

ACCESS TO INFORMATION MANUAL

Prepared in accordance with section 51 of the Promotion of Access to Information Act, Number 2 of 2000 (“the Act”).

SASOL LIMITED

the holding company of a group of companies comprising fuel, chemical, coal mining, oil and gas exploration and related manufacturing and marketing operations,

and specifically, the following South African subsidiaries and other juristic persons in which it has a direct or indirect interest (collectively referred to as “the Companies”):

Sasol Black Empowerment Trust
Sasol South Africa Limited
Sasol Financing Limited
Sasol Financing International Limited
Sasol Investment Company (Pty) Ltd
Sasol Mining Holdings (Pty) Ltd
Sasol New Energy Holdings (Pty) Ltd
Sasol Oil (Pty) Ltd
Sasol Employees Share Investment Trust
Sasol Technology (Pty) Ltd
Catwalk Investments 160 (Pty) Ltd
Delmas Kunsmis (Pty) Ltd
Exel Petroleum (Pty) Ltd
Igoda Coal (Pty) Ltd
Ixia Coal (Pty) Ltd
Ixia Coal Funding (Pty) Ltd
Metsimaholo Rejuvenation Trust
Naledi Industry Company (Pty) Ltd
Naledi Petroleum Holdings (Pty) Ltd
National Petroleum Refiners of South Africa (Pty) Ltd (Natref)
Osizweni Development and Educational Trust
PVC Compounders (Pty) Ltd
Price’s Candles (Natal) (Pty) Ltd
Price’s Candles (Pty) Ltd
Price’s Candles (South Africa) (Pty) Ltd
Republic of Mozambique Pipeline Investments Company (Pty) Ltd
Sasol Chemical Holdings International (Pty) Ltd
Sasol Holdings (Asia Pacific) (Pty) Ltd
Sasol Acrylates (Pty) Ltd
Sasol Acrylates (South Africa) (Pty) Ltd
Sasol Dyno Nobel (Pty) Ltd
Sasol Gas (Pty) Ltd
Sasol Holdings (USA) (Pty) Ltd
Sasol Inzalo Investments (Pty) Ltd
Sasol Mafutha Mining (Pty) Ltd
Sasol Mining (Pty) Ltd
Sasol Mining Rehabilitation Trust
Sasol Nitro (Minerals) (Pty) Ltd
Sasol Nitro (Properties) (Pty) Ltd
Sasol Africa Holdings (Pty) Ltd
Sasol Africa (Pty) Ltd
Sasol Social and Community Trust

Sasol Middle East and India (Pty) Ltd
Sasol Siyakha Enterprise and Supplier Development Trust
Sasol General Holdings (Pty) Ltd
Suidoos Kunsmis (Pty) Ltd

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1. INTRODUCTION

The Constitution of the Republic of South Africa, 1996 provides that everyone has a right of access to any information that is required for the exercise or protection of any rights. The information may be held by the State or by another person. The Promotion of Access to Information Act (PAIA) (Act No. 2 of 2000) is the law which gives effect to this constitutional right of access to information. While PAIA provides for access to information, it also provides grounds that may be relied on to refuse access to records. This PAIA Manual has been compiled in line with the requirement of PAIA read together with the requirements of the Protection of Personal Information Act (POPIA) (Act No. 4 of 2013).

2. DEFINITIONS

The following definitions are associated when reading this Manual:

- **“Deputy Information Officer”** means the person who has been appointed to assist the Information Officer with PAIA and POPIA compliance;
- **“Information Officer”** means the person responsible for PAIA and POPIA compliance or the Data Protection Officer of Sasol;
- **“Information Regulator”** means the supervisory authority responsible for monitoring compliance with POPIA and PAIA;
- **“Manual”** means this manual compiled in terms of section 51 of the Promotion of Access to Information Act;
- **“Data Subject”** means the person to whom personal data relates. Examples of data subjects are employees, vendors, suppliers, customers and Sasol site visitors requesting access to a record containing personal data about them;
- **“Personal Data”** is any data relating to an identifiable person (natural or juristic). For example, a user's IP address is not classed as personal data on its own but is classified as linked personal data;
- **“PAIA”** stands for the Promotion of Access to Information Act 2 of 2000;
- **“POPIA”** stands for the Protection of Personal Information Act 4 of 2013;
- **“Requester”** means any person making a request for access to a record of Sasol;
- **“record”** means any recorded data, regardless of form or medium, which is in the process or under the control of Sasol, irrespective of whether it was created by Sasol or not;
- **“Request”** means a request for access to a record; and
- **“PAIA Manual”** means a document which explain how people can get access to records held by a body. PAIA requires all public and private bodies (unless they are exempt) in South Africa to have a PAIA Manual.

3. CONTACT DETAILS

Below are the details of Sasol's Information Officer and Deputy Information Officers. You may direct your requests, enquiries or queries relating to PAIA or POPIA to our Information Officer

Authorised Information Officer

Senior Vice President: Legal, IP and Compliance

Postal address : P O Box 5486, Johannesburg, 2000
Street address : Sasol Place, 50 Katherine Street, Sandton, 2090
Business phone : + 27 (0)10 344 5000
Business fax : +27 (0)10 788 5092
Email address : paia.requests@sasol.com (PAIA requests)
privacy@sasol.com (POPIA requests)

Deputy Information Officers

a) Group Data Privacy Officer : privacy@sasol.com (POPIA requests)
b) Deputy Company Secretary : paia.requests@sasol.com (PAIA requests)
c) Vice President Functional Services (Natref) : berty.vandyk@natref.com (Natref requests)

4. GUIDANCE ON PAIA

A guide to PAIA is available from the Information Regulator website: <https://www.justice.gov.za/inforeg/>. The guide also covers the following:

- What the objectives of PAIA are;
- The details of each private body (where possible);
- The process that needs to be followed in order to make a request;
- How to get copies of the guide at no charge;
- How to get access to the manual of a private body; and
- All the remedies available in law to you.

Should you have any queries in this regard, please contact the Information Regulator directly at:

The Information Regulator of South Africa

Physical address : JD House, 27 Stiemens Street, Braamfontein, Johannesburg
Postal address : P.O. Box 31533, Braamfontein, Johannesburg 2017
Email address : POPIAComplaints.IR@justice.gov.za or PAIAComplaints.IR@justice.gov.za
Website : <https://www.justice.gov.za/inforeg/>

5. PURPOSE

The purpose of this PAIA Manual is to inform a Requester on how to obtain access to Records held by Sasol and the Companies, thereby giving effect to Section 51 of PAIA, and where applicable, section 23 of POPIA.

This PAIA Manual provides for different categories of records which may be provided to a Requester without the need for a Requester to submit a formal request. It also provides a list of categories of records which requires the lodging of a formal request. The PAIA Manual provides a Requester with the procedure to be followed when submitting a Request for access to records held by Sasol.

6. RECORDS WHICH CAN BE ACCESSED WITHOUT A PAIA REQUEST

The following records are publicly available without a Request for access in terms of PAIA being necessary:

- Application forms;
- E-publications
- Published marketing material (i.e. published booklets, brochures, posters, newsletters, pamphlets);
- Published reports
- Annual reports;
- Financial statements
- Budget speeches; and
- Recruitment opportunities.

7. RECORDS KEPT IN TERMS OF OTHER LEGISLATION

Sasol operates in a highly regulated industry. We are subject to many laws and regulations, some of which require us to keep certain records. **Annexure A** provides a list of laws that we may be subject to and require us to keep certain records.

8. RECORDS WHICH REQUIRE A PAIA REQUEST

Records, to which the right and manner of access will be provided in accordance with PAIA (subject to the restrictions and right of refusal to access provided for in PAIA), are available in respect of the aspects of Sasol Limited and the Companies' businesses and operations as set out in **Annexure B**.

9. PROCEDURE FOR REQUESTING INFORMATION

9.1. Automatically available records

No records will be made automatically available, except for:

- key environmental licenses to be published on the Sasol website, including Air Emissions Licenses, applications and associated supporting documentation. However, necessary redactions will be made if required to protect commercially sensitive information; and
- annual emissions reports that indicate compliance with the specific license requirements; or
- any other information published as such on the Sasol website.

Automatically available records may be obtained free of charge. Should a need arise for the reproduction of such record, a reproduction fee will be payable.

9.2. Application Process

Step 1: Request

Where a person wishes to access information held by Sasol or the Companies, other than automatically available records, such a person must make a Request for access to such information on the prescribed form, attached as **Annexure C**. This form is also available on the Information Regulator's website.

The prescribed form must be completed with enough particulars to enable the Information Officer to identify:

- the record(s) requested;
- the identity of the Requester;
- which form of access is required, if the Request is granted;
- the postal address, email or fax number of the Requester;
- the right the Requester is seeking to exercise or protect; and
- an explanation of why the requested record is required for the exercise or protection of that right.

If a Request is made on behalf of another person, then the Requester must submit proof of the capacity in which the Requester is making the Request to the reasonable satisfaction of the Information Officer.

The completed form may be submitted in either of the following manners to the Information Officer:

- by hand
- by post
- by email

An individual who, because of illiteracy or a disability is unable to make a Request for access to a record on the prescribed form, may make that Request orally. The Information Officer will then reduce the oral Request to writing in the prescribed form and provide a copy thereof to the Requester.

Request, access and reproduction fees

When the Request is received by the Information Officer, he/she shall acknowledge receipt of the Request and require the Requester to pay the prescribed Request fee before further processing of the Request. The access and reproduction fees payable by a Requester are set out in **Annexure D**.

If a search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the Requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the Request is granted.

The Information Officer shall withhold a record until the Requester has paid the relevant fees.

Step 2: Information processing

The Information Officer will process the Request within **thirty (30) days**, unless the Requester has stated special reasons, which would satisfy such person that circumstances dictate that the above time periods should not be complied with.

The 30-day period within which the Information Officer has to decide whether to grant or refuse the Request may be extended for a further period of not more than thirty (30) days if the Request is for a large amount of information, or the Request requires a search for information held at another office of

the institution and the information cannot reasonably be obtained within the original thirty (30) day period. The Information Officer will notify the Requester in writing should an extension be sought.

During this period, the Information Officer will confirm if the requested record is available. The Information Officer will assess if the Request should be granted or refused.

Step 3: Final Notification

The Requester will be informed of the completion of the Request as well as the outstanding fees payable.

Step 4: Payment and delivery

Once the payment is received, the information is released to the Requester in such form as the Requester reasonably requires or such form as the Information Officer reasonably determines.

9.3. Remedies where Requests for access to information are refused

The Information Officer will refuse a Request for access to information on grounds as stated in terms of PAIA.

If a Request was rejected, the Information Officer will give the Requester written reasons. If the Requester is not happy with the refusal, he/she may lodge a complaint with the Information Regulator and lodge an appeal with the High Court against the refusal of the Request.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

10. INFORMATION RELATED TO POPIA

POPIA requires Sasol to provide Data Subjects with certain information relating to how Personal Data that we process is, amongst others, used, disclosed, and destroyed. We have set out the required information below.

10.1. Information on how a Data Subject can request access to their Personal Data under POPIA

Requests for Personal Data under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 9 above.

If Sasol provides a Data Subject with their Personal Data, the Data Subject has the right to request the correction, deletion or destruction of their Personal Data, in the prescribed form. We have attached the form as **Annexure E**. A Data Subject may also object to the processing of their Personal Data in the prescribed form. We have attached the form to this Manual as **Annexure F**.

Sasol will give a Data Subject or a Requester a written estimate of the fee for providing the Personal Data, before providing access. Sasol may also require a Data Subject or Requester to pay a deposit for all or part of the fee prior to giving access to the requested Personal Data.

10.2. Purpose of processing

POPIA provides that Personal Data may only be processed lawfully and in a reasonable manner that does not infringe a Data Subject's privacy.

The type of Personal Data that Sasol processes will depend on the purpose for which it is collected. Sasol will disclose to a Data Subject why the Personal Data is being collected and will process the Personal Data for that purpose only.

Personal Data that is processed

Clients - Natural Persons

- Names;
- Contact details;
- Physical and postal addresses;
- Date of birth;
- ID number;
- Passport number;
- Tax related information;
- Nationality;
- Gender;
- Confidential correspondence.

Clients – Juristic Persons / Entities

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information;
- Authorised signatories;
- Beneficiaries;
- Ultimate beneficial owners.

Contracted Service Providers

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information;
- Authorised signatories;
- Beneficiaries;
- Ultimate beneficial owners.

Intermediary / Advisor

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information;
- Authorised signatories;
- Beneficiaries;

- Ultimate beneficial owners.

Employees / Directors / Potential personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff

- Gender;
- Pregnancy;
- Marital status;
- Race;
- Age;
- Language;
- Education information;
- Financial information;
- Employment history;
- ID number;
- Next of kin;
- Children's name;
- Gender;
- Age;
- School, grades;
- Physical and postal address; contact details;
- Opinions;
- Criminal behaviour and/or criminal records;
- Well-being;
- Trade union membership;
- External commercial interests;
- Medical information.

Website end-users / Application end-users

- Names;
- Electronic identification data: IP address;
- Log-in data, cookies, electronic localization data; cell phone details, GPS data.

10.3. Categories of recipients for purposes of processing personal data

Sasol may supply Personal Data to these potential recipients:

- Sasol Med;
- Recruitment companies;
- Credit bureaus;
- Pension / provident funds and/or their trustees;
- Sub-contracted Operators; and
- Other recipients in international organisations.

Sasol may disclose Personal Data collected to any of its overseas subsidiaries, associate entities or third-party service providers, with whom it engages in business or whose services or products it elects to use, including cloud services hosted in international jurisdictions.

Sasol ensures that it enters into written agreements to ensure that other parties comply with POPIA privacy requirements. Personal Data may also be disclosed where Sasol has a legal duty or a legal right to do so.

10.4. Actual or planned trans-border flows of Personal Data

Sasol may disclose Personal Data collected to any of its overseas subsidiaries, associate entities or third-party service providers, with whom it engages in business or whose services or products it elects to use, including cloud services hosted in international jurisdictions. These territories include –

Italy	France	Canada
Germany	Switzerland	Dubai
Singapore	Hong Kong	Shanghai
Tokyo	China	India
Japan	Qatar	Taiwan
United Kingdom	Asia	Botswana
Lesotho	Namibia	Zambia
West Africa	United States	
Belgium	United Arab Emirates (UAE)	

10.5. General description of information security measures

Sasol is committed and obliged to implement all reasonable controls to safeguard access to Personal Data. Sasol employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Data and unlawful access to or processing of Personal Data.

Where third parties are required to process Data Subject Personal Data in relation to the purposes set out in this PAIA Manual and for other legal requirements, Sasol ensures that third parties are contractually bound to apply the appropriate security practices.

All use of Sasol website and transactions through it are protected by encryption in line with international standards.

11. AVAILABILITY OF THE MANUAL

This PAIA Manual is currently available as follows:

- on the Sasol Limited website at www.sasol.com.

in hard copy, to be viewed free of charge, at the offices of Sasol Limited (Legal, IP and Compliance Services), Sasol Place, 50 Katherine Street, Sandton, 2196.

12. ANNEXURE A: APPLICABLE LEGISLATION

Arbitration Act No. 42 of 1965
Basic Conditions of Employment Act No. 75 of 1997
Broad Based Black Economic Empowerment Act No. 53 of 2003
Broadcasting Act No. 4 of 1999
Central Energy Fund Amendment Act No. 48 of 1994
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Disease Act No. 130 of 1993
Competition Act No. 89 of 1998 as amended
Conservation of Agricultural Resources Act No. 43 of 1983
Constitution of South Africa Act No. 108 of 1996
Consumer Protection Act 68 of 2008
Copyright Act No. 98 of 1978
Counterfeit Goods Act No. 37 of 1997
Cross-Boarder Road Transport Act No. 4 of 1998
Currency and Exchanges Act No. 9 of 1933
Customs and Excise Act No. 91 of 1964
Deeds Registries Act No. 47 of 1937
Designs Act No. 195 of 1993
Drugs and Drug Trafficking Act No. 140 of 1992
Electronic Communications Amendment Act No. 1 of 2014
Electronic Communications and Transactions Act No. 25 of 2002
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. 15 of 2003
Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947
Financial Advisory and Intermediary Services Act No. 37 of 2002
Financial Intelligence Centre Act No. 38 of 2001
Financial Markets Act No. 19 of 2012
Firearms Control Act No. 60 of 2000
Fire Brigade Services Act No. 99 of 1987
Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972
Foreign Corrupt Practices Act of 1977 (US Statute)
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
Health Professions Act No. 56 of 1974
Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965
Income Tax Act No. 58 of 1962
Inquests Act No. 58 of 1959
International Health Regulations Act No. 28 of 1974
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 Control Act No. 101 of 1965
Merchandise Marks Act No. 17 of 1941
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 1977
National Credit Act No. 34 of 2005
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 Environmental Management: Protected Areas Act No. 57 of 2003
 National Environmental Management: Waste Act No. 59 of 2008
 National Heritage Resources Act No. 25 of 1999
 National Key Points Act No. 102 of 1980
 National Ports Act No. 12 of 2005
 National Railway Safety Regulator Act No. 16 of 2002
 National Road Traffic Act No. 93 of 1996
 National Veld and Forest Fire Act No. 101 of 1998
 National Water Act No. 36 of 1998
 Non-proliferation of Weapons of Mass Destruction Act No. 87 of 1993
 Nursing Act No. 33 of 2005
 Occupational Diseases in Mines and Works Act No. 78 of 1973
 Occupational Health and Safety Act No. 85 of 1993
 Patents Act No. 57 of 1978
 Pension Funds Act No. 24 of 1956
 Petroleum Pipelines Act No. 60 of 2003
 Petroleum Pipelines Levies Act No. 28 of 2004
 Petroleum Products Act No. 120 of 1977
 Prevention and Combating of Corrupt Activities Act No. 12 of 2004
 Prevention of Illegal Eviction from and Unlawful Occupation of Land Act No. 19 of 1998
 Precious Metals Act No. 37 of 2005
 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 Constitutional Democracy against Terrorist and related Activities Act No. 33 of 2004
 Regulation of Interception of Communications and Provisions of Communication Related Information Act No. 70 of 2002
 Road Transportation Act No. 74 of 1977
 Sea Transport Documents Act No. 65 of 2000
 Securities Transfer Tax Act 25 of 2007
 Securities Transfer Tax Administration Act No. 26 of 2007
 Security by means of Movable Property Act No. 57 of 1993
 Short-Term Insurance Act No. 53 of 1998
 Skills Development Levies Act No. 9 of 1999
 Skills Development Act No. 97 of 1998
 South African Reserve Bank Act No. 90 of 1989
 Standards Act No. 8 of 2008
 Stock Exchange Control Act No. 1 of 1985
 Tax Administration Act No. 28 of 2011
 Tobacco Products Control Act No. 83 of 1993
 Trademarks Act No. 194 of 1993
 Trade Metrology Act No. 77 of 1973
 Transfer Duty Act No. 40 of 1949
 Trust Property Control Act No. 57 of 1988
 Unemployment Insurance Act No. 63 of 2001
 Unemployment Insurance Contributions Act No. 4 of 2002
 Value Added Tax Act No. 89 of 1991
 Water Services Act No. 108 of 1997

13. ANNEXURE B: RECORDS WHICH REQUIRE A PAIA REQUEST

Branding	<ul style="list-style-type: none"> • brand policy and standards • brand and advertising material • print and audio-visual advertisements
Communications	<ul style="list-style-type: none"> • documents relating to public communications • documents relating to internal communications
Company Secretarial Services	<ul style="list-style-type: none"> • share registers • memoranda 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
Corporate Investment Social	<ul style="list-style-type: none"> • agreements and applications for donations • reports relating to Corporate Social Investment • documents relating to Corporate Social Investment projects
Financial	<ul style="list-style-type: none"> • accounting records • audited financial statements • agreements • income tax returns • banking records • invoices and statements
Information Management and	<ul style="list-style-type: none"> • information policies, standards, procedures and guidelines • contracts and agreements
Insurance	<ul style="list-style-type: none"> • production and group liability policies and other insurance policies • documents relating to underwriting • claim documents • motor rules • personal accident benefit rules
Intellectual Property	<ul style="list-style-type: none"> • patents and designs <ul style="list-style-type: none"> - assignment, cession or transfer of patents and designs - validity attacks through a patent or design office or authority • trademarks <ul style="list-style-type: none"> - applications for lapsing, abandonment, withdrawal or defence of trademarks - assignment, cession, transfer of trademarks - agreements relating to the licensing of trademarks - validity attacks through a trademark office or authority - assignment, cession, transfer, licensing or other arrangement concerning a trademark

	<ul style="list-style-type: none"> • copyright <ul style="list-style-type: none"> - assignment, cession, transfer or licensing of copyright material
Internal Audit and Risk Management	<ul style="list-style-type: none"> • documents relating to generic risk management processes • audit plans
Investor Relations	<ul style="list-style-type: none"> • general investor relations communications • announcements on SENS • filings with the US Securities and Exchange Commission • presentations to analysts
Labour and Human Resources	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • documents in connection with land, prospecting, mining and mineral rights, and servitude transactions including, contracts, approvals, consents, deeds, forms, securities, cancellations and 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 • 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	<ul style="list-style-type: none"> • bulletins, gazettes, journals and publications including books, patents, standards, research and development, publications
Logistics/ supply chain management	<ul style="list-style-type: none"> • contracts relating to transportation • pipeline agreements • storage, handling, packaging and distribution agreements • clearing and forwarding and surveying agreements

Manufacturing, production and distribution	<ul style="list-style-type: none"> • manufacturing and production specifications • production statistics • documents relating to deliveries and receipts of product • warehouse and storage records
Marketing	<ul style="list-style-type: none"> • promotional material • audio-visual material • brochures and advertising material
Plant Maintenance	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • documents and contracts relating to procurement and supply of commodities and services • documents relating to stock management
Research and Development	<ul style="list-style-type: none"> • contract and agreements • technical publications
Safety, Health and Environment	<ul style="list-style-type: none"> • 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

14. ANNEXURE C: 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 2000))

[Regulation 10]

A. Particulars of private body

The Information Officer:

B. Particulars of person requesting access to the record

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

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: _____

C. Particulars of person on whose behalf request is made

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname : _____
Identity number : _____

D. 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:

E. Fees

- | | |
|-----|---|
| (a) | <i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i> |
| (c) | <i>The fee payable for access to record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i> |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason.</i> |

Reason for exemption from payment of fees:

F. Form of access to records

<i>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.</i>	
Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a)	<i>Compliance with your request in the specified form may depend on the form in which the record is available.</i>
(b)	<i>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.</i>
(c)	<i>The fee payable for access to the record, if any, will be determined by the form in which access is requested.</i>
1.	If the record is in written or printed form
	copy of record*
	inspection of record

2.	If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	view the images	copy the images*	transcription of the images*
3.	If record consists of recorded words or information which can be reproduced in sound:		
	listen to soundtrack (audio cassette)	transcription of soundtrack* (written or printed documents)	
4.	If record is held on computer or in an electronic or machine-readable form:		
	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? Postage is payable			YES NO

G. 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. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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

H. 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?

Signed at _____ **this** _____ **day of** _____ **20** _____

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

15. ANNEXURE D: PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4 size page or part thereof.

2) The fees for reproduction referred to in regulation 11(1) are as follows:

	R
a) For every photocopy of an A4size page or part thereof	1.10
b) For every printed copy of an A4-site page or part thereof held on a computer or in electronic or machine - readable form	0.75
c) For a copy in a computer-readable form on –	
i) stifty disc	7.50
ii) compact disc	70.00
d) i) For a transcription of visual images, for an A4-size page or part thereof	40.00
ii) For a copy of visual images	60.00
e) i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
ii) For a copy of an audio record	30.00

3) The request fee payable by every requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4) The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
1)	
a) For every photocopy of an A4-size page or part	1.10
b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable	0.75
c) For a copy in a computer-readable form on –	
i) stifty disc	7.50
ii) compact disc	70.00
d) i) For a transcription of visual images, for an A4-size page or part thereof	40.00
ii) For a copy	60.00
e) i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
ii) For a copy of an audio record	30.00
f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

(2) For purposes of section 54(2) of the Act, the following applies:

- a) Six hours as the hours to be exceeded before a deposit is payable; and
- b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

16. ANNEXURE E: POPIA REQUEST FORM FOR CORRECTION / DELETION

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 in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3 *Complete as is 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 THE 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/E-mail 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/ E-mail address:	

C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>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 OR *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></p>

Signed at this day of20.....

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

17. ANNEXURE F: POPIA FORM ON OBJECTION

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 THE 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/E-mail 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/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

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