



KANU EQUIPMENT
EXPERIENCE THE SUPPORT

Kanu Equipment Group of South African Companies
Promotion of Access to Information Manual

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1. INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No.2 of 2000 (“the Act”) became operative, giving effect to the constitutional right to access to information as contained in section 32(2) of the Bill of Rights. The Act seeks to advance the values of transparency and accountability.

The Act establishes certain statutory rights of requestors to any record of a private body if:

- that record is required for the exercise of any of his or her legal rights;
- that requestor complies with all the procedural requirements; and access is not refused in terms of any ground referred to in the Act.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body. This document serves as Kanu Equipment Group Companies in South Africa (“The Group” / “The Company”) information manual and provides reference to the records held by The Group or by entities that the Group have an interest.

Similarly, the Protection of Personal Information Act 4 of 2013, as amended, also provides that data subjects have a right to access personal information held by the Company and make requests regarding the correction or erasure of incorrect personal information. The data subject also has a right to be informed when personal information is collected from him/her, of the purposes for which the personal information will be used, whether it will be shared with third parties and how the Company endeavours to protect personal information. The Information required to be disclosed in accordance with the Protection of Personal Information Act is provided in Section 10 of this Manual.

2. ABOUT KANU EQUIPMENT

The Group, distributes, and supports a wide range of equipment in South Africa including road building, earth moving, mining and construction, agricultural and forklift equipment which includes; Front End Loaders, Graders, Excavators, Crushing equipment, Graders and Rollers. Through a number of customer service centres, the group is able to meet the requirements of customers in and suppliers to the mining, construction, logistics and agriculture industries.

Further information on Kanu Equipment, its operations, corporate structures, history, interests, and activities can be obtained from its website at www.Kanuequipment.com.

3. SCOPE OF THE MANUAL

The scope of this manual includes Kanu Equipment South Africa Proprietary Limited as the main operating company of local companies involved (more fully described above in 2). Also included under the scope of this manual are the Group’s South African Corporate entities; KEM Structures Proprietary Limited (2018/278887/07) and Kem Ops Proprietary Limited (2018/207590/07); Asset owning entities, KEMRENT Proprietary Limited (2010/009337/07), Kemach KZN Proprietary Limited (2010/009406/07), Catissimo Proprietary Limited (2011/005784/07) and its smaller operating entity Kanu Equipment Proprietary Limited (2012/079640/07).



4. DEFINITIONS

Authorised Person	The authorised person is the person who is making a request on behalf of someone else, and who has been properly authorised in writing to do so.
Automatically Available Records	These are records that a public or private body will provide to a requester without them needing to file a request. These records are listed a voluntary disclosure notice, which should be made public.
Data subject	Is the person to whom personal information relates.
Days	Unless specified as “working day” in a section in PAIA, a day is considered to be a calendar day. To calculate time period, the day on which the request is received is excluded, and every day thereafter is included including weekends and public holidays until the final day is counted. If the final day for responding to a request falls on a Sunday or public holiday, the next day is counted as the final day.
Deemed Refusal	If no response is received to a request within the prescribed time, this is defined as a “deemed refusal”.
Form 2	This Form is prescribed by Regulation and should be used to Request access to information held be a public or private body.
Information Officer - Private Body	Is the person authorised to handle PAIA requests. Chief Executive Officer or the Managing Director or equivalent officer or the juristic person or person duly authorised by the leader.



Private Body	A private body is a person, company or other kind of juristic entity that carries on trade, business, or profession, including a political party.
Record	A record is any recorded information regardless of the form, including, for example, written documents, audio, digital and video materials. A record requested from a public or private body refers to a record that is in that body's possession regardless of whether that body created the record.
Regulations	PAIA allows the Minister to issue regulations that supplement the Act, which must be published in the Government Gazette, and covers issues like the forms to be used and fees that may be charged for certain processes.
Relevant Authority	PAIA uses the term the "relevant authority" to define the person within a National, Provincial and Local Government to whom an internal appeal must be lodged, which generally the political head of the body concerned (this function can be officially delegated).

5. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on the Kanu Equipment South Africa Proprietary Limited website at www.Kanuequipment.com. The manual is further available for viewing as a hard copy at the office of Kanu Equipment South Africa Proprietary Limited, at Aero Star Business Park, 219 Jet Park Road, Unit 6 Witfield, 1459.

6. CONTACT PERSON – INFORMATION OFFICER (SECTION 51(1)(a))

The responsibility for the administration of, and compliance with the Act, has been delegated to the Chief Financial Officer of Kanu Equipment South Africa Proprietary Limited. Requests pursuant to the provisions of the Act should be directed as follows:



Information Officer	Christine Hurley
Postal address:	Aero Star Business Park 219 Jet Park Road Unit 6 (Kemach Building) Witfield 1459 South Africa
Physical address:	Aero Star Business Park 219 Jet Park Road Unit 6 (Kemach Building) Witfield 1459
Business phone:	+27 (0)11 826 6710
E-mail address:	christineh@kanuequipment.com

7. HUMAN RIGHTS COMMISSION GUIDE (SECTION 51(1)(b))

The Human Rights Commission has compiled a guide in terms of section 10 of the Act. This guide contains information to assist a person wishing to exercise a right in terms of the Act. Refer to attached Annexure 2 – Form 1 – Request for a copy of the Guide (Regulation 3).

The guide can also be obtained from:

The South African Human Rights Commission: PAIA Unit

Website:	www.sahrc.org.za
Postal address:	Private Bag 2700, Houghton, 2041
Street address:	29 Princess of Whales Terrace, cnr. York and St. Andrews Street, Parktown.
Business phone:	+ 27 11 484 8300
Business fax:	+ 27 11 484 0582
E-mail address:	paia@sahrc.org.za



8. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC (SECTION 51(1)(c))

The following categories of information are automatically available for inspection or photocopying. It is not necessary to request this information in terms of the Act and it may be obtained by contacting our Information Officer:

- Statutory records as kept by the Registrar of Companies.

The following information about Kanu Equipment as provided in hard copy or in most instances on www.Kanuequipment.com:

- Company profile and vision;
- Kanu Equipment Brand;
- Code of Ethics;
- Products and Services;
- Released IFRS financial statements;
- Kanu Equipment contact details; and
- Legal notices (including this manual).

9. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d))

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request.

Records are available in terms of the legislation detailed in **Annexure 7** to this manual (as amended from time to time).

If a requester believes that a right to access to a record exists in terms of the legislation above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

10. RECORDS – CATEGORIES AND SUBJECT OF RECORDS (SECTION 51(1)(e))

The information contained in this section is intended to identify the main categories of records held within the Company and to help the requester to gain a better understanding of the main business activities of the Company. Further assistance in identifying the records held by the Company is obtainable from the Information Officer. Records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act), are available in respect to the following aspects of the Company's businesses and operations:



Branding

- Brand and advertising material
- Print and audio-visual advertisements

Communications

- Documents relating to public communications
- Selected Documents relating to internal communications
- Company Secretarial Information
- Share Registers
- Memorandums of incorporation
- Statutory returns to appropriate authorities
- Share certificates
- Applicable statutory documents such as, but not limited to, certificates of incorporation and certificates to commence business
- Access to information manual

Financial

- Audited financial statements
- Accounting records
- Income tax returns
- Banking records
- Invoices and statements
- Agreements

Information Management and Technology

- Information policies, standards, procedures, and guidelines

Insurance

- Production and group liability policies
- Other insurance policies
- Documents relating to underwriting
- Claim documents
- Personal accident benefit rules

Risk Management

- Documents relating to generic risk management processes
- Audit plans

Labour and Human Resources

- Collective agreements and other agreements relating to collective issues conducted at sectoral or central level
- Documents relating to human resource policies and procedures
- Documents relating to appointments, promotions, dismissals, suspensions, demotions, and disciplinary actions
- Returns to UIF
- Employment Equity reports
- Training schedules and material

Land Transactions

- Documents in connection with land and servitude transactions including:
- Contracts
- Approvals
- Consents
- Deeds
- Agreements



- Forms
- Securities
- Cancellations
- Amendments and/or substitutions
- Documents that require to be registered or lodged at the Deeds Office
- Lease agreements
- Applications for changes in land use, re-zoning and consent uses

Library

- Bulletins
- Corporate profile

All related to and required for the conduct of the business and operations of the Company
Logistics/Supply Chain Management

- Contracts relating to transportation
- Storage, handling, packaging, and distribution agreements
- Clearing and forwarding and surveying agreements

Distribution

- Warehouse and storage records

Marketing

- Promotional material
- Audio-visual material
- Brochures and advertising material

Procurement and Supply Management

- Documents and contracts relating to procurement and supply of commodities and services
- Documents relating to stock management

Safety, Health, and Environment

- Kanu Equipment Safety, Health, and Environment Policy
- Documents relating to business unit/division/country/site best practices
- Safety, Health, and Environment governance audits from time to time
- Reports on Safety, Health and Environment related complaints or information
- Documents relating to investigation and reporting on Safety, Health, and Environment incidents
- Applications in respect to permits, authorisations, and exemptions
- Documents relating to corporate policy, standards, and systems of managing and optimising aspects of health and hygiene in the workplace

11. PROTECTION OF PERSONAL INFORMATION ACT

Kanu Equipment respects the conditions for the lawful processing of personal information set out in the Protection of Personal information Act, respects the rights of all data subjects from whom we collect personal information and endeavours to provide the appropriate technical and organisational security measures to maintain the confidentiality, integrity, and accessibility of the personal information we process.



CATEGORIES OF PERSONAL INFORMATION COLLECTED BY THE COMPANY:

- Contact details (physical, postal and email addresses, telephone numbers)
- Demographics (age, birth date, identification number)
- History (employment, financial, educational, or medical history)
- Correspondence (with or within the company)
- Banking information
- Personal information necessary for the compliance with legal obligations regulating Human Relations within the Company

CATEGORIES OF DATA SUBJECTS:

The persons from whom we collect personal information includes:

- Employees
- Contractors
- Customers
- Suppliers
- Partners
- Shareholders

THE PERSONAL INFORMATION IS COLLECTED:

Personal Information Collected in respect of Customers, Suppliers, Dealers and Service Providers or their representatives:

- Name and Surname
- Business address
- Business telephone and fax numbers
- Business email address
- Banking details
- Correspondence with and within the Company
- Business contracts

Personal Information collected in respect of employees:

- Personal Contact details such as name, title, address, telephone numbers, email addresses
- Identity Number
- Date of birth
- Gender
- Copy of driving license, passport, Identity Document, Marriage Certificate, Decree Absolute
- Marital status and dependents when required
- Next of kin, emergency contact number and death benefit nominee(s) information
- Bank Account Details, Payroll Records, Tax Administration Information
- Salary and Compensation history
- Annual, sick, maternity, paternity leave, family responsibility leave
- Information relating to pension and benefits
- Recruitment information (information included in your CV, cover letter as part of the application process)
- Copies of work permit or visa or immigration status, if applicable
- Full employment records (contract, terms and conditions of employment, job titles, work history, working hours, promotion, absences, attendances, training records, starting date and leaving date of employment, location of employment)
- Performance and appraisal information
- Disciplinary and grievance information



- Secondary employment information
- Access records
- Information about your use of the Company's information and communication systems
- Photographs
- Injury at the workplace and third-party accident information
- Employee screening information
- Video Surveillance

The Purposes for which the Information is collected:

- The fulfilment of contractual obligations between the data subject and the Company or the Company and third parties;
- Contact details to communicate with data subjects and with their consent, provide them marketing material in areas of their interest;
- Ascertaining the Identity of the data subject
- Communicating with the data subject
- Making a decision about recruitment of employees
- Determining the terms and conditions employment for our employees
- Determining whether a prospective employee is legally entitled to work in the country
- Paying salaries and deducting tax and national insurance contributions
- Liaising with pension providers of employees
- Business management planning, including accounting and auditing
- Conducting performance reviews and compensation
- Assessing qualifications for a particular job, task or promotion
- Gathering evidence and any other steps relating to possible grievance or disciplinary matters and associated hearings
- Making decisions about an employee's continued employment
- Dealing with legal disputes involving
- Determining fitness to work of employees and complying with health and safety obligations
- To provide access to and monitor business and personal use of our information and communication systems
- To ensure network and information security and preventing access to our network and communication systems
- Ensuring employment equity
- Access control and security purposes

SPECIAL CATEGORIES OF PERSONAL INFORMATION

Although the processing of personal information is generally prohibited, the Company is allowed to process special personal information in the following circumstances:

- Where the data subject has granted us consent to process their special personal information
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment and social security
- The processing is necessary to protect the vital interests of the data subject or another person where the data subject is physically or legally incapable of consenting
- The processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of employees.



Special Categories of Personal Information Collected in respect of Employees

- Race or ethnicity
- Trade union membership
- Medical records collected at the on-site clinic, Information about your health, including any medical condition.
- Biometric data when required

Purposes for which Special Categories of Personal Information Collected

- We may process personal information relating to leave of absence, which may relate to illness, to comply with employment and other laws
- We may process personal information regarding our employees physical or mental health or disability status to assess their fitness to work in order to protect health and safety in the workplace
- We may process personal information about race or ethnic origin to comply with legal obligations regarding employment equity
- We may process personal information relating to trade union membership in order to pay union premiums and comply with labour law obligations

CATEGORY OF RECIPIENTS TO WHOM THE COMPANY TRANSFERS PERSONAL INFORMATION:

We will only process your personal information which is necessary for the abovementioned purposes and will not use it for purposes other than for which it was collected. We may share your personal information with any of the subsidiaries of the Kanu Equipment Group or business partners who provide products and services on our behalf for the purposes abovementioned. We will not share your personal information with any third parties, except if:

- We are required to do so for legal purposes (e.g., Labour Law and Tax Administration purposes)
- We are required to do so for the purposes of future legal proceedings
- The third party performs services relating to the processing of personal information on our behalf
- This is required in order to provide you with any information or services or manage any information or services relating to you

We will not transfer your personal information to foreign countries, unless the situation so requires in order to carry out the abovementioned purposes, in which case we will take reasonable steps to make sure that the third parties are bound by laws, corporate rules or binding agreements that provide an adequate level of protection and lawful processing.

RETENTION PERIODS FOR PERSONAL INFORMATION:

In terms of the Protection of Personal Information Act, we are required to keep your Personal Data for no longer than is necessary for the purposes for which it is processed. After your Personal Data is no longer necessary for the purposes for which it was processed, it will be irreversibly destroyed. Any Personal Data submitted to us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.



SECURITY MEASURES IMPLEMENTED FOR THE PROTECTION OF PERSONAL INFORMATION:

OPERATIONAL MEASURES

PERSONS RESPONSIBLE:

- **Information Officer:** responsible for overseeing the protection of personal information strategy and monitoring compliance with the POPI act.
- **Information Operations Manager:** responsible for protecting the Company's information by designing, implementing, and enforcing security controls and safeguards.
- **Information Security Analysts:** Monitor computer networks for security issues. Investigate security breaches and other cyber security incidents. Install security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.
- **Compliance Officer:** Develops, initiates, maintains, and revises policies and procedures for the Information Security, Business Continuity and Quality assurance operation of the IT Compliance Program and its related activities to prevent illegal or improper conduct.

TRAINING

The Company has developed a Cybersecurity Awareness Training Course for end-users throughout the Group.

IMPACT ASSESSMENTS

Effectiveness of security controls are measured annually during audit assessments and continuous monitoring.

POLICIES

Various policies assist with regulating the manner in which information is processed, handled and stored as well how access to confidential information is limited and controlled. The Company has implemented the following Information Security Policies:

- Information Security Policy
- Change Management Policy
- Acceptable Use Policy
- Password Policy
- Vendor and Third-Party Security Policy
- Network Security Policy
- Monitoring and Audit Policy
- Anti-Virus Policy
- Patch Management Policy
- Incident Response and Management Policy
- Information Security Training and Awareness Policy



TECHNICAL AND PHYSICAL SECURITY MEASURES

ACCESS PROCEDURES

The Company follows an access control system for personal information stored on specific databases or software programmes, whereby access to certain information can be limited to authorised persons only, (ie. Persons who require access to personal information in order to carry out employment duties.) A manager would authorise an employee's access request based on his/her employment role. Access to the particular database or software programme is based on an authentication process.

Once access to the information is no longer necessary to his/her carry out an employment duties, the access will be relinquished.

Access to the company's information assets is controlled by username and password, with system logging enabled. All usernames are unique, and individuals are accountable for all actions performed by their username

PHYSICAL SECURITY OF INFORMATION ASSETS

Users are required to ensure that their information assets are always kept safe in accordance with the Acceptable Use Policy.

MONITORING OF SECURITY THREATS

The Information Security Analyst is responsible for continually monitoring security threats posed to the Company, taking measures to prevent threats and alerting the Company of potential security breaches.

SECURITY FEATURES ON SOFTWARE, APPLICATIONS AND ASSETS

Some of the security features employed by the Company include:

- Network and email security
- Business continuity and recovery
- Cyber security awareness training
- End point security
- Authentication systems
- VPN



BREACH AND SECURITY INCIDENTS

The Company implements a Security Incident Management Procedure regulating how security breaches should be handled. The Policy stipulates who is responsible for managing the incident, the measures which should be taken to prevent and minimize the occurrence of the incident, how the incident should be reported and who should be notified in the event of an incident. Incidents affecting the security of personal information must be reported to the relevant Supervisory Authority in accordance with the Contact with Authorities and Special Interest Groups Procedure.

12. ACCESS REQUESTS

COMPLETION OF REQUEST FOR ACCESS TO RECORD FORM 2

To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Request for Access to Record Form 2:

- The Request for Access to Record Form 2, attached as **Annexure “3”** hereto, must be completed.
- Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form, requesters will be required to supply a certified copy of their green barcoded identification document or a valid passport document.
- 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 the printed form, additional information may be provided of an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

Please note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

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

SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a certified copy of the requester’s identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

An initial **request fee of R57.00 (including VAT)** is payable on submission of the request. 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 Information Officer indicated above and 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.

The access fee must be paid prior to access being given to the requested record. If the request for access is successful an **access fee** may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the **Prescribed Fees** as set out in **Annexure "4"** hereto.

NOTIFICATION

The Information Officer will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the companies and the information cannot reasonably be obtained within the original 30 (thirty) day period. The requester will be notified in writing should an extension be sought.

GROUNDINGS FOR REFUSAL OF ACCESS TO RECORDS (CHAPTER 4)

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of the commercial information of a third party, if the record contains:
 - I. Trade secrets of that party
 - II. Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
 - III. Information disclosed by a third party to any of the Companies if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The commercial activities of the Companies, which may include:
 - I. Trade secrets of the Companies
 - II. Financial, commercial, scientific, or technical information which, if disclosed, could likely cause harm to the financial or commercial interests of the Companies.



APPEAL AGAINST REFUSAL TO GRANT ACCESS

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 (thirty) days of notification of the Information Officer's decision (or his or her deemed refusal in terms of Section 58 of the Act), apply to court for appropriate relief.

To assist the Requester or Third Party (hereinafter referred to as "The Complainant) in requesting a review of the company's response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA) Please fill out Annexure 3:

Form 5 - Complaint Form and send it to the following email address :
PAIAComplaints@inforRegulator.org.za

PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part F of this complaint Form. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complaint has not first given the public or private body (herein after referred to as "the Body") an opportunity to respond to and attempt to resolve the issue.

To help the Body address the concerns prior to approaching the Information Regulator, you are required to complete the prescribed PAIA Form 2 (Annexure 3) and submit it to the Body. A copy of the PAIA Form 2 (Annexure 3) will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve the dispute, unless otherwise stated herein.

13. ADDITIONAL PRESCRIBED INFORMATION (SECTION 51(1)(f))

The Minister of Justice has not prescribed any additional information to be contained in this Manual.



ANNEXURE 1: FORM 1 REQUEST FOR A GUIDE FROM THE REGULATOR

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 2]

A. PARTICULARS OF THE INFORMATION REGULATOR (SOUTH AFRICA)

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

Postal Address	P. O Box 31533, Braamfontein, Johannesburg, 2017
Street Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Business Number	+27 010 023 5200
Email address	PAIACompliants@infoRegulator.org.za

I,

Full names				
In my capacity as (mark with "X")	Information Officer		Other	
Name of *public / private body (if applicable)				
Postal Address				
Street Address				
Email Address				
Fax Number				
Contact Numbers:	Tel (B):		Cellular:	

Hereby request the following copy (ies) of the Guide:

Language (mark with "X")	No of copies	Language (mark with "X")	No of copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> isiZulu			

Manner of collection (mark with "X")

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20____

Signature of Requester



ANNEXURE 2: FORM 1 REQUEST FOR A COPY OF THE GUIDE FROM AN INFORMATION OFFICER

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 3]

A. PARTICULARS OF PRIVATE 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.

The Chief Financial Officer	Christine Hurley
Postal Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Street Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Business Phone	+27 (0)11 826 6710
Email Address	ChristineH@kanuequipment.com

I,

Full names			
In my capacity as (mark with "X")	Information Officer		Other
Name of *public / private body (if applicable)			
Postal Address			
Street Address			
Email Address			
Fax Number			
Contact Numbers:	Tel (B):		Cellular:

Hereby request the following copy (ies) of the Guide:

Language (mark with "X")	No of copies	Language (mark with "X")	No of copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> isiZulu			

Manner of collection (mark with "X")

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20____

Signature of Requester



ANNEXURE 3: FORM 2 REQUEST FOR ACCESS TO A RECORD

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 7]

A. PARTICULARS OF PRIVATE 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.

The Chief Financial Officer	Christine Hurley
Postal Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Street Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Business Phone	+27 (0)11 826 6710
Email Address	ChristineH@kanuequipment.com
The Chief Financial Officer	Christine Hurley

NOTE:

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

Mark with "X"	
<input type="checkbox"/>	Request is made in my own name
<input type="checkbox"/>	Request is made on behalf of another person

PERSONAL INFORMATION			
Full name			
ID Number Proof of Identity must be attached			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
Email Address			
Contact Numbers	Tel. (B)		Facsimile:
	Cellular		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			



Postal Address			
Street Address			
Email Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)			
Description of record of relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			



Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

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

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED
If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.



Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) A request fee must be paid before the will be considered. b) You will be notified of the amount of the access fee to be paid 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	

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

Postal address	Facsimile	Electronic Communication (Please specify)

Signed at _____ this _____ day of _____ 20____

Signature of Requester/ Person on whose behalf request is made



FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer



ANNEXURE 4: FORM 3 - OUTCOME OF REQUEST AND OF FEES PAYABLE

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

Note:

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

Reference Number:	
-------------------	--

TO:

The Chief Financial Officer	Christine Hurley
Postal Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Street Address	Aero Star Business Park, 219 Jet Park Road, Unit 6, Witfield, 1459
Business Phone	+27 (0)11 826 6710
Email Address	ChristineH@kanuequipment.com
The Chief Financial Officer	Christine Hurley

Your request dated _____, refers.

1. You requested

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

OR

2. You requested

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

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	



Cloud share / file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.)	

Kindly note that your request has been:

Approved	
Denied, for the following reasons:	

4. Fees payable with regards to your request:

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



5. Deposit payable (if search exceeds six hours)

Yes		No	
Hours of search		Amount of deposit (Calculated on one third of total amount per request)	

The amount must be paid into the following Bank account:

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

Signed at _____ this _____ day of _____ 20_____

Information Officer



ANNEXURE 5: FORM 5 COMPLAINT FORM

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. PARTICULARS OF THE PAIA COMPLAINTS REGULATOR

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

Postal Address	P. O Box 31533, Braamfontein, Johannesburg, 2017
Street Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Business Number	+27 010 023 5200
Email address	PAIACompliants@infoRegulator.org.za

Note:

1. This form is designed to assist the Requester or Third Party (hereinafter referred to as “the Complainant”) in requesting a review of a Public or Private Body’s response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (“PAIA”). Please fill out this form and send it to the following email address: PAIACompliants@infoRegulator.org.za or complete online complaint form available at <https://www.justice.gov.za/infoereg/>.
2. PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part F of this complaint form.
3. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein referred to as “the Body”) an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator you are required to complete the prescribed PAIA Form 2 and submit to the Body.
4. A copy of this Form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.
5. The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. **Please attach copies of the following documents if you have them:**
 - a) Copy of the form to the Body requesting access to records,
 - b) The Body’s response to your complaint or access request,
 - c) Any other correspondence between you and the Body regarding your request,
 - d) Copy of the appeal form, if your complaint relate to a public body,
 - e) The Body’s response to your appeal,
 - f) Any other correspondence between you and the Body regarding your appeal,
 - g) Documentation authorizing you to act on behalf of another person (if applicable),
 - h) Court Order or Court documents relevant to your complaint, if any.
7. If the space provided in this Form is inadequate, submit information as an Annexure to this Form and sign each page.



CAPACITY OF PERSON / PARTY LODGING A COMPLAINT (Mark with an ("X"))	
	Complainant Personally
	Representative of Complainant
	Third Party

PREREQUISITES			
Did you submit request (PAIA form) for access to record of a Public/Private Body?	Yes		No
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes		No
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes		No
Have you applied to Court for appropriate relief regarding this matter?	Yes		No

FOR INFORMATION REGULATOR'S USE ONLY	
Received by; (Full Names)	
Position	
Signature	
Complaint accepted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference Number	
<i>Date Stamp</i>	



Postal Address	Facsimile	Other electronic communication (Please specify)

PART A

PERSONAL INFORMATION OF COMPLAINANT

Full Names				
Identify Number				
Postal Address				
Street Address				
Email Address				
Contact numbers	Tel.(B)		Facsimile	
	Cellular			

PART B REPRESENTATIVE

INFORMATION

(Complete only if you will be represented. A power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)

Full Name of Representative				
Nature of representation				
Identity Number / Registration Number				
Postal Address				
Street Address				
Email Address				
Contact Numbers	Tel.(B)		Facsimile	
	Cellular			



PART C

THIRD PARTY INFORMATION

(Please attach letter of authorisation)

Type of Body	Private		Public	
Name of Public / Private Body				
Registration Number (If any)				
Name, Surname and Title of person authorised to lodge a complaint				
Postal Address				
Street Address				
Email Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PART D

BODY AGAINST WHICH THE COMPLAINT IS LODGED

Type of Body	Private		Public	
Name of Public / Private Body				
Registration Number (If any)				
Name, Surname and Title of person you dealt with at the public or private body to try to resolve your complaint or request for access to information				
Postal Address				
Street Address				
Email Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
Reference Number given (if any)				



PART E

COMPLAINT

Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public or private body for response and possible resolution)

Date on which request for access to records submitted.				
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body.				
Have you attempted to resolve the matter with the organisation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when did you receive it? (Please attach the letter to this application.)				
Did you appeal against a decision of the information officer of the public body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when did you lodge an appeal?				
Have you applied to Court for appropriate relief regarding this matter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.				

PART F

DETAILED TYPE OF ACCESS TO RECORDS

(Please select one or more of the following to describe your complaint to the Information Regulator)

Unsuccessful appeal (Section 77A(2)(a) or section 77A(3)(a) of PAIA	I have appealed against the decision of the public body and the appeal is unsuccessful.	<input type="checkbox"/>
Unsuccessful application for condonation (Sections 77A(2)(b) and 75(2) of PAIA	I filed my appeal against the decision of the public body late for condonation. The condonation application was dismissed.	<input type="checkbox"/>
Refusal of a request for access (Section 77A(2)(d)(i) or 77A(3)(b) of PAIA	I requested access to information held by a body and that request was refused or partially refused.	<input type="checkbox"/>
The Body requires me to pay fee and I feel it is excessive (Sections 22 or 54 of PAIA)	Tender or payment of the prescribed fee.	<input type="checkbox"/>
	The tender or payment of a deposit.	<input type="checkbox"/>
Repayment of the deposit (Section 22(4) of PAIA)	The information officer refused to repay a deposit paid in respect of a request for access which is refused.	<input type="checkbox"/>
Disagree with time extension (Sections 26 or 57 of PAIA)	The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension, or a time extension taken to respond to my access request.	<input type="checkbox"/>
Form of access denied (Section 29(3) or 60(a) of PAIA)	I requested access in a particular and reasonable form and such form of access was refused.	<input type="checkbox"/>
Deemed refusal (Section 27 & 58 of PAIA)	It is more than 30 days since I made my request and I have not received a decision	<input type="checkbox"/>



PAIA)	Extension period has expired, and no response was received.	
Inappropriate disclosure of a record (Mandatory grounds for refusal of access to record)	Records (that are subject to the grounds for refusal of access) have inappropriately / unreasonably been disclosed.	
No adequate reasons for the refusal of access (Section 56(3)(a) of PAIA)	My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.	
Partial access to record (Section 28(2) or 59(2) of PAIA)	Access to only a part of the request records was granted and I believe that more of the records should have been disclosed.	
Fee waiver (Section 22(8) or 54(8) of PAIA)	I am exempt from paying any fee and my request to waive the fees was refused.	
Records that cannot be found or do not exist (Section 23 or 55 of PAIA)	The Body indicated that some or all of the requested records do not exist, and I believe that more records do exist.	
Failure to disclose records	The Body decided to grant me access to the requested records, but I have not received them.	
No jurisdiction (exercise or protection of any rights) Section 50(1)(a) of PAIA	The Body indicated that the requested records are excluded from PAIA, and I disagree.	
Frivolous or vexatious request (Section 45 of PAIA)	The Body indicated that my request is manifestly frivolous or vexatious and I disagree.	
Other (Please explain)		



<p>PART G</p> <p>EXPECTED OUTCOME</p> <p>How do you think the Information Regulator can assist you? Describe the result or outcome that you Seek</p>

PART H AGREEMENTS

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

	I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion of the right access to information as well as the protection of the right to privacy in South Africa. I understand that the information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.
	The Information in this Complaint is true to the best of my knowledge and belief.
	I authorise the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.
	I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.
	If any of my contact information changes during the complaint process, it is my responsibility to inform the information Regulator, otherwise my complaint could experience a delay or even be closed.

Signed at _____ this _____ day of _____ 20_____

Complaint / Representative /Authorised person of Third party



ANNEXURE 6: FORM 13 REQUEST FOR COMPLIANCE ASSESSMENT FORM

(Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 14(1)]

i) PARTICULARS OF INFORMATION REGULATOR

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

Postal Address	P. O Box 31533, Braamfontein, Johannesburg, 2017
Street Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Business Number	+27 010 023 5200
Email address	PAIACompliance@infoRegulator.org.za

I,

Full Names				
Postal Address				
Street Address				
Email Address				
Contact Numbers	Tel.(B)		Facsimile	
	Cellular			

Hereby, in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), request that the Information Regulator assess whether the under-mentioned public or private body generally complies with the provisions of the Act insofar as its policies and implementation procedures are concerned.

Name of Private / Public Body				
Postal Address				
Street Address				
Email Address				
Contact Numbers	Tel.(B)		Facsimile	
	Cellular			



PARTICULARS OF INFORMATION TO BE ASSESSED
PERSONS AFFECTED BY THE RELEVANT INFORMATION PRACTICE/S
THE REASON WHY AN ASSESSMENT IS REQUESTED
SPECIFIC ASPECTS OF THE INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS

Signed at _____ this _____ day of _____ 20____

Requester



ANNEXURE 7: RECORDS HELD IN ACCORANCE WITH OTHER LEGISLATION (SECTION 51(1)(D))

Records are available in terms of the following legislation, as amended from time to time.

Auditing Profession Act 26 of 2005
Basic Conditions of Employment Act No. 75 of 1997
Broad Based Black Economic Empowerment Act No. 53 of 2003
Close Corporations Act 69 of 1984
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Disease Act No. 130 of 1993 Competition Act No. 89 of 1998
Constitution of South Africa Act No. 108 of 1996 Copyright Act No. 98 of 1978
Consumer Protection Act No. 68 of 2008
Criminal Procedure Act 51 of 1977 (updated 2008/04/15) Customs And Excise Act 91 of 1964 (updated 2008/05/13)
Deeds Registries Act No. 47 of 1937
Electronic Communications Act 36 of 2005
Electricity Act 41 of 1987 (updated 2008/03/31)
Electricity Regulation Act 4 of 2006 (updated 2008/04/30)
Electronic Communications and Transactions Act 25 of 2002 (updated 2007/06/27)
Engineering Profession Act 46 of 2000 (updated 2008/04/15)
Employment Equity Act No. 55 of 1998
Environment Conservation Act No. 73 of 1989
Environmental Laws Rationalisation Act No. 51 of 1997
Explosives Act No. 26 of 1956 (updated 2008/01/14) Firearms Control Act No. 60 of 2000
Financial Markets Act No. 9 of 2012
Formalities in respect of Leases of Land Act No. 18 of 1969 Gas Act No. 48 of 2001
Gas Regulator Levies Act 75 of 2002 (updated 2008/04/07) Hazardous Substances Act No. 15 of 1973
Health act 63 of 1977 (updated 2007/04/10)
Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965 Income Tax Act 58 of 1962
Information Act No. 70 of 2002
Labour Relations Act No. 66 of 1995
Long-Term Insurance Act No. 52 of 1998
Marketable Securities Act No. 32 of 1948 Medical Schemes Act No. 131 of 1998
Medicines and Related Substances Act 101 of 1965 (updated 2008/05/08)
Minerals Act 50 of 1991
Mine Health and Safety Act No. 29 of 1996
Mineral and Petroleum Resources Development Act No. 28 of 2002
National Credit Act 34 of 2005 (updated 2007/08/31)
National Environmental Management: Protected Areas Act 57 of 2003 (updated 2008/03/03)
National Building Regulations and Buildings Standards Act No. 103 of 1997
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 Road Traffic Act No. 93 of 1996
National Water Act No. 36 of 1998
Occupational Diseases in Mines and Works Act 78 of 1973 (updated 2008/01/02)
Occupational Health and Safety Act No. 85 of 1993
Patents Act No. 57 of 1987 Pension Funds Act No. 24 of 1956
Petroleum Pipelines Levies Act 28 of 2004 (updated 2008/04/07)
Preferential Procurement Policy Framework Act No. 5 of 2000
Promotion of Access to Information Act No. 2 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
Protected Disclosures Act No. 26 of 2000
Protection of Personal Information Act 4 of 2013



Regulation of Interception of Communications and Provision of Communication Related Revenue Laws Amendment Act 35 of 2007
Revenue laws second amendment 36 of 2007
Sea Transport Documents Act No. 65 of 2000
Securities transfer tax act 25 of 2007 (added 2008/01/14)
Security by means of Movable Property Act No. 57 of 1993 Short-Term Insurance Act No. 53 of 1998
Skills Development Act No. 97 of 1998
Skills Development Levy Act No. 9 of 1999
South African Reserve Bank Act No. 90 of 1989 Standards Act 29 of 1993 (updated 2008/04/14)
Stock Exchange Control Act No. 1 of 1985
Tobacco Products Control Act No. 12 of 1999
Trademarks Act No. 194 of 1993
Trade Metrology Act 77 of 1973 (updated 2007/07/24)
Unemployment Insurance Act No. 63 of 2001
Unemployment Insurance Contributions Act 4 of 2002 (updated 2008/02/04)
Value Added Tax Act No. 89 of 1991 JSE

PLEASE NOTE:

Although endeavours have been used to provide a complete list of applicable legislation herewith it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall immediately update the list.

