

# **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

October 2013, Version 6

Final

A copy of the manual will be available for inspection at Anglo American Head Office and is available on the company website at [www.angloamerican.co.za](http://www.angloamerican.co.za)

## 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 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 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 South Africa Limited (hereinafter referred to as “AASA” 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.

AASA 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 American Thermal Coal Division, the Anglo Technical Division and the Explorations Division.

## SCOPE OF THE MANUAL

This manual applies to Anglo American South Africa Limited and its direct and indirect wholly owned subsidiaries in South Africa as detailed below:

- 1) Anglo South Africa Proprietary Limited;
- 2) Anglo South Africa Capital Proprietary;
- 3) Anglo American SA Finance Limited;
- 4) Anglo Corporate Enterprises Proprietary Limited;
- 5) Anglo Operations Proprietary Limited and its operating divisions, namely:
 

<ul style="list-style-type: none"> <li>➤ Anglo American Thermal Coal               <ul style="list-style-type: none"> <li>- Goedehoop</li> <li>- Kleinkopje</li> <li>- Greenside</li> <li>- Kriel (73% held by AATC, 27% held by Anglo American Inyosi Coal)</li> <li>- New Denmark</li> </ul> </li> <li>➤ - New Vaal               <ul style="list-style-type: none"> <li>- Landau</li> <li>- Zibulo (73% held by AATC, 27% held by Anglo American Inyosi Coal)</li> <li>- Mafube (50% held by AATC and 50% held by Exxaro)</li> <li>- Isibonelo</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Corporate               <ul style="list-style-type: none"> <li>- Aircraft</li> <li>- Anglo Technical Division</li> <li>- CEO's Office</li> <li>- Corporate Services</li> <li>- Exploration</li> <li>- Finance</li> <li>- Human Resources</li> <li>- Information Technology</li> </ul> </li> </ul>
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- 6) Anglo American Corporation of South Africa Proprietary Limited
- 7) Anglo American EMEA Shared Services Proprietary Limited
- 8) Anglo American Group Employee Shareholder Nominees Proprietary Limited
- 9) Anglo Ventures (SA) Proprietary Limited
- 10) Anselde Holdings Proprietary Limited
- 11) Balgo Nominees Proprietary Limited
- 12) Buttercup Company Proprietary Limited
- 13) Chamfron Limited
- 14) Dido Nominees Proprietary Limited
- 15) Fermain Nominees Proprietary Limited
- 16) High Ground Investments Limited
- 17) Ambase Investment Africa (Namibia) Proprietary Limited
- 18) Ambase Investment Africa (DRC) Proprietary Limited
- 19) Anglo Coal Investment Africa (Botswana) Proprietary Limited
- 20) Ambase Investment Africa (Botswana) Proprietary Limited
- 21) Ambase Investment Africa (Tanzania) Proprietary Limited

- 22) Ambase Investment Africa (Zambia) Proprietary Limited
- 23) Hoddle Investment Holdings 6 Proprietary Limited
- 24) Lansan Investment Holdings Proprietary Limited
- 25) Longboat Proprietary Limited
- 26) Longmeadow Home Farm Proprietary Limited
- 27) Mandara Nominees Proprietary Limited
- 28) Mbulwa Estate Proprietary Limited
- 29) MCA Investments Trustee Proprietary Limited
- 30) Newshelf 480 Proprietary Limited
- 31) Peruke Investment Holdings Proprietary Limited
- 32) Petard Nominees Proprietary Limited
- 33) Ravenswood House Proprietary Limited
- 34) Reatile Investment Holdings Proprietary Limited
- 35) Resident Nominees Proprietary Limited
- 36) Spectrem Air Limited
- 37) Steppe Eagle Proprietary Limited
- 38) Taurus Nominees Proprietary Limited
- 39) Tenon Investment Holdings Proprietary Limited

Section  
51(1)(a)

#### **ADMINISTRATION OF THE ACT**

The Head of the Group is the Chief Executive Officer (CEO). The CEO 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: E Viljoen  
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: [elizna.viljoen@angloamerican.com](mailto:elizna.viljoen@angloamerican.com)

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. 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](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

Records are available, where applicable, in accordance with the following legislation (to the extent that the relevant Act makes disclosure of records compulsory) :

- 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;
- Mineral and Petroleum Resources and Development Act No. 28 of 2002
- 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. 71 of 2008;
- Financial Markets Act 19 of 2012
- National Payment Systems Act No. 78 of 1998;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- Customs and Excise Act No. 91 of 1964;
- Labour Relations Act No. 66 of 1995;
- Unemployment Insurance Act No. 30 of 1966;
- 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 Prescription Act No. 68 of 1969;
- The Second Hand Goods Act No. 23 of 1955;
- The Insolvency Act No. 24 of 1936;
- The Health Act No. 63 of 1977;
- The Road Transportation Act No. 74 of 1977;
- The Aviation Act No. 74 of 1962;
- The Professional Engineers Act No. 81 of 1968;
- The Land Survey Act No. 8 of 1997;
- Explosives Act No 26 of 1956;
- Explosives Act No 15 of 2003;
- National Environmental Management Act No 107 of 1998;
- National Environmental Management: Air Quality Act No 39 of 2004;
- National Environmental Management: Biodiversity Act No 10 of 2004;
- National Environmental Management: Integrated Coastal Management Act No 24 of 2008;

- National Environmental Management: Protected Areas Act No 57 of 2003;
- National Environmental Management: Waste Act No 59 of 2008;
- Disaster Management Act No 57 of 2002;
- National Water Act No 36 of 1998;
- Broad-Based Black Economic Empowerment Act No 53 of 2003
- Competition Act No 89 of 1998
- Conventional Penalties Act No 15 of 1962
- Apportionment of Damages Act No 34 of 1956
- Assessment of Damages Act No 9 of 1969; and
- Legislation which would ordinarily be considered applicable to the business of AASA.

**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



#### 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 AASA 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
- General Correspondence
- Investment Records
- 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
- Property Records
- Mineral Rights Records
- Trademarks

#### 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 Management (IM)

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

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

### **RECORD SUBJECTS AND CATEGORIES – ANGLO AMERICAN THERMAL COAL DIVISION**

#### Anglo American Thermal Coal Division

Anglo American Thermal Coal Head Office comprises eight departments, which act in managerial, technical and financial advisory capacities to ten mines in South Africa, nine of which are situated in the Witbank/Middelburg area and one in the Vaal Triangle. Anglo American Thermal 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 DIVISION**

## Explorations Division (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

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- Geographic Information Systems Records
- Geological Services
- Geological Information Systems 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 particular, the Group may refuse the request on the basis that the requester has not shown that the record requested is required for the exercise or protection of a right. Even if a request does comply with the Act's procedural requirement, access to a requested record, or part of a record, may also be refused on the grounds described further below.

If it is reasonably suspected that the requester has obtained or has sought to obtain access to the Group's records through the submission of 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	<b>FOR OFFICE USE ONLY</b>	Reference number: <hr/>																				
Received by: <hr/>																						
(Section 53(1)(e) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 10]																						
<p><b>1 PARTICULARS OF BODY</b> Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:</p> <p style="text-align: center;"><b>Anglo American South Africa Limited</b></p> <p><b>Contact person:</b> E Viljoen</p> <p><b>Postal address:</b> P.O. Box 61587, Marshalltown, 2107</p> <p><b>Physical address:</b> 55 Marshall Street, Johannesburg, 2001</p> <p><b>Phone number:</b> +27 (11) 638-9111</p> <p><b>Fax number:</b> +27 (11) 638-2455</p> <p><b>Email:</b> elizna.viljoen@angloamerican.com</p>																						
<p><b>2a PARTICULARS OF REQUESTER (If Natural Person)</b></p> <p>(a) <i>Particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> <p><b>Full names and surname:</b> _____ _____</p> <p><b>Identity number:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px; height: 20px;"><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></p> <p><b>Postal address:</b> _____ _____ _____</p> <p style="text-align: right;"><b>Postal code:</b> _____</p> <p><b>Phone number:</b> (       ) _____</p> <p><b>Fax number:</b> (       ) _____</p> <p><b>E-mail address:</b> _____</p>																						



**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:**

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**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  
 (audio cassette)    document)

**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\* ( 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 that is sought to be exercised or protected:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Explain why the record requested is required for the exercise or protection of the aforementioned right:** \_\_\_\_\_  
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**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?**

\_\_\_\_\_

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)     | 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.

**ADDITIONAL PRESCRIBED INFORMATION**

The Minister of Justice has prescribed no additional information.

Section 51(1)(f)