** \_\_\_\_\_ **this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

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**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

## 6. Availability of the manual

This manual is currently available as follows:

- on the Sasol Limited website at [www.sasol.com](http://www.sasol.com)
- on the Sasol Limited intranet at [intwww.sasol.com](http://intwww.sasol.com)
- in hard copy, to be viewed free of charge, at the offices of Sasol Limited (Company Secretarial Services Department) Number 1 Sturdee Avenue, Rosebank, 2196
- at the offices of the South African Human Rights Commission whose contact details are contained in section B2 above