

## 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 (Pty) Ltd**  
**Sasol Financing (Pty) Ltd**  
**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 Synfuels (Pty) Ltd**  
**Sasol Technology (Pty) Ltd**  
**Catwalk Investments 160 (Pty) Ltd**  
**Chang Chun Merisol RSA (Pty) Ltd**  
**Chemcity Property Owners Association NPC**  
**Delmas Kunsmis (Pty) Ltd**  
**Duropenta Natal Properties (Pty) Ltd**  
**Exel Petroleum (Pty) Ltd**  
**Igoda Coal (Pty) Ltd**  
**Ixia Coal (Pty) Ltd**  
**Ixia Coal Funding (Pty) Ltd**  
**Mercedes Properties (Pty) Ltd**  
**Merisol RSA (Pty) Ltd**  
**Metsimaholo Rejuvenation Trust**  
**Naledi Industry Company (Pty) Ltd**  
**Naledi Petroleum Holdings (Pty) Ltd**  
**National Petroleum Refiners of South Africa (Pty) Ltd**  
**Nexsum Leasing (Pty) Ltd**  
**Osizweni Development and Educational Trust**  
**PVC Compounders (Pty) Ltd**  
**Peroxide Chemicals (Pty) Ltd**  
**Price’s Candles (Natal) (Pty) Ltd**  
**Price’s Candles (Pty) Ltd**  
**Price’s Candles (South Africa) (Pty) Ltd**  
**Recycling Plastics (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 Cobalt Catalyst Manufacturing (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**  
**Siyakha BEE Procurement Initiative Trust**  
**Sasol General Holdings (Pty) Ltd**  
**Suidoos Kunsmis (Pty) Ltd**  
**Tripod Investments (Pty) Ltd**

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## SECTION B:

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### 1. **CONTACT DETAILS of the duly authorised person (hereinafter referred to as the Information Officer) to whom requests, pursuant to the provisions of the Act, should be made (section 51(1)(a) of the Act):**

The Senior Vice President: Governance, Compliance and Ethics

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

### 2. **INTRODUCTION**

The Act gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.

Section 9 of the Act recognises that the right to access information is subject to certain justifiable limitations, for instance limitations aimed at, but not limited to the reasonable protection of privacy; commercial confidentiality; and effective, efficient and good governance.

The purpose of this Manual is to inform a person on how to obtain access to records held by Sasol Limited and the Companies, thereby giving effect to Section 51 of the Act.

### 3. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51(1)(B) OF THE ACT):**

The Guide is available in each official language free of charge for public inspection at the following places:

- the South African Human Rights Commission;
- the office of the head of the national department responsible for government communication: Government Communications and Information Services;
- places of legal deposit as defined in section 6 of the Legal Deposit Act 54 of 1997;
- all offices of public bodies;
- all Magistrate's offices;
- all post offices; and
- in the Government Gazette.

Any person may request a copy of the Guide. Payment for such copy is required at the fee prescribed.

## Queries relating to the Guide must be directed to:

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)

### 4. ACCESS TO RECORDS HELD (SECTION 51(1)(C), 51(1)(D) AND 51(1)(E) OF THE ACT)

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

No description submitted and no notice published.

- 4.2. Records are kept and available in accordance with the following legislation, as amended (section 51(1) (d) of the Act):

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

- 4.3 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 Sasol Limited and 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 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 Social Investment**

- agreements and 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 and other insurance policies
- documents relating to underwriting
- claim documents
- motor rules
- personal accident benefit rules

## **Intellectual Property**

- patents and designs
  - assignment, cession or transfer of patents and designs
  - 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
  - validity attacks through a trademark office or authority
  - assignment, cession, transfer, licensing or other arrangement concerning a trademark
- copyright
  - assignment, cession, transfer or licensing of copyright material

## **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, 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**

- bulletins, gazettes, journals and publications including books, patents, standards, research and development, publications

### **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**

- 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.

## **5. PROCEDURE FOR REQUESTING INFORMATION**

### **5.1. Automatic available records in terms of section 52(1)(a) and (b) of the Act**

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 taking into consideration that necessary redactions will be made if required to protect commercially sensitive information), as well as annual emissions reports that indicate compliance with the specific license requirements, or unless prescribed by legislation or any other information published as such on the Sasol website.

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

### **5.2. Application Process**

#### ***Step 1: Request***

Where a person wishes to access information held by the companies, other than automatic available records, such a person must make a request for access to such information on the prescribed form, attached as **Annexure A**. This form is available on the Sasol website or may be obtained upon request.

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 facsimile
- 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 by notice 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 as follows:

<b>Item</b>	<b>R</b>
• For every photocopy of an A4 size page or part.....	1,10
• For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form.....	0,75
For a copy in a computer readable form on:	
• stiffer disc .....	7,50
• compact disc .....	70,00
• For a transcription of visual images, for an A4 size page or part thereof.....	40,00
• For a copy of visual images.....	60,00
• For a transcription of an audio record, for an A4 size page or part thereof.....	20,00
• For a copy of an audio record .....	30,00

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

Note that actual postage is payable when a copy of a record must be posted to a requester.

The request fee payable by a requester, other than a personal requester, is R50, 00.

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: Validation and acknowledgement***

The Information Officer validates the request to see whether the required information is available within the Companies. The request is then accepted, rejected or transferred to the rightful keepers of

the required information. An acknowledgement confirming the status of the request is then forwarded to the requester.

### ***Step 3: 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.

### ***Step 4: Final Notification***

The requester will be informed of the completion of the request as well as the outstanding fees payable.

### ***Step 5: Payment and delivery***

Once the payment is received, the information is released to the requester in accordance with Section 60 of the Act.

## **5.3. 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 the Act.

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

### ***Application to Court***

A requester or third party, aggrieved by a decision of the Information Officer, to refuse a request for access or taken in terms of section 54, 57(1) or 60 of the Act, may, by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82 of the Act.

## **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).
- in hard copy, to be viewed free of charge, at the offices of Sasol Limited (Governance, Compliance and Ethics), Sasol Place, 50 Katherine Street, Sandton, 2196.
- at the offices of the South African Human Rights Commission whose contact details are contained above.

**ANNEXURE A**

**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:

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**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>
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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:

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2. Reference number, if available:

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3. Any further particulars of record:

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**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to 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.

Reason for exemption from payment of fees:

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**F. 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:
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Mark the appropriate box with an **X**.

**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) <i>The fee payable for access to the record, if any, will be determined by the form in which access is requested.</i>			
<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

**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:

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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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## 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

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) stiffy disc ii) compact disc	7.50 70.00
d) i) For a transcription of visual images, for an A4-size page or part thereof ii) For a copy of visual images	40.00 60.00
e) i) For a transcription of an audio record, for an A4-size page or part thereof ii) For a copy of an audio record	20.00 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) stiffy disc ii) compact disc	7.50 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 22(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.