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MANUALS

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

PART 2 OF 2



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za), under the "regulations" section.

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR

MVELAPHANDA RESOURCES LIMITED
(and its subsidiaries)

Company Overview:

Resources and Investment Exploration Company

PART I

(Information required under section 51(1)(a) of the Act)

Name of Body: Mvelaphanda Resources Limited and its subsidiaries

Physical Address: 1st Floor, 1 Albury Park
Magalieszicht Avenue
Dunkeld West 2196

Postal Address: P O Box 413420
Craighall 2024

Head of Body: Richard Barry Shead (Director)
Jean Korsten (Company Secretary)

Telephone No: 011 325 5323
Fax No: 011 325 5320
E-mail: mvela@mvelares.co.za

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

PART III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

Currently not applicable

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to Mvelaphanda Resources Limited and its subsidiaries, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 9 of 1999
JSE Securities Exchange South Africa Listing Requirements

PART V

(Information required under section 51(1)(e) of the Act)

A: Records that may be Requested**i. Operational Information**

Such information as is required for the day to day running of Mvelaphanda Resources Limited and its subsidiaries. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

ii. Communications

Correspondence between persons within and without Mvelaphanda Resources Limited and its subsidiaries.

iii. Website

Not applicable

iv. Other Sources of Information

Certain information is made available through the JSE Securities Exchange Website: www.jse.co.za, and
SENS (Stock Exchange News Services)

B: The Request Procedures**i. Form of request**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

PART VI

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard

PART VII

(Availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Mvelaphanda Resources Limited and its subsidiaries. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*.

PART VIII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR
HARMONY GOLD MINING COMPANY LIMITED AND ITS SUBSIDIARIES
("HARMONY")

Company Overview:

Harmony is involved in gold mining and related activities mainly in South Africa and Australia.

PART I

(Information required under section 51(1)(a) of the Act)

Name of Body: Harmony Gold Mining Company Limited
Physical Address: Block 27, Randfontein Office park, Corner of Main Reef
Road and Ward Avenue, Randfontein
Postal Address: PO Box 2, Randfontein, 1760
Head of Body: Z B Swanepoel, through F W Baker
Telephone No: (011) 412-1450
Fax No: (011) 692-3879
E-mail: fbaker@harmony.co.za

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

PART III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

Currently not applicable

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to **Harmony**, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Mine Health and Safety Act 29 of 1996
Minerals Act 50 of 1991
Nuclear Energy Act 46 of 1999
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills development Levies Act 9 of 1999

PART V

(Information required under section 51(1)(e) of the Act)

A: Records that may be Requested

i. Operational Information

Such information as is required for the day to day running of **Harmony**. For instance: internal phone lists; address lists; company policies; employee records; permits; licences; authorisations; approvals and general "house keeping" information.

ii. Communications

Correspondence between persons within and without **Harmony**

iii. Website

Harmony's Website address is harmony.co.za and is accessible to anyone who has access to the Internet. The Website contains various categories of information relating to the company.

B: The Request Procedures

i. Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed

- The requester must identify the right that is sought to be exercised or protected and provide 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, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure

PART VI

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard

PART VII

(availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **Harmony**. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*.

PART VIII

(prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za), under the "regulations" section.

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR
GTECH SOUTHERN AFRICA (PROPRIETARY) LIMITED

Company Overview:

GTECH Southern Africa (Proprietary) Limited is primarily involved in providing specialist information technology and communication infrastructure services.

PART I

(Information required under section 51(1)(a) of the Act)

Name of Body: GTECH Southern Africa (Proprietary) Limited
Physical Address: 21st Floor, Radio Park Building
Henley Road
Auckland Park
Postal Address: Private Bag X53
Auckland Park
2006
Head of Body: Rajith Ramlall
Telephone No: (011) 715-3274
Fax No: (011) 715-3300
E-mail: rajith.ramlall@gtech.com

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

PART III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

Currently not applicable

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to **GTECH Southern Africa (Proprietary) Limited**, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Occupational Health and Safety Act 85 of 1993
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 9 of 1999
Telecommunications Act 103 of 1996

PART V

A: Records that may be Requested

i. Operational Information

Such information as is required for the day to day running of **GTECH Southern Africa (Proprietary) Limited**. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

ii. Communications

Correspondence between persons within and without **GTECH Southern Africa (Proprietary) Limited**.

B: The Request Procedures

i. Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].

- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

PART VI

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard

PART VII

(Availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **GTECH Southern Africa (Proprietary) Limited**. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*.

PART VIII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR
WBS HOLDINGS (PROPRIETARY) LIMITED

Company Overview:

WBS Holdings (Proprietary) Limited is primarily involved in business development and investment.

PART I

(Information required under section 51(1)(a) of the Act)

Name of Body: WBS Holdings (Proprietary) Limited
Physical Address: 15th Floor, Radio Park Building
Henley Road
Auckland Park
Postal Address: P O Box 989
Auckland Park
2006
Head of Body: Mlungisi Hlongwane
Telephone No: (011) 715-3400
Fax No: (011) 715-3401
E-mail: mlungisi.hlongwane@wbsmobile.co.za

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

PART III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

Currently not applicable

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to **WBS Holdings (Proprietary) Limited**, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973
Income Tax Act 58 of 1962

PART V

(Information required under section 51(1)(e) of the Act)

A: Records that may be Requested

i. Operational Information

Such information as is required for the day to day running of **WBS Holdings (Proprietary) Limited**. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

ii. Communications

Correspondence between persons within and without **WBS Holdings (Proprietary) Limited**.

iii. Other Sources of Information

(Some bodies may keep a library or archive which houses information to which access may be requested)

B: The Request Procedures

i. Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

PART VI

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

PART VII

(Availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **WBS Holdings (Proprietary) Limited**. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*.

PART VIII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.

British American Tobacco South Africa (Pty) Ltd

British American Tobacco South Africa (Pty) Ltd is a cigarette manufacturer and distributor and is a private company as defined by the Act. The company is the operating company for the British American Tobacco South Africa group of companies as listed in Annexure 1.

The information listed in this manual is available from the Company by means of a request as prescribed in section 53 of the Act. Requests can be addressed to the Information Officer at the address and / or contact details as indicated in Part 1. If the request is granted, all request fees, as prescribed in section 54 of the Act must be paid to the Company before any request is processed.

The Company reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act. (Ss 62-70).

PART 1

(Information required under section 51(1)(a))

Name of Information Officer:	Salim Young
Postal Address:	PO Box 631, Cape Town 8000
Street Address:	34 Alexander st, Stellenbosch 7600
Business Phone:	(021) 888 3500
Business Fax:	(021) 887 7644
E-mail address:	Salim_Young@bat.com

PART 2

(Information required under section 51(1)(b) of the Act)

The Human Rights Commissioner must compile a guide in terms of section 10 of the Act and this guide is not yet available.

PART 3

(Information required under section 51(1)(c))

The following records are voluntarily available without a person having to request access in terms of this act

- The Company's website and the information therein is available to anybody who accesses the Internet. The Website address is:
<http://www.batsa.co.za>

PART 4

(Information required under section 51(1)(d))

Records are kept in accordance with the following legislation:

- Companies Act 61 of 1973
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act Act 85 of 1993
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Skills Development Levies Act 9 of 1999
- Skills Development Act Act 97 of 1998
- South African Qualifications Authority Act, 1995 Act 58 of 1995
- Manpower Training Act No. 56 of 1981

PART 5

(Information required under section 51(1)(e) of the Act)

A. Central Management

Administration
Risk & Security
Facilities
Corporate & Regulatory Affairs
Strategic Planning

B. Finance

Management
Accounts Management
Creditors
General Ledger
Debtors
Training
Management Report
Fleet Management
Tax & Dividends
Internal Audit
Treasury

C. Legal

Litigation
Company Secretarial
Trademarks

D. Human Resources

Benefits
Resourcing
Development
Employee Relations

E. Marketing

Consumer Marketing
Human Resources
Marketing Finance
Market Research and Information
Trade Marketing & Distribution
Trade Marketing Southern & Northern Division
Distribution Southern & Northern Division
Key Accounts
Trade Development
Logistics

F. Operations (Stellenbosch)

Management
Procurement
Leaf Administration & Finance
Quality Assurance
Product Support & Development
Human Resources
Human Resources Development
Financial
Leaf & Blending
Leaf Logistics
Logistics Freight
Production & Distribution Planning – Logistics
Technical
Leaf Purchases
Central Spare Parts Management

G. Operations – Manufacturing facility (Paarl)

Logistics
Primary
Filter Department
Making Department
Packaging Department
Dispatch
Metallising
Quality Assurance
Technical Department
Financial
Human Resources Development
Human Resources
Secretariate
Safety
Manufacturing, Technology & Development
Sparepart Manufacturers

H. Operations – Manufacturing facility (Heidelberg)

Secretariate
Security
Logistics
Primary (Admin, Virginia, Non-Virginia, Services, Quality,
Technical, Training)
Box Plant
Metallising
Quality Assurance
Technical (Admin, Electrotechnical, Technical Services, Mechanical)
Financial
Human Resources Development
Human Resources

Environmental Health & Safety

Operational Projects

Secondary Manufacturing Department 1 (Admin, Training, Production, Extension, Technical)

Secondary Manufacturing Department 2 (Admin, Training, Production Foremen, Extension, Filter, Technical)

Technical Drawing Office

I. Information Technology

Finance

Corporate Services

Logistics

Marketing

Business Intelligence

Infrastructure

Service Delivery

Annexure 1

LIST OF COMPANIES

1.	A. van Dijk Tabak Maatschappij Bpk
2.	Amalgamated Tobacco Corporation (South Africa) (Pty) Ltd
3.	American Cigarette Company (Overseas) Ltd
4.	Benson & Hedges (Pty) Ltd
5.	British American Tobacco (Industria) Ltd
6.	British American Tobacco Distributors South Africa (Pty) Ltd
7.	British American Tobacco Holdings (Industria) Ltd
8.	British American Tobacco Holdings South Africa (Pty) Ltd
9.	British American Tobacco Manufacturers South Africa (Pty) Ltd
10.	British American Tobacco Mozambique (Pty) Ltd
11.	British American Tobacco Products South Africa (Pty) Ltd
12.	British American Tobacco Properties South Africa (Pty) Ltd
13.	British American Tobacco Services South Africa (Pty) Ltd
14.	British American Tobacco South Africa (Pty) Ltd
15.	Brown & Williamson Tobacco Corporation (Pty) Ltd
16.	Business Venture Investments No 215 (Pty) Ltd
17.	Business Venture Investments No 216 (Pty) Ltd
18.	Carlton Cigarette Company (Pty) Ltd
19.	Carreras of Piccadilly London Ltd
20.	Commando (Pty) Ltd
21.	Courtleigh of London Ltd
22.	Distinctive Marketing (Pty) Ltd
23.	El Cano Cigar Corporation (Pty) Ltd
24.	Gauloises (Pty) Ltd
25.	Imperial Cigar & Cigarette Company (Pty) Ltd
26.	Intercontinental Tobacco Company (Pty) Ltd
27.	International Tobacco Company Ltd
28.	John Chapman (Pty) Ltd
29.	John Player & Sons (Pty) Ltd
30.	Kentucky Tobacco Corporation (Pty) Ltd
31.	Lambert & Butler Ltd
32.	Lautrec Et Cie SA (Pty) Ltd
33.	Martins of London (Pty) Ltd
34.	Mundel & Herzfeld (Pty) Ltd
35.	Perilly's Tobacco Manufacturers (Pty) Ltd
36.	Precision Engineering Company (1946) (Pty) Ltd
37.	Rembrandt Tobacco Corporation (Overseas) Ltd
38.	Riggio Tobacco Corporation of New York Ltd
39.	Rothmans of Pall Mall, London, Ltd
40.	Stellenbosch Development Company (Pty) Limited
41.	St. Regis Tobacco Corporation Ltd
42.	Sullana of Zürich (Pty) Ltd
43.	Thomas Bear's Son & Co (Pty) Ltd
44.	Tobacco Research and Development Institute (Pty) Ltd
45.	U.S. Leaf Corporation (Pty) Ltd
46.	Utico Management Services (Pty) Ltd
47.	Utico Properties Roodepoort (Pty) Ltd
48.	W.D. & H.O. Wills (Pty) Ltd
49.	Westminster Tobacco Company (Cape Town & London) (Pty) Ltd
50.	Wilson (Top Mill) (Pty) Ltd
51.	Winfield Tobacco Corporation (Pty) Ltd
52.	Winston Tobacco Company Ltd

WORLD TRAVEL (PTY) LTD

MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)

INTRODUCTION

This manual has been compiled in compliance with the provisions of the above Act, and lists the records in the possession of the company

CONTACT INFORMATION

Managing Director
P O Box 8069
JOHANNESBURG
2000

8th Floor
Everite House
20 De Korte Street
Braamfontein
JOHANNESBURG
2001

Telephone: (011) 403-2606
Telefax: (011) 403-1037

GUIDE TO THE ACT

The Human Rights Commission is required in terms of section 10 of the Act to produce a guide to the Act. The Commission may be contacted at Private Bag 2700, Houghton, 2041, phone (011) 484 8300.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records of the company are available in accordance with the following legislation:

- Companies Act
- Trade Marks Act
- Income Tax Act
- Unemployment Insurance Act
- Value Added Tax Act
- Compensation for Occupational Injuries and Diseases Act
- Basic Conditions of Employment Act

- Employment Equity Act
- Skills Development Levies Act

REQUEST FOR ACCESS TO RECORD

A request for access to records of the company must be in the prescribed form and contain the following information:

- particulars of the requester, including a postal address or fax number in the Republic;
- particulars of the records requested;
- particulars of the right to be protected or exercised;
- an explanation of why the record is required;
- proof of the capacity of the requester, if the request is made on behalf of some other person.

The prescribed fee will be charged for every request for access to records. In addition, the prescribed fees for copying and access (determined in accordance with the time necessary to prepare the records) will be charged.

LIST OF RECORDS

Company Secretarial

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Share certificates
- Resignation letters of directors and officers

Travel Services

- Supplier information and agreements
- Client information and agreements
- Standard conditions of business
- Products and services information
- Policies and standard forms
- Correspondence with internal and external parties
- Intranet

Finance

- Financial statements
- Monthly packs and trial balances

- Ledgers
- Reconciliations
- Budgets and forecasts
- Reports and returns
- Bank account records
- Copy invoices, statements and credit notes
- Journals

Human Resources

- Policies and procedures
- Forms and Applications
- Standard Letters and Notices
- Workplace forum records
- Benefit arrangements rules and records
- Employee information
- Personnel files
- Service and other agreements

Sales and Account Management

- Tenders and business proposals
- Reports
- Marketing information

Information technology

- System documentation and manuals
- Minutes of meetings
- Systems and continuity materials

SAPREF Information Manual

Shell and BP Petroleum Refineries

Postal Address: Po Box 3179

Durban

4000

Physical Address: Refinery Road

Prospecton

Durban

Fax : 031 4681913

Phone: 031 4801911

Email: information@sapref.com

www.sapref.com

Information about SAPREF may be requested

From: Margaret Rowe, Communications Manager, using the enclosed application form (form B).

INFORMATION THAT MAY BE AVAILABLE TO THE PUBLIC IS DIVIDED INTO 2 CATEGORIES:

A: READILY AVAILABLE ON REQUEST

**B: THAT WHICH IS OF AN OPERATIONAL NATURE AND SUBJECT TO
SAPREF'S DISCRETION TO DISCLOSE OR REFUSE.**

**BOTH WILL REQUIRE APPLICATION AND MOTIVATION USING THE ATTACHED FORM (SEE APPENDIX)
EACH REQUEST WILL BE CONSIDERED ON ITS MERIT AND SAPREF HAS THE RIGHT TO CHARGE A REQUESTOR
FOR THE INFORMATION IN TERMS OF ANNEXURE A PART III OF THE REGULATIONS AS PUBLISHED IN
GOVERNMENT GAZETTE No. 7278.**

INFORMATION REQUIRED UNDER SECTION 51(1)(D) OF THE PROMOTION OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000

Records held by SAPREF in accordance with the following legislation:-

Basic Conditions of Employment Act 75 of 1997 – Section 29(4) and 31

Compensation for Occupational Diseases Act 120 of 1993 – Section 81

Employment Equity Act 55 of 1998 – Section 26

Income Tax Act – Section 75(1)

Labour Relations Act 66 of 1995 – Sections 98, 99 and 205

Skills Development Levies Act 9 of 1999 - Section 13

Unemployment Insurance Act 30 of 1966 – Sections 32 and 33

Value-Added Tax Act 89 of 1991 – Section 55

INFORMATION REQUIRED UNDER SECTION 51(1)(E) OF THE PROMOTION OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000

CATEGORY A:

Information is available on request

SAPREF/Site

REFERENCE	TITLE
	SAPREF Policy Statement
HSE.PM.0001	Company Profile
SITE.PM.0002	Aligning SAPREF
SITE.PM.0000	SAPREF policy manual
SITE.PR.0000	Information Management
SITE.PR.0001	Control of Documents
SITE.PR.0003	Format of Business Management System Documentation
SITE.PR.0005	Risk Management
SITE.PR.0006	Site Objectives, Review and Improvement
SITE.SI.0001	Site Standing Instructions
Outlook folder	Press Releases

Health Safety and Environment

REFERENCE	TITLE
	HSE Policy Statement
HSE.PM.0001	HSEms policy manual
HSE.PM.0002	HSEms ISO 14001 Scope
HSE.PR.7001	On Site Refinery Emergency Plan
HSE.PR.7002	Island View Emergency Plans
HSE.PR.7003	SBM Oil Spill Contingency Plan
HSE.PR.0062	Emergency Preparedness and Response Procedure
HSE.PR.7004	SAPREF Medical Emergency System
HSE.PR.7005	Pipeline Engineering Emergency Plan
HSE.PR.7009	Emergency Preparedness and Response for All Chemical Transportation Emergencies

HSE.PR.7006	Octel Emergencies
HSE.PR.7011	Refinery Electrical Emergency Procedure
HSE.RE.0014	Permits Register
HSE.RE.0086	SO2 emissions
HSE.RE.0052	Ecoserv SO2 Monthly reports
HSE.RE.0026	Role of the HSE executive committee
HSE.RE.5005	HSE Audit Schedule
HSE.RG.0013	Material Safety Datasheet (MSDS) Register
HSE.PM.0004	Fire and safety regulations
HSE.WI.0615	Control Of Introduction of New Chemical Substances for Use On SAPREF Sites
HSE.RG.0009	Initiatives register (list of environmental projects)
HSE.RE.1013	Minutes of Community Forum Meetings

People

REFERENCE	TITLE
PEOPLE.PR.0036	Employment Equity
PEOPLE.PR.0012	In-service training
PEOPLE.PR.0002	Training Procedure
PEOPLE.PR.0039	Social Corporate Investment

CATEGORY B:

SAPREF RESERVES THE RIGHT TO REFUSE OR DISCLOSE

OPERATIONAL INFORMATION

Information in this category relates to day to day business at SAPREF. This includes employee policies; structures SAPREF has in place to manage its assets; the infrastructure; health, safety and environment of their stakeholders.

FORM B**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

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

[Regulation 10]**A. Particulars of SAPREF**

The Head:

.....Richard Parkes.....

.....SAPREF, Po Box 3179.....

.....Durban, 4000.....

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

Full names and surname: _____

Identity number: _____ Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

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

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

Full names and surname:

Identity number:

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) A request for access to a record, other than 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 a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an X.

NOTE

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined in the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record	<input type="checkbox"/>	inspection of record
--------------------------	----------------	--------------------------	----------------------

2. If record consists of visual images

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images	<input type="checkbox"/>	Transcription of the images
--------------------------	-----------------	--------------------------	--------------------	--------------------------	-----------------------------

3. If record consists of recorded words or information which can be

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of Soundtrack (written or printed document)	<input type="checkbox"/>	
--------------------------	---	--------------------------	---	--------------------------	--

4. If record is held on computer or in an electronic or machine-readable

<input type="checkbox"/>	printed copy of soundtrack	<input type="checkbox"/>	printed copy of information derived from the record	<input type="checkbox"/>	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?

YES

☐

NO

☐

Postage is payable by requestor

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

CRODA CHEMICALS SA

CRODA

INTRODUCTION

On 9 March 2001, new legislation was enacted called the Promotion of Access to Information Act of 2000 (herein after referred to as "the Act"). The purpose of this legislation is to address Section 32 (2) of the Constitution, which provides that any person has a right to gain access to any information, held by a public or private body if it is required for the exercise or protection of any rights.

One of the main requirements specified in the Act is the compilation of a manual by 15 August 2002 that provides information on both the types and categories of records held by the body. In terms of the Act, a private body includes any former or existing juristic person. Therefore, Croda Chemicals SA is regarded as a "private body" and both the manual and the requirements regarding access must comply with the provisions in the Act relevant to private bodies.

COMPANY OVERVIEW

Croda Chemicals SA is a sales office of Croda International Plc and is a world leader in the manufacture and supply of specialty chemicals. Croda supplies ingredients to manufacturers in the personal care, pharmaceutical and nutritional, home care, polymer additives, food and industrial markets.

Croda Chemicals SA is supported by technical expertise around the world that creates the innovative ingredients that drive the performance of the products that our customers sell to consumers.

ACCESS TO INFORMATION OFFICER

(Section 51(1)(a))

The contact person indicated below has been duly authorised by the Managing Director of Croda Chemicals SA to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. All enquiries relating to the records held by Croda Chemicals SA must be directed to:

Contact person: Kevin A. Woolward
Postal address: P.O. Box 1641, Kempton Park 1620
Physical address: 4 Covora Street, Jet Park
Phone number: +27 (11) 397 2380
Fax number: +27 (11) 397 2442
E-mail: kwoolward@croda.co.za

GUIDE FOR REQUESTERS ON HOW TO USE THE ACT

(Section 51(1)(b))

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requesters. This Guide will be available from the South African Human Rights Commission, by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Phone number: +27 (11) 484 8300

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Fax number: +27 (11) 484 0582
 E-mail: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

AVAILABILITY OF CERTAIN RECORDS

(Section 51(1)(c))

No record categories are currently automatically available for disclosure.

RECORDS HELD IN ACCORDANCE WITH LEGISLATION

(Section 51(1)(d))

Records are held in accordance with the following legislation:

The Value-Added Tax Act No. 89 of 1991
The Companies Act No. 61 of 1973
The Income Tax Act No. 58 of 1962
The Basic Conditions of Employment Act No. 75 of 1997
The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
The Occupational Health and Safety Act No. 85 of 1993
The Hazardous Substance Act No. 15 of 1973
The Employment Equity Act No. 55 of 1998
The Labour Relations Act No. 66 of 1995
The Unemployment Insurance Act No. 30 of 1966

RECORDS HELD BY CRODA CHEMICALS

(Section 51(1)(e))

SALES RECORDS - The Sales department is responsible for the promotion of Croda Chemicals SA products to external customers, both local and export. Sales record categories include:

<i>Customer files</i>	All correspondence relating to activities surrounding a particular customer, including visit reports, technical enquiries.
<i>Principal (supplier) files</i>	All general supplier information relating to a particular supplier, including pricing information, enquiries and complaints.
<i>Principal literature</i>	Literature pertaining to products on sale by Croda Chemicals SA, including product brochures.
<i>Pricing letters</i>	Pricing information supplied to customers by Croda Chemicals.
<i>Correspondence</i>	General correspondence pertaining to all sales activities.
<i>Supplier price lists</i>	Price lists received from Croda Chemicals SA suppliers.

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LABORATORY RECORDS - The Laboratory is responsible for dealing with technical queries and other technical functions relating to Croda Chemicals SA products. Laboratory record categories include:

<i>Certificates of assurance</i>	Certificates assuring customers of the quality of Croda Chemicals SA products for label claim purposes, including ISO 9000 certificates, BSE free statements, GMO (Genetically Modified Organisms) free statements, Kosher and Halaal certificates.
<i>Product details</i>	Information relating to a particular product, including the product specification, material safety data sheets, technical data sheets and chemical names.
<i>Testing records</i>	Records relating to all batches of Croda Chemicals SA products, including testing methods and certificates of analysis.
<i>Correspondence</i>	Records relating to the day-to-day correspondence that the Laboratory has with internal and external parties.
<i>Complaints</i>	Documents detailing enquiries and complaints received from customers or internal staff relating to products.
<i>Proprietary formulations</i>	Research records pertaining to development of product blends.
<i>General formulations</i>	Information pertaining to the use of Croda Chemicals SA raw materials within completed products.

SHIPPING/ORDER RECORDS - The Shipping/Orders department is responsible for the placing and following up of purchase orders in respect of raw materials (both local and imported) as well as the capturing of sales orders, issuing of picking slips and the invoicing of customers. Shipping/Orders record categories include:

<i>Shipping records</i>	All records relating to the order, purchase, shipping and costing of imported goods to Croda Chemicals SA, including invoices, purchase orders, shipping and railage documents and confirmation orders.
<i>Good received notes</i>	Hard copy duplicate notes of goods received from local and international suppliers.
<i>Correspondence</i>	Records relating to the day-to-day correspondence that the department has with internal and external parties.
<i>Permit records</i>	Applications and permits received relating to the importing of selected products by Croda Chemicals SA.
<i>Duty refunds</i>	Records surrounding duty refunds from the export of products to international customers.
<i>Accident books and records</i>	Documents containing details of any accidents incurred by Croda Chemical employees.
<i>Factory register</i>	Records detailing the daily attendance of Croda Chemical factory employees.
<i>Customer cards</i>	Customer related information regarding the details of product sales to customers
<i>Production receipts</i>	Receipts for products locally manufactured by Croda Chemicals SA.
<i>Issues to production</i>	Documents indicating the allocation of Croda Chemicals SA raw materials for the production of end products for sales purposes.

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ACCOUNTING RECORDS - The Accounting department is responsible for filing and general administration of Croda Chemicals SA accounts. Accounting record categories include:

<i>Accounting records</i>	Records are held that are required in accordance with the Companies Act No. 61 of 1973, the Income Tax Act No. 58 of 1962 and the Value-Added Tax Act No. 89 of 1991.
<i>Contracts and agreements</i>	Contract and agreement records that Croda Chemicals SA has with external organisations, including rental and hire purchase agreements.
<i>Correspondence</i>	Records relating to the day-to-day correspondence that the department has with internal and external parties.
<i>Employee records</i>	Records are held that are required in accordance with the Basic Conditions of Employment Act No. 75 of 1997 and the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, including unsuccessful job applications, workmen compensation documents and accident records.
<i>Insurance records</i>	Records containing information on existing insurance policies.
<i>Investment records</i>	Records containing information on investments, including share investment certificates.
<i>Property records</i>	Records relating to property documentation, including deeds of title and transfer duty records.
<i>Statutory records</i>	Records containing information required by the Companies Act No. 61 of 1973 including records of meetings, incorporation documentation and company register records.
<i>Tax records</i>	Records are held that are required in accordance with the Income Tax Act No. 58 of 1962.
<i>Vat records</i>	Records relating to the Value-Added Tax Act No. 89 of 1991.

MANAGING DIRECTOR (MD) RECORDS - Managing director records relates to records held by the Managing Director of Croda Chemicals. Record categories include:

<i>Contracts and agreements</i>	Contract and agreement records that Croda Chemicals SA has with external organisations, including licensing agreements and indemnities and guarantees.
<i>Correspondence</i>	Records relating to the day-to-day correspondence that the MD has with internal and external parties.
<i>Employee records</i>	Employee records are held that are required in accordance with the Income Tax Act No. 58 of 1962, the Basic Conditions of Employment Act No. 75 of 1997 and the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, including unsuccessful job applications, payrolls, expense accounts, etc.
<i>Pension records</i>	Records containing information on group health and pension fund rules.
<i>Property agreement records</i>	Property agreements with architects and builders.

ACCESS REQUEST PROCESS*(Section 51(1)(e))*

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by Croda Chemicals SA.

It is important to note that an application for access to information can be refused where the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record.

Note:

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

COMPLETION OF ACCESS REQUEST FORM

In order for Croda Chemicals SA to timely respond to requests, the Access Request Form should be completed by taking due cognisance of the following *Instructions on Completion of Forms*

- 1) The Access Request Form must be completed in the English language.
- 2) Type or print in BLOCK LETTERS an answer to every question.
- 3) If a question does not apply, state "N/A" in response to that question.
- 4) If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- 5) If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- 6) When required to use an additional folio precede each answer thereon with the title applicable to that question.

SUBMISSION OF ACCESS REQUEST FORM

A request for access to a record held by Croda Chemicals SA must be done formally on the access request form and in accordance with the instruction there on. Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to Croda Chemicals contact person. The following must be provided to Croda Chemicals SA:

- 1) A completed Access Request Form (Refer to Appendix A).
- 2) An initial, **non-refundable R57.00 request fee**. This fee is **not applicable** to Personal Requesters, meaning any person seeking access to records, which contains their personal information.

CRODA**PAYMENT OF FEES**

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

NOTIFICATIONS

Croda Chemicals SA will evaluate the request and will notify the requester, within 30 days of receiving the completed Access Request Form, of the following:

Extension Period (if required)

The requesters will be notified whether an extension period is required for the processing of their request including:

- 1) The required extension period, which will not exceed an additional 30 day period;
- 2) Adequate reasons for the extension; and
- 3) Notice that the requester may lodge an application with a court against the extension and the procedure including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester will be notified of the deposit, which may be required, depending on certain factors such as the volume and/or format of the information requested. The notice will state:

- 1) The amount of the **deposit** payable (if applicable); and
- 2) That the requester may lodge an application with a court against the payment of the deposit and the procedure including the period, for lodging the application.

Please note:

The **deposit** will be calculated based on the fees listed under the Prescribed Fees and must be paid to Croda Chemicals SA prior to the continuation of the search or preparation of the record(s). In the event that access is refused to the requested record, the full **deposit** will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified, within 30 days of the decision on their requests.

If the request for access to Croda Chemicals SA information is **successful** the requester will be notified of the following:

- 1) The amount of the **access fee** payable upon gaining access to the record (if any);
- 2) An indication of the form in which the access will be granted;
- 3) Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure including the period, for lodging the application.

Please note:

The **access fee** will be calculated based on the fees listed under the Prescribed Fees and must be paid to Croda Chemicals SA prior to access being given to the requested record.

CRODA

If the request for access to Croda Chemicals SA information is **not successful** the requester will be notified of the following:

- 1) Adequate reasons for the refusal; and
- 2) That the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

REQUEST FOR ACCESS TO INFORMATION ABOUT THIRD PARTIES

If access is requested to a record that contains information about a third party, Croda Chemicals SA is obliged to attempt to contact the third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

GROUND ON WHICH ACCESS MAY BE DENIED

Croda Chemicals SA may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which Croda Chemicals SA may refuse access include:

- 1) Protecting personal information that Croda Chemicals SA hold about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- 2) Protecting commercial information that Croda Chemicals SA holds about a third party or Croda Chemicals SA (for example trade secrets: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- 3) If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- 4) If disclosure of the record would endanger the life or physical safety of an individual;
- 5) If disclosure of the record would prejudice or impair the security of property or means of transport;
- 6) If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- 7) If disclosure of the record would prejudice or impair the protection of the safety of the public;
- 8) The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- 9) If disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of Croda Chemicals SA;
- 10) If disclosure of the record would put Croda Chemicals SA at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- 11) The record is a computer programme; and

CRODA

- 12) The record contains information about research being carried out or about to be carried out on behalf of a third party or Croda Chemicals SA.

RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If Croda Chemicals SA searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

CRODA**ACCESS REQUEST FORM****CRODA CHEMICALS SA
ACCESS REQUEST FORM**

Page 1 of 5

FOR
OFFICE
USE
ONLY

Reference number:

Received by:

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]**1 PARTICULARS OF CRODA CHEMICALS SA**

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

Contact person: Kevin A. Woolward
Postal address: P.O. Box 1641, Kempton Park 1620
Physical address: 4 Covora Street, Jet Park
Phone number: +27 (11) 397 2380
Fax number: +27 (11) 397 2442
Email: kwoolward@croda.co.za

2a PARTICULARS OF REQUESTER (If Natural Person)

- (a) Particulars of the person who requests access to the record must be recorded below.
 (b) Furnish an address and/or fax number in the Republic to which information must be sent.
 (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____**Identity number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: _____**Postal code:** _____**Phone number:** ()**Fax number:** ()**E-mail address:** _____

CRODA**CRODA CHEMICALS SA
ACCESS REQUEST FORM**
Page 2 of 5

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

2b PARTICULARS OF REQUESTER (If a Legal Entity)

- (a) Particulars of the entity that requests access to the record must be recorded below.
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Name of entity: _____

Registration number: _____

Postal address: _____

Postal code: _____

Phone number: ()

Fax number: ()

3 PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname: _____

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 PARTICULARS OF RECORD

- (a) Provide full particulars of the record to which access is requested, including the reference number if it 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.

Description of record or relevant part of the record: _____

Reference number, if available: _____

CRODA**CRODA CHEMICALS SA
ACCESS REQUEST FORM**
Page 3 of 5**Any further particulars of record:** _____

_____**5 FEES**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a non-refundable request fee of R57.00 has been paid.*
- (b) *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 the record.*
- (c) *You will be notified of the amount required to be paid as the access fee.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: _____
_____**6a FORM OF ACCESS TO RECORD****Form in which record is required***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 under certain circumstances. In such a case you will be informed whether access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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 of the images* ☐ Transcription of the images*

3. If the record consists of recorded information that can be reproduced in sound:

- ☐ Listen to the soundtrack ☐ Transcription of soundtrack* (written or printed document)
- (audio cassette)*

CRODA**CRODA CHEMICALS SA
ACCESS REQUEST FORM**
Page 4 of 5

- 4. If the record is held on computer or in an electronic or machine-readable form:**
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

☐ 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
-----	----

6b In the event of disability

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate the form in which the record is required.

Disability: _____ Form in which record is required: _____

7 PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

- 1. Indicate the right to be exercised or protected:** _____

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

8 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? _____

CRODA**CRODA CHEMICALS SA
ACCESS REQUEST FORM**
Page 5 of 5**9**

Signed at _____ this _____ day of _____ 20 _____

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

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

SEND WITH THIS APPLICATION:

1. R57.00 (if not personal requester) request fee.
1. Any additional folios completed.

CRODA**PRESCRIBED FEES**

		CRODA CHEMICALS SA ACCESS FEES PAYABLE BY REQUESTER Page 1 of 1
(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11 (3)]		
1	PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)	
	(a) For every photocopy of an A4-size page or part thereof	R 1.25
	(b) For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R 0.85
	(c) For a copy in a computer-readable form on	
	(i) stiffy disc	R 8.55
	(ii) compact disc	R79.80
	(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R 45.60
	(ii) For a copy of visual images	R 68.40
	(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 22.80
	(ii) For a copy of an audio record	R 34.20
	(f) To search for and prepare the record for disclosure, R34,20 for each hour or part thereof reasonably required for such search and preparation	
(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11 (3)]		
2	PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)	
	(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.	
(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11 (3)]		
3	PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)	
	The actual postage fee is payable when a copy of a record must be posted to a requester.	

ADDITIONAL PRESCRIBED INFORMATION*Section 51(1)(f)*

No additional information has been prescribed by the Minister of Justice.

ANGLO AMERICAN CORPORATION OF SOUTH AFRICA LIMITED



INTRODUCTION

On 9 March 2001, new legislation was enacted called the Promotion of Access to Information Act of 2000 (herein after referred to as "the Act"). The purpose of this legislation is to address Section 32 (2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual by 15 August 2002 that provides information on both the types and categories of records held by the public or private body. In terms of the Act, a private body includes any former or existing juristic person. Therefore, Anglo American Corporation South Africa Limited is regarded as a "private body" and both the manual and the requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

This document serves as the Anglo American Corporation South Africa Limited manual in terms of the above-mentioned Act, to provide a reference as to the records held and the process that needs to be followed to request access to such records.

COMPANY OVERVIEW

Anglo American Corporation of South Africa Limited (hereinafter referred to as "AAC" or "the Group") was incorporated in South Africa in 1917 and is a wholly owned subsidiary of Anglo American plc, which is incorporated in the United Kingdom.

AAC is invested primarily in the mining and natural resources industries and through its own subsidiaries, is responsible for the administration of the business operations of the Anglo Corporate Division, the Anglo Coal Division, the Anglo Technical Division, the Base Metals Division, the Explorations and Acquisitions Division and the Anglo Industrial Group.

SCOPE OF THE MANUAL

The scope of this manual will exclude Anglo American plc operations in Europe, South and North America and Australia and will serve to provide a reference regarding the records held by the following South African operating divisions and, where appropriate, Operating Subsidiary Companies of the Anglo American Group:

- Anglo Corporate Division;
- Anglo Coal Division;
- Explorations and Acquisitions Division;
- Anglo Base Metals Division; and
- Anglo Industrial Group.



Section 51(1)(a)

ADMINISTRATION OF THE ACT

The Chief Executive Officer (CEO) of the Group has duly authorised the contact person below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner:

Contact person: DJ Alison
Postal address: P.O. Box 61587, Marshalltown, 2107
Physical address: 55 Marshall Street, Johannesburg, 2001
Phone number: +27 (11) 638-9111
Fax number: +27 (11) 638-2455
Email: dalison@angloamerican.co.za

Section 51(1)(b)

GUIDE FOR REQUESTERS ON HOW TO USE THE ACT

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requesters. This Guide will be available from the South African Human Rights Commission, by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Phone: +27 (11) 484-8300

Fax: +27 (11) 484-0582

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

Section 51(1)(c)

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Records lodged in terms of Government requirements with various statutory bodies, including Registrar of Companies.



Section 51(1)(d)

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are available in accordance with the following legislation:

- The Mine Health and Safety Act No. 29 of 1996;
- The Occupational Health and Safety Act No. 85 of 1993;
- The Hazardous Substances Act No. 15 of 1973;
- The Stock Exchanges Control Act No. 1 of 1985;
- The Value-Added Tax Act No. 89 of 1991;
- Income Tax Act No. 58 of 1962;
- Companies Act No. 61 of 1973;
- National Payment Systems Act No. 78 of 1998;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- Labour Relations Act No. 66 of 1995;
- Financial Markets Control Act No. 55 1989;
- The Mutual Banks Act No. 124 of 1993;
- The Medical Schemes Act No. 131 of 1998;
- The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Second Hand Goods Act No. 23 of 1955;
- The Health Act No. 63 of 1977;
- The Road Transportation Act No. 74 of 1977;
- The Aviation Act No. 74 of 1962;
- The Land Survey Act No. 8 of 1997; and
- The Minerals Act No. 50 of 1991.



Section 51(1)(e)

RECORD SUBJECTS AND CATEGORIES – ANGLO CORPORATE DIVISION**Chief Executive's Office**

The Chief Executive's Office records comprise the following main categories:

- Statutory Records
- Administration Records
- Government Records
- Research Records
- Sponsorship Records

Corporate Finance

The Corporate Finance department provides specialist financial services to the Group. Corporate Finance records comprise the following main categories:

- Technical Records
- Departmental Administration Records
- Technical Publications
- Quoted Company Records

Group Tax

Group Tax provides advice to the Group on all aspects of taxation. Group Tax records comprise the following main categories:

- Tax Records
- Corporate, Subject and Country Records
- Administrative Records

Anglo Technical Division (ATD)

ATD provides technical and techno-business consulting and support services to the Group's operating divisions. ATD records comprise the following main categories:

- Contracts and Agreements
- Accounting Records
- General Correspondence
- Technical, Engineering, Mining related, geophysical and Safety, Health and Environment (SHE) Records
- Project Services Records
- Drawing and Design Records
- Patent records
- Insurance Records
- SHE (Safety, Health and Environment) Assessment Records



- SHE Audit Reports
- Group SHE Records

Spectrem Air Limited

- Accounting Records
- General Correspondence
- Employee Records
- Insurance Records
- VAT Records

Corporate Services

The Corporate Services department is involved in the overall management of the Group's properties and buildings. Corporate Services' records comprise the following main categories:

- General Transport and Administration Records
- Contracts and Agreements
- General Correspondence
- General Administration Records
- Building and Property Records

Group Audit

Group Audit's purpose is to provide the Corporate Offices and Operations held through AAC with independent assurance that risks are being appropriately managed across the Group. Group Audit records comprise the following main categories:

- Risk Management Records
- General Correspondence
- Group Audit Practice Records
- General Administration Records
- Audit Reports and Supporting Working Papers

Corporate Accounting, Treasury and Investments

The Corporate Accounting department maintains financial and management accounts for the Group and provides back-office activities that support Integrated Treasury and Cash Management. Corporate Accounting records comprise the following main categories:

- Accounting Records
- Investment Records
- General Correspondence
- Management Reports
- Treasury Dealing and Settlement Records
- Transactional Records



- VAT Records
- PAYE Records
- Tax Records
- Consolidation Records

Company Secretary

The Company Secretary provides company secretarial services to the Group. Company Secretary records comprise of the following main categories:

- Contracts and Agreements
- Property Records
- Mineral Rights Records
- General Correspondence
- Investment Records
- Trademarks
- Share Registration Records
- Statutory Records

Corporate Communications

Corporate Communications provides public relations services to the Group and is responsible for all media and investor relations. Corporate Communications records comprise the following main categories:

- News Releases/Statements
- Media Cuttings

Human Resource (HR) Department

The Human Resource Department's primary objective is to develop and implement a competitive human resource strategy that will support the Group. Human Resource records comprise the following main categories:

- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Statutory Records
- Employment Equity Records
- Contracts

Labour and Environmental Law Unit



The Labour and Environmental Law Unit provides legal consultancy to the Group and associated companies primarily in the areas of employment, health, safety and environmental law. Labour and Environmental Law Unit records comprise the following category:

- General Correspondence

Legal Department

The Legal department provides assistance with all corporate legal matters material to the Group. Legal department records comprise the following category:

- General Correspondence

Economic Consultants

Economic Consultants is responsible for providing advice to the Group on economic indicators and forecasts. Economic Consultants records comprise the following category.

- Economic Forecast Records

Medical and Occupational Health Services

Medical provides general clinic services to Group employees and specialises in tropical disease research. Medical records comprise the following main categories.

- Accounting Records
- Medical Records
- Contracts and Agreements
- General Correspondence
- Medical Policies
- Minutes of Meetings
- Medical Reference Material
- Clinic Policies
- Employee Records
- Minutes of Meetings

Information Technology Department (ITD)

ITD is responsible for developing, supporting and providing assurance on the implementation of IT policies, standards and best practice in the Group. ITD records comprise the following main categories.

- General Correspondence
- Contracts and Agreements
- Operational Records
- Maps and Diagrams
- Asset Records



Section 51(1)(e)

➤ Policy Records

RECORD SUBJECTS AND CATEGORIES – ANGLO COAL DIVISION

Anglo Coal Division

Anglo Coal Head Office comprises eight departments, which act in managerial, technical and financial advisory capacities to eight mines in South Africa, seven of which are situated in the Witbank/Middelburg area and one in the Vaal Triangle. Anglo Coal records comprise the following main categories:

- Accounting Records
- Contracts and Agreements
- General Correspondence
- Insurance Records
- Share Registration Records
- Secretarial Records
- Statutory Records
- Tax Records
- Employee Records
- Property Records
- Purchasing Records
- Geological Records

Section 51(1)(e)

RECORD SUBJECTS AND CATEGORIES – EXPLORATIONS AND ACQUISITIONS DIVISION

Explorations and Acquisitions Division (EAD)

EAD records comprise the following main categories:

Legal and Secretarial Department

- Accounting Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Investment Records
- Property Records
- Share Registration Records
- Statutory Records
- Tax Records



Anglo American Prospecting Services – Finance Department

- Accounting Records
- Tax Records
- VAT Records

Forex Department and Small Companies

- Forex Records
- Small Company Records

Administration, Logistics and Purchasing Department

- Accounting Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Pension Records
- Administrative Records
- General Transport and Vehicle Records

Finance Secretarial Department

- Accounting Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Statutory Records
- Tax Records

Geology Department

- Geographic Information Systems Records
- Geological Services
- Geological Information Systems Records

Section 51(1)(e)

RECORD SUBJECTS AND CATEGORIES – ANGLO BASE METALS DIVISION

Anglo Base Metals Division (ABMD)

ABMD manages the Group interests in its investments in copper, nickel, zinc and mineral sands operations in Southern Africa and other parts in the world. ABMD records comprise the following main categories:



- Accounting Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Statutory Records
- Maps
- Technical Reports
- Insurance Records
- Secretarial Records
- Tax Records

Section 51(1)(e)

**RECORD SUBJECTS AND CATEGORIES – ANGLO INDUSTRIES AND FERROUS METALS
DIVISION**

Anglo Industrial Group

The Anglo Industrial Group provides management, management accounting and secretarial/administrative services to the companies/divisions comprising the Ferrous Metals and Industries Divisions. This group's records comprise the following main categories:

- Accounting Records
- General Correspondence
- Investment Records
- Patent Records
- Share Registration Records
- Statutory Records



Section 51(1)(e)

ACCESS REQUEST PROCEDURE

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the Group.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record.

Note:

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

Completion of Access Request Form

In order for the Group to respond to requests in a timely manner, the Access Request Form should be completed, taking due cognisance of the following *Instructions on Completion of Forms*:

- The Access Request Form must be completed in the English language.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated in Section 51(1)(a).

An initial, **non-refundable R57.00 request fee** is payable on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the contact person as indicated in Section 51(1)(a) and payment can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful an **access fee** will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. The access fee must be paid prior to access being given to the requested record.



Notification

Requests will be evaluated and the requester notified within 30 days of receipt of the completed Access Request Form. Notifications may include:

Notification of Extension Period (if required)

The requesters may be notified whether an extension period is required for the processing of their requests including:

- The required extension period, which will not exceed an additional 30 day period;
- Adequate reasons for the extension; and
- Notice that the requester may lodge an application with a court against the extension and the procedure, including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- The amount of the deposit payable (if applicable); and
- That the requester may lodge an application with a court against the payment of the deposit and the procedure, including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified, within 30 days, of the decision on their requests.

If the request for access to a record is **successful** the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted;
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is **not successful** the requester will be notified of the following:

- Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
- That the requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.



Third Party Information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

Grounds for Refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- Protecting personal information that the Group hold about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secrets: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.



Access Request Form

Page 1 of 5	FOR OFFICE USE ONLY	Reference number: Received by:																				
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 10]																						
1 PARTICULARS OF BODY Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below: <table> <tr> <td>Contact person:</td> <td>Anglo American South Africa Limited</td> </tr> <tr> <td>Postal address:</td> <td>DJ Alison</td> </tr> <tr> <td>Physical address:</td> <td>P.O. Box 61587, Marshalltown, 2107</td> </tr> <tr> <td>Phone number:</td> <td>55 Marshall Street, Johannesburg, 2001</td> </tr> <tr> <td>Phone number:</td> <td>+27 (11) 638-9111</td> </tr> <tr> <td>Fax number:</td> <td>+27 (11) 638-2455</td> </tr> <tr> <td>Email:</td> <td>dalison@angloamerican.co.za</td> </tr> </table>			Contact person:	Anglo American South Africa Limited	Postal address:	DJ Alison	Physical address:	P.O. Box 61587, Marshalltown, 2107	Phone number:	55 Marshall Street, Johannesburg, 2001	Phone number:	+27 (11) 638-9111	Fax number:	+27 (11) 638-2455	Email:	dalison@angloamerican.co.za						
Contact person:	Anglo American South Africa Limited																					
Postal address:	DJ Alison																					
Physical address:	P.O. Box 61587, Marshalltown, 2107																					
Phone number:	55 Marshall Street, Johannesburg, 2001																					
Phone number:	+27 (11) 638-9111																					
Fax number:	+27 (11) 638-2455																					
Email:	dalison@angloamerican.co.za																					
2a PARTICULARS OF REQUESTER (If Natural Person) (a) Particulars of the person who requests access to the record must be recorded below. (b) Furnish an address and/or fax number in the Republic to which information must be sent. (c) Proof of the capacity in which the request is made, if applicable, must be attached. Full names and surname: _____ Identity number: <table border="1" data-bbox="604 1411 1171 1467"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Postal address: _____ _____ _____ Postal code: _____ Phone number: () _____ Fax number: () _____ E-mail address: _____																						



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

2b PARTICULARS OF REQUESTER (if a Legal Entity)

- (a) *Particulars of the entity that requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Name of entity:

Registration number:

Postal address:**Postal code:**

Phone number: ()

Fax number: ()

3 PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname:

Identity number:

[illegible]

4 PARTICULARS OF RECORD

- (a) Provide full particulars of the record to which access is requested, including the reference number if it 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.

Description of record or relevant part of the record:

Reference number, if available:



Page 3 of 5

Any further particulars of record: _____

_____**5 FEES**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a non-refundable request fee of R57.00 has been paid.*
- (b) *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 the record.*
- (c) *You will be notified of the amount required to be paid as the access fee.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: _____
_____**6a FORM OF ACCESS TO RECORD****Form in which record is required**

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 under certain circumstances. In such a case you will be informed whether access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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 of the images* ☐ Transcription of the images*
3. If the record consists of recorded information that can be reproduced in sound:
☐ Listen to the soundtrack ☐ Transcription of soundtrack* (written or printed document)
(audio cassette)



Page 4 of 5

4. If the record is held on computer or in an electronic or machine-readable form: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

☐ 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
-----	----

6b In the event of disability

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability: _____ Form in which record is required: _____

7 PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

1. Indicate the right to be exercised or protected: _____

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

8 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? _____



Page 5 of 5

9

Signed at _____ this _____ day of _____ 20 _____

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

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

SEND WITH THIS APPLICATION:

1. R57.00 (if not personal requester) request fee.
2. Any additional folios completed.



Prescribed Fees

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

1 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- | | |
|--|---------|
| (a) For every photocopy of an A4-size page or part thereof | R 1.25 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form | R 0.85 |
| (c) For a copy in a computer-readable form on | |
| (i) stiffy disc | R 8.55 |
| (ii) compact disc | R79.80 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | R 45.60 |
| (ii) For a copy of visual images | R 68.40 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | R 22.80 |
| (ii) For a copy of an audio record | R 34.20 |
| (f) To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation | |

(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

2 PLEASE NOTE THAT ALL PRICES FOR THE ITEMS LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- (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.

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

3 PLEASE NOTE THAT THE PRICE FOR THE ITEM LISTED BELOW IS INCLUSIVE OF VALUE-ADDED TAX (VAT)

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

Section 51(1)(f)

ADDITIONAL PRESCRIBED INFORMATION

The Minister of Justice has prescribed no additional information.

End of Document

ANGLO AMERICAN PLATINUM CORPORATION LIMITED

Reg No 1946/022452/06

MANUAL PREPARED IN TERMS OF SECTION 51 of THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 ("the Act")

Introduction to Anglo Platinum

Anglo Platinum is the world's leading producer of platinum and accounts for more than half of South Africa's 73% contribution to world primary supplies. The Group is currently engaged in an expansion programme to increase its annual production of platinum from the 2001 level of 2,1 million ounces to 3,5 million ounces by 2006.

The Anglo Platinum Group of Companies include:

Anglo American Platinum Corporation Limited Reg No 1946/022452/06

Anglo Platinum Limited Reg No 1959/002518/06

- Anglo Platinum Management Services (Pty) Ltd Reg No 1946/023092/07
- Modikwa Platinum Mine (Pty) Ltd Reg No 1956/003246/07
- Norsand Holdings (Pty) Ltd Reg No 1981/009420/07
- Whiskey Creek Management Services (Pty) Ltd Reg No 1999/019532/07

Anglo Platinum Shared Services Unit (Pty) Ltd Reg No 1998/022258/07

Lebowa Platinum Mines Ltd Reg No 1963/006144/06

- Maandagshoek Platinum (Pty) Ltd Reg No 1979/001019/07
- Middelpunt Hill Management Services (Pty) Ltd Reg No 1999/012348/07

Indlovu Medicine Suppliers (Pty) Ltd Reg No 1999/012333/07

Penultimate Holdings (Pty) Ltd Reg No 1964/001983/07

Potgietersrust Platinum Mines Ltd Reg No 1925/008353/06

- Blinkwater Farms 244 KR (Pty) Ltd Reg No 1996/014636/07
- Geluksanker Boerdery (Edms) Bpk Reg No 1991/004085/07
- Micawber 146 (Pty) Ltd Reg No 1999/010090/07
- Platinum Opencast Services (Pty) Ltd Reg No 1998/001257/07

Rustenburg Platinum Mines Ltd Reg No 1931/003380/06

- Anglo Platinum Expansion Services (Pty) Ltd Reg No 2001/002314/07
- Bafokeng Rasimone Management Services (Pty) Ltd Reg No 1999/012310/07
- Bleskop Waterval Mining Management Services (Pty) Ltd Reg No 1999/027327/07
- Brakspuit Platinum (Pty) Ltd Reg No 1965/006102/07
- Dithaba Platinum (Pty) Ltd Reg No 1968/010957/07
- Dwaalkop Prospecting Company (Pty) Ltd Reg No 1970/011621/07
- Een van Twee Nul Vier Brooklyn (Edms) Bpk Reg No 1969/016117/07
- EL Ramsden Bleskop (Pty) Ltd Reg No 78/42
- Eland Platinum Mining Company Limited Reg No 1970/003900/06
- Jumesecco Properties (Pty) Ltd Reg No 1975/004509/07
- Matthey Rustenburg Refiners (Pty) Ltd Reg No 1972/008559/07
- Precious Metals Refiners (Pty) Ltd Reg No 1988/070276/07
- Rustenburg Base Metals Refiners (Pty) Ltd Reg No 1952/002620/07
- Messina Nickel Mining & Exploration Company of Africa (Pty) Ltd Reg No 1964/008409/07
- Pyramid Platinum Ltd Reg No 1989/002955/06
- Micawber 207 (Pty) Ltd Reg No 2001/007432/07
- Modikwa Mining Personnel Services (Pty) Ltd Reg No 2001/006659/07
- Norbush Properties (Pty) Ltd Reg No 1971/007137/07
- PGM Brakspuit (Pty) Ltd Reg No 1968/011160/07
- Platinum Air Services Limited Reg No 1970/007026/06
- Platinum Mines Expansion Services (Pty) Ltd Reg No 2001/002314/07
- Platinum Prospecting Company (Pty) Ltd Reg No 1954/002765/07
- Platmed (Pty) Ltd Reg No 1996/016428/07
- Platmed Properties (Pty) Ltd Reg No 2001/007462/07
- Transvaal Land Development Company (Pty) Ltd Reg No 1943/015955/07

A. CONTACT DETAILS SECTION 51(1)(a)

Name of body: Anglo American Platinum Corporation Limited

Head of body: B E Davison

Designated Information Officer: David Freemantle
Address: 10th floor
28 Harrison Street
MARSHALLTOWN
Johannesburg

Physical address to be changed in September/October 2002 to:
14th floor
55 Marshall Street
MARSHALLTOWN
Johannesburg

Postal Address: P O Box 62179
MARSHALLTOWN
2107

Telephone No: (011) 373 6111
Fax No: (011) 373 5111
E-mail: davidf@angloplat.com

B. HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51(1)(b)

In terms of Section 10 of the Act, the Human Rights Commission is required to compile, in all the official languages, a user's guide to the Act in order to assist people to exercise their rights under the Act.

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

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.co.za
E-mail: PAIA@sahrc.org.za

C. COPY OF NOTICE REQUIRED UNDER SECTION 51(1)(c) OF THE ACT

Not Applicable.

D. INFORMATION REQUIRED UNDER SECTION 51(1)(d) OF THE ACT

Records are kept in accordance with the following legislation:

Basic Conditions of Employment Act 75/1997 and Regulations
Companies Act 61/1973 and Regulations
Compensation for Occupational Injuries and Diseases Act 130/1993 and Regulations
Employment Equity Act 55/1998 and Regulations
Income Tax Act 58/1962 and Regulations
Insider Trading Act 135/1998
Labour Relations Act 66/1995 and Regulations
Manpower Training Act 56/1981 and Regulations
Mine Health and Safety Act 29/1996 and Regulations
Minerals Act 50/1991 and Regulations
Mining Rights Act 20/1967
Occupational Diseases in Mines and Works Act 78/1973 and Regulations
Occupational Health and Safety Act 85/1993 and Regulations
Skills Development Act 97/1998 and Regulations
Skills Development Levies Act 9/1999
Unemployment Insurance Act 36/2001 and Regulations
Value Added Tax Act 89/1991 and Regulations

E. INFORMATION REQUIRED UNDER SECTION 51(1)(e) OF THE ACT

Requests in terms of the Act should be made on the proper form (Form B) to Anglo Platinum's Information Officer, Mr D A Freemantle.

Address: 10th Floor
28 Harrison Street
Johannesburg

Physical address will change in September/October 2002 to:

14th Floor
55 Marshall Street
MARSHALLTOWN
Johannesburg

Postal Address: P O Box 62179
Marshalltown
2107

Telephone: +27 11 373 6111
Fax: +27 11 373 5111
E-mail: davidf@angloplat.com

SUBJECTS AND CATEGORIES OF RECORDS KEPT BY ANGLO PLATINUM:

a) WebPage

Anglo Platinum's WebPage, www.angloplatinum.com, is accessible to anyone who has internet access. The following subject material related to Anglo Platinum Group is listed on the WebPage:

- About us
- Fast Facts

- Markets
- Operations:
 - overview and locations
 - Rustenburg Section
 - Amandelbult Section
 - Union Section
 - Potgietersrust
 - Lebowa
 - Bafokeng Rasimone
 - Base Metals Refinery
 - Waterval Smelter
 - Precious Metals Refinery
- Expansion Projects
 - overview
 - Modikwa Platinum Mine
 - Waterval UG2 expansion
 - Union Section UG2 expansion
 - Styl drift (BRPM expansion)
 - Twickenham
 - ACP Converter Project
 - Polokwane Smelter
- Joint Ventures
 - Modikwa Platinum Mine
 - Styl drift
 - Anooraq Resources Corporation
 - Further Joint Ventures
- Investments
- Company Profile
 - profile
 - strategy
 - management
 - operational structure
 - photo gallery
- Strategy
- Directorate
- Management
- Contact Details
- Links
 - Johnson Matthey
 - Fuel Cell Today.com
- For Investors
 - media releases
 - share prices
 - metal prices
 - financial calendar
 - interim results
 - preliminary results
 - ten year review
 - annual reports
 - presentations
 - contact details
- For Media
 - media releases
 - presentations
 - interim results
 - preliminary results
 - annual reports
 - photo gallery

- media enquiries
- Communities and environment
 - safety and health
 - environment
 - policies
 - corporate social
 - HIV/AIDS
- Careers
 - employment opportunities
 - bursaries
 - careers in Anglo Platinum
 - Employment equity
- Home

b) Library

The Anglo Platinum Library consists of periodicals on mining and business related topics. Access is strictly by appointment only and any costs incurred are for the account of the user.

Anglo Platinum has three in-house publications (magazines).

Catalyst
Headlines
Our Voice

c) Categories of Records

The undermentioned list is a broad categorisation of all the records held by the Anglo Platinum Group and is not necessarily representative of records held by any one Group company.

1. Accounting Records and Vat Records
2. Employee and HR Records
3. Insurance and Tax Records
4. Property Records
5. Investment records and Share Registration Records
6. Engineering/Rock Mechanics
7. Company Secretarial and Legal Records
8. Health and Safety Records
9. Project Records
10. Contracts and Agreements
11. Information Management
12. Correspondence and Operational Records

F. HOW TO REQUEST RECORDS SECTION 51(1)(e)

In terms of section 53, Form B must be used to request access to a record from a Private Body. The request must be made to the designated Information Officer, using the contact details in the manual. Sufficient detail must be submitted with the request to enable the Private Body to identify the record and the requester.

To qualify for access to a record, the requester must show that the record is needed to protect or exercise a right.

A request can be made on behalf of another person, but the capacity of the requesting party should be clear on Form B.

G. OTHER INFORMATION AS MAY BE PRESCRIBED SECTION 51 (1) (f)

Not Applicable. No regulations had yet been promulgated in this regard by the Minister of Justice and Constitutional Development.

H. AVAILABILITY OF THE MANUAL SECTION 51(3)

Anglo Platinum's manual is available at the office of the Human Rights Commission. Their details are listed under B (above). The manual is also available at the office of the Information Officer of Anglo Platinum.

I. FEES SECTION

The Prescribed Fees for the reproduction of records can be obtained from:

- The Human Rights Commission (details in B above) or their website www.sahrc.org.za
- The Department of Justice and Constitutional Development: www.doj.gov.za under "regulations".
- Government Gazette No. 23119 dated 15 February 2002

J. PRESCRIBED FORMS SECTION

Form B can be obtained from:

- The Human Rights Commission (details in B above) or on their website www.sahrc.org.za
- The Department of Justice and Constitutional Development: www.doj.gov.za under "regulations".
- Government Gazette No. 23119 dated 15 February 2002

* Caveat: This is a preliminary manual, which will be amplified and reviewed from time to time while awaiting the final guidelines from the South African Human Rights Council.

AANSLAAN EIENDOMME PTY (LTD)

1. Company:

Aanslaan Eiendomme (Pty) Ltd

The Company carries on the business of owning agricultural property.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003.
Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company

4.1 Subjects and categories of information held by the company

- Contractual Information
- Financial Information
- Fixed Property Records

4.2 Readily available information

Not applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide 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, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body
- Submit the form to the Company at the postal or physical address of the Company or its fax number or the electronic mail addresses indicated in paragraph 1 above

7. Fees

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

DIE BAKEN FARMS PTY (LTD)

1. Company:

Die Baken Farms (Pty) Ltd

The Company carries on the business of producing table grapes, wine grapes and wine.

2. Contact details

- Head:
Andrew Siddle
- Authorised Person (Another person whom a requester may contact should access be required to information)
Jacobus Steyn
- Address and telephone and fax numbers:
Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape
Postal Address: PO Box 533, Wellington, 7654
Tel: 021 864 1593
Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Information held by the company

4.1 Subjects and categories of information held by the company

- Contractual Information
- Financial Information
- Fixed Property Records
- Meteorological Records
- Personnel Records
- Product Information
- Production and Related Records
- Sales Records
- ~~Wine and Records~~

4.2 Readily available information

(Information that is available to the public without access in terms of the Promotion of Access to Information Act)

- Brochures
- Press Releases

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information other than that referred to in 4.2

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
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- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

PER REDELINGHUYS EIENDOMME (BONATHABA) PTY (LTD)**1. Company:**

PER Redelighuys Eiendomme (Bonathaba) (Pty) Ltd

The Company carries on the business of owning agricultural property.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company**4.1 Subjects and categories of information held by the company**

- Contractual Information
- Financial Information
- Fixed Property Records

4.2 Readily available information

Not applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
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- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

BONATHABA FARMS PTY (LTD)

1. Company:

Bonathaba Farms (Pty) Ltd

The Company carries on the business of producing table grapes and citrus.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

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Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company

4.1 Subjects and categories of information held by the company

- Contractual Information
- Financial Information
- Fixed Property Records
- Meteorological Records

- Product Information
- Production and Related Records
- Sales Records
- Vineyard and Orchard Records

4.2 Readily available information

Not applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
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- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

RUITERSVLEI ESTATES (BONATHABA) PTY (LTD)

1. Company:

Ruitersvlei Estates (Bonathaba) (Pty) Ltd

The Company carries on the business of owning agricultural property.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

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Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company

4.1 Subjects and categories of information held by the company

- Contractual Information
- Financial Information
- Fixed Property Records

4.2 Readily available information

Not Applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
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- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body
- Submit the form to the Company at the postal or physical address of the Company or its fax number or the electronic mail addresses indicated in paragraph 1 above

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- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

PER REDELINGHUYS BELEGGINGS (BONATHABA) PTY (LTD)**1. Company:**

PER Redelinghuys Beleggings (Bonathaba) (Pty) Ltd

The Company carries on the business of owning agricultural property.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

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2041

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Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company**4.1 Subjects and categories of information held by the company**

- Contractual Information
- Financial Information
- Fixed Property Records

4.2 Readily available information

Not applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
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- Submit the form to the Company at the postal or physical address of the Company or its fax number or the electronic mail addresses indicated in paragraph 1 above

7. Fees

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

TM&E INVESTMENTS (BONATHABA) PTY (LTD)

1. Company:

TM & E Investments (Pty) Ltd

The Company carries on the business of producing owning agricultural property.

2. Contact details

- Head:

Andrew Siddle

- Authorised Person (Another person whom a requester may contact should access be required to information)

Jacobus Steyn

- Address and telephone and fax numbers:

Physical Address: Die Baken Farm ,off R45, Near Wellington, W Cape.

Postal Address: PO Box 533, Wellington, 7654

Tel: 021 864 1593

Fax: 021 873 5460

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003.
Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Information held by the company

4.1 Subjects and categories of information held by the company

- Contractual Information
- Financial Information
- Fixed Property Records

4.2 Readily available information

Not applicable

4.3 Information available in accordance with other legislation

Information available to public in terms of Companies Act

4.4 Information which needs to be requested in terms of the Act

All information .

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- Complete Prescribed Form C
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide 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 a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body
- Submit the form to the Company at the postal or physical address of the Company or its fax number or the electronic mail addresses indicated in paragraph 1 above

7. Fees

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
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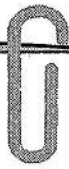
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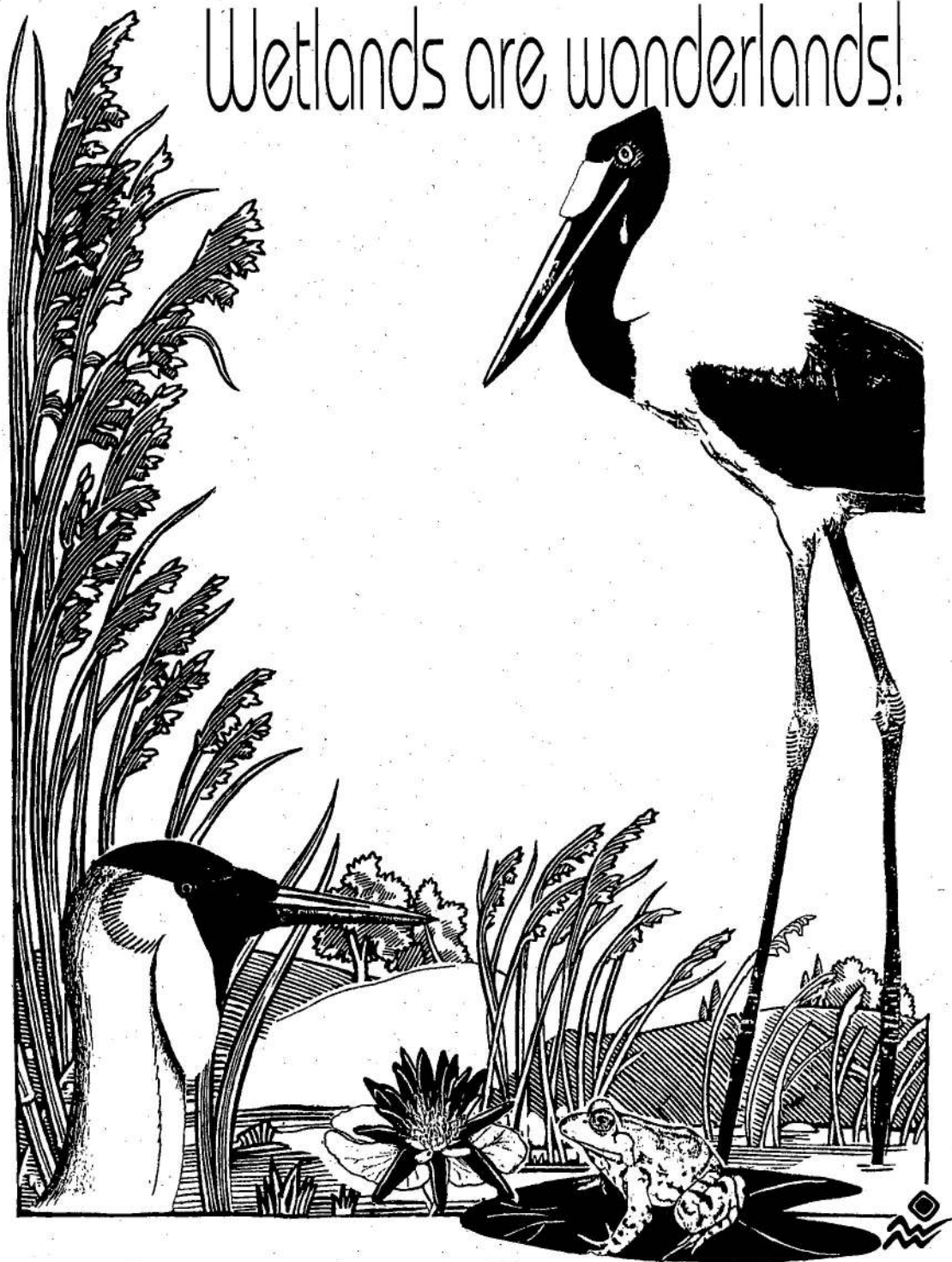
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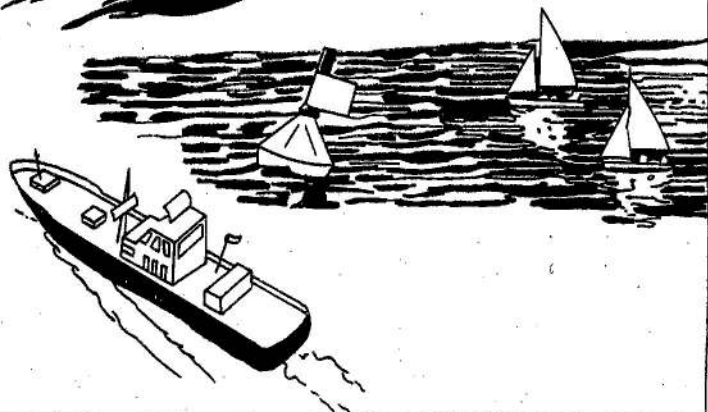
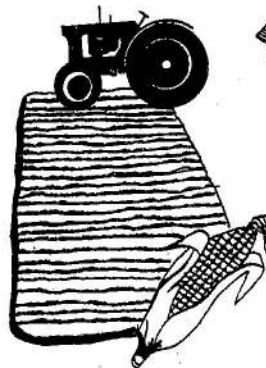
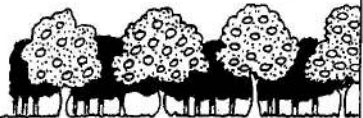
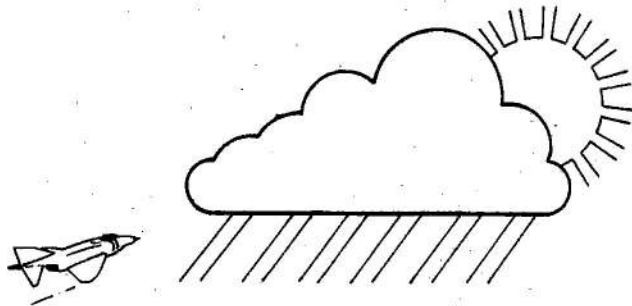
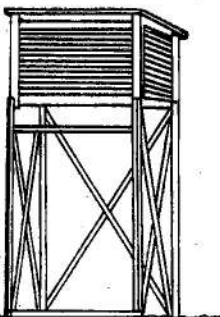
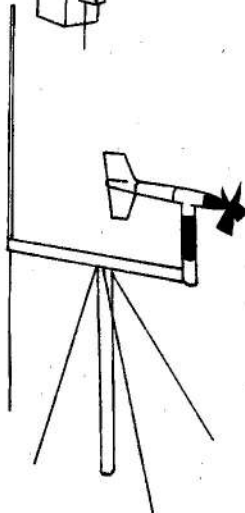
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