

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 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
Exel Petroleum (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
Republic of Mozambique Pipeline Investments Company (Pty) Ltd
Sasol Chemical Holdings International (Pty) Ltd
Sasol Holdings (Asia Pacific) (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 Africa Holdings (Pty) Ltd
Sasol Africa (Pty) Ltd
Sasol Social and Community Trust
Sasol Foundation Trust
Sasol Middle East and India (Pty) Ltd
Sasol Siyakha Enterprise and Supplier Development Trust
Sasol General Holdings (Pty) Ltd

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SECTION B:

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) and applicable PAIA and POPIA Regulations.

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

Group Data Privacy Officer (Sasol), : privacy@sasol.com (POPIA requests)
Principal Specialist Data Privacy (Sasol) and Vice President Functional Services (Natref) : paia.requests@sasol.com (PAIA requests)

4. GUIDANCE ON PAIA

Section 10 of PAIA has instructed the Information Regulator to prepare a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“**the Guide**”). The Guide is available in all South African official languages and braille.

The Guide is available on the Information Regulator website: <https://inforegulator.org.za/>. A copy of the Guide is also available in two South African languages at our office, for public inspection during normal office hours.

The Guide 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	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Postal address	P.O. Box 31533, Braamfontein, Johannesburg 2017
Email address	POPIAComplaints@info regulator.org.za or PAIAComplaints@info regulator.org.za
Website	https://info regulator.org.za/

Please use the form in **Annexure C** to request a copy of the Guide from Sasol or the Companies. There is no fee payable when requesting a copy of the Guide.

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;
- Recruitment opportunities
- 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 (please see further below).

The above list is not exhaustive. These (and other records) may be accessed at sasol.com at the following links:

- Corporate Governance (Memorandum of Incorporation, Board Charter and Application of King IV Code, etc): <https://www.sasol.com/who-we-are/corporate-governance>
- Sasol in Society reports: <https://society.sasol.com/reports/>
- Sustainability, Climate Change and Advocacy, Safety, Environment and related aspects: <https://www.sasol.com/sustainability/our-sustainability-approach>
- Investor Centre (includes financial reporting, business quarterly reporting (including production and sales metrics): <https://www.sasol.com/investor-centre/financial-results>
- Supplier management and related aspects (Broad-Based Black Economic Empowerment scorecards, contracting general terms and conditions, etc): <https://www.sasol.com/suppliers/important-links>
- Careers (information pertaining to learnerships, student, graduate and employment related aspects: <https://www.sasol.com/careers>
- Media (press releases): <https://www.sasol.com/media-centre>

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 the categories of records referred to in paragraph 6 of this PAIA manual.

Automatically available records may be obtained free of charge. Should a need arise for the reproduction of such record, a reproduction fee may 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 Form 2 of Annexure A to the Government Notice No. R757 dated 27 August 2021 or a substantially similar form. For your convenience, the form is attached to this PAIA Manual as **Annexure D**. 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 ways to the Information Officer:

- by hand
- by post
- by email (via paia.requests@sasol.com)

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 E**.

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 6 hours, 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.

We will notify you on the form that corresponds with the form in **Annexure F**.

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 G**. 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 H**.

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 as to 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 / Customers – 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 / jurisdictions include –

Mozambique	United States of America
Italy	Mexico
France	United Arab Emirates
Germany	India
Spain	China
Belgium	Hong Kong
Netherlands	Japan
Slovakia	Singapore
United Kingdom	

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.

ANNEXURE A: APPLICABLE LEGISLATION

- Basic Conditions of Employment Act No. 75 of 1997: employee records (see “Labour and Human Resources” in Annexure B below)
- Broad Based Black Economic Empowerment Act No. 53 of 2003: employee, supplier, beneficiary records
- Companies Act No. 71 of 2008: records of Sasol juristic entities (see “Company Secretarial Services” in Annexure B below)
- Compensation for Occupational Injuries and Disease Act No. 130 of 1993: employee records (see “Labour and Human Resources” in Annexure B below)
- Competition Act No. 89 of 1998 as amended: Sasol business and commercial records
- Consumer Protection Act 68 of 2008: Sasol customer records
- Copyright Act No. 98 of 1978: Sasol intellectual property records (see “Intellectual Property” in Annexure B below)
- Customs and Excise Act No. 91 of 1964: tax related records (see “Financial” in Annexure B below)
- Deeds Registries Act No. 47 of 1937: property related records
- Designs Act No. 195 of 1993
- Employment Equity Act No. 55 of 1998: employee records (see “Labour and Human Resources” in Annexure B below)
- Environment Conservation Act No.73 of 1989: (see “Safety, Health and Environment” in Annexure B below)
- Environmental Laws Rationalisation Act No. 51 of 1997: (see “Safety, Health and Environment” in Annexure B below)
- Explosives Act No. 15 of 2003: (see “Safety, Health and Environment” in Annexure B below)
- Financial Intelligence Centre Act No. 38 of 2001: Customer records
- Hazardous Substances Act No. 15 of 1973: (see “Safety, Health and Environment” in Annexure B below)
- Income Tax Act No. 58 of 1962: tax related records (see “Financial in Annexure B below)
- Labour Relations Act No. 66 of 1995: employee records (see “Labour and Human Resources” in Annexure B below)
- Mine Health and Safety Act No. 29 of 1996: (see “Safety, Health and Environment” in Annexure B below)
- Mineral and Petroleum Resources Development Act No. 28 of 2002: (see “Safety, Health and Environment” in Annexure B below)
- National Environmental Management Act No. 107 of 1998: (see “Safety, Health and Environment” in Annexure B below)
- National Environmental Management: Air Quality Act No. 39 of 2004: (see “Safety, Health and Environment” in Annexure B below)
- National Environmental Management: Biodiversity Act No. 10 of 2004: (see “Safety, Health and Environment” in Annexure B below)
- National Environmental Management: Protected Areas Act No. 57 of 2003: (see “Safety, Health and Environment” in Annexure B below)
- National Environmental Management: Waste Act No. 59 of 2008: (see “Safety, Health and Environment” in Annexure B below)
- National Key Points Act No. 102 of 1980: (see “Safety, Health and Environment” in Annexure B below)
- National Water Act No. 36 of 1998: (see “Safety, Health and Environment” in Annexure B below)

- Occupational Diseases in Mines and Works Act No. 78 of 1973: records pertaining to employees, contractors, suppliers pertaining to safety, environment and injuries on duty (see “Safety, Health and Environment” in Annexure B below)
- Occupational Health and Safety Act No. 85 of 1993: records pertaining to employees, contractors, suppliers pertaining to safety, environment and injuries on duty (see “Safety, Health and Environment” in Annexure B below)
- Patents Act No. 57 of 1978: patent related records (see “Intellectual Property” in Annexure B below)
- Petroleum Pipelines Act No. 60 of 2003: (see “Manufacturing, Production and Distribution” in Annexure B below)
- Petroleum Pipelines Levies Act No. 28 of 2004: (see “Manufacturing, Production and Distribution” in Annexure B below)
- Petroleum Products Act No. 120 of 1977: (see “Manufacturing, Production and Distribution” in Annexure B below)
- Skills Development Act No. 97 of 1998: employee related records (see “Labour and Human Resources” in Annexure B below)
- Trademarks Act No. 194 of 1993: trademark related records (see “Intellectual Property” in Annexure B below)
- Unemployment Insurance Act No. 63 of 2001: employee related records (see “Labour and Human Resources” in Annexure B below)

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

	<p>concerning a trademark</p> <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"> • contracts 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

ANNEXURE C: REQUEST FOR A COPY OF THE GUIDE

To: The Information Officer
 P O Box 5486, Johannesburg, 2000
 Sasol Place, 50 Katherine Street, Sandton, 2090
 + 27 (0)10 344 5000
paia.requests@sasol.com / privacy@sasol.com

I,

Full Names:				
In my capacity as (mark with "x"):	Information Officer		Other	
Name of *public/private body (if applicable):				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular	

hereby request the following copy(ies) of the guide:

Language (mark with "x")	No of Copies	Language (mark with "x")	No of Copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	

	isiZulu		
Manner of Collection (mark with "x"):			
Personal Collection	Postal Address	Facsimile	Electronic Communication (please specify)

Signed at this day of 20.....

.....

Signature of requester

*Delete whichever is not applicable.

ANNEXURE D: REQUEST FOR ACCESS TO A RECORD

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer
 P.O. Box 5486, Johannesburg, 2000
 Sasol Place, 50 Katherine Street, Sandton, 2090
 +27 (0)10 344 5000

E-mail address: paia.requests@sasol.com / privacy@sasol.com

Fax number: +27 (0)10 788 5092

Mark with an "X"

Request is made in my own name person.

Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal Address	
Street Address	
E-mail Address	

Contact Numbers			Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:				

Reference number, if available	
Any further particulars of record	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings,</i>	
Record consists of recorded words or information which can be reproduced in	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	

Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<p>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The</p> <p>requester must sign all the additional pages.</p>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the abovementioned right:	

FEES	
<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p>	
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20__

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE E: FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> i. Flash drive (to be provided by requester) ii. Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to requester 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	Copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: <ul style="list-style-type: none"> i. Flash drive (to be provided by requester) ii. Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to requester 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of:	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of item 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE F: OUTCOME OF REQUEST AND OF FEE PAYABLE

Note:

- 1) If your request is granted the-
 - a) Amount of the deposit, (if any), is payable before your request is processed; and
 - b) Requested record/portion of the record will only be released once proof of full payment is received.
- 2) Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: (Requester name)

You request dated _____ refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, all information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure 3.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier services to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/ file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

Approved

Denied for the following reasons:

4. Fees payable with regard to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer readable form on:			
i. Flash drive			
• To be provided by requestor	R40.00		
ii. Compact disc			
• If provided by requestor	R40.00		
• If provided to the requester	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced.		
Copy of visual images	Will depend on the quotation of the service provider.		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
i. Flash drive			
• To be provided by requestor	R40.00		
ii. Compact disc			
• If provided by requestor	R40.00		
• If provided to the requester	R60.00		
Postage, email or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search

Amount of deposit (calculated on one third of total amount)
--

per request)

The amount must be paid into the following bank account:

Name of Bank: _____
Name of account holder: _____
Type of account: _____
Account number: _____
Branch code: _____
Reference number: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information Officer

ANNEXURE G: 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

ANNEXURE H: 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