

AfriSam (South Africa) Proprietary Limited

Promotion of Access to Information Manual

Compiled in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 (hereinafter referred to as (“**the Act**”)
for

AfriSam (South Africa) Proprietary Limited (**AfriSam**), the trading company within the AfriSam Group of companies operating in the Cement, Aggregates, Ready-Mixed concrete and related industries.

Its ultimate holding company is AfriSam Group Proprietary Limited

and

together with the following are its subsidiaries and associated entities:

AfriSam Investment Holdings
AfriSam Proprietary Limited
AfriSam Financial Holdings Proprietary Limited AfriSam (South Africa) Properties
Proprietary Limited
Altur Investments Proprietary Limited
The Holcim (South Africa) Employee Share Scheme Trust
The AfriSam (South Africa) Properties Rehabilitation Trust
Alpha Proprietary Limited
Alpha All Purpose Cement Proprietary Limited
Alpha Cement (Eastern Cape) Proprietary Limited
Alpha Cement Sales Proprietary Limited
Alpha Finance Proprietary Limited
Alpha Readymix Proprietary Limited
AfriSam (Silica Fume) Proprietary Limited
Alpha Stone Proprietary Limited
Slagment Proprietary Limited
Cannon Quarries Proprietary Limited
Capital Cement Distributors Proprietary Limited
Cement Distributors (Transkei) Proprietary Limited
Cleveland Crushers (1934) Proprietary Limited
Constone Reef Proprietary Limited
Falcon Investments Limited
First African Concrete Proprietary Limited
First Concrete Proprietary Limited
Hilton Quarries Holdings Proprietary Limited
Hipcon Crusher Holdings Proprietary Limited
Hippo Crusher Holdings Proprietary Limited
Hippo Quarries Proprietary Limited
Hippo Quarries Granite Proprietary Limited
Hippo Quarries (Natal) Proprietary Limited
Hoeveld Sement Eiendoms Beperk
Kliprug Quarries Proprietary Limited
Korhaan Investments Limited
Natal Crushers Proprietary Limited
National Portland Cement Company Limited
New Capital Granite Quarries Proprietary Limited
Ngagane Quarrying Company Proprietary Limited
Olifantsfontein Quarries Proprietary Limited
Peninsula Quarries Proprietary Limited
Philippi Industrial Township Proprietary Limited
Pioneer Crushers Proprietary Limited
Poort Crushers Proprietary Limited
Portland Cement Distributors (PP Rust) Proprietary Limited
Pioneer Ready Mixed Concrete Proprietary Limited
Pretoria Amalgamated Quarries Proprietary Limited
Prima Mixed Concrete Proprietary Limited
Randfontein Crushed Stone Distributors Proprietary Limited
Reef Quarries Proprietary Limited
R Snow Enterprises Proprietary Limited
Slagment Proprietary Limited

Springs Crushers Proprietary Limited
The Northern Cape Milling Company Limited
Trans-Atlas Proprietary Limited
Transit Mixed Concrete South Africa Proprietary Limited
Verulam Quarries Proprietary Limited
WMG Estates Proprietary Limited
Zeekoewater Crushers Proprietary Limited

(are collectively referred to as “the **AfriSam Group**”)

AfriSam (South Africa) Proprietary Limited

Registration number 2006/005910/07

Introduction

AfriSam (South Africa) Proprietary Limited (**AfriSam**) produces and supplies materials for use in the building and construction industry. The main products produced by AfriSam are cement, aggregates and ready-mixed concrete.

This Manual provides details of the records held by AfriSam relating to all its South African operations but excludes records from its operations outside of South Africa.

Contact Details of Information Officer

All requests pursuant to the request for access to information in terms of the Act should be directed to:

The Company Secretary, AfriSam (South Africa) Proprietary Limited:

Postal address: P O Box 6367, Weltevredenpark, 1715

Physical address: Shared Services Centre: AfriSam House, Corner of Fourteenth Avenue and Hendrik Potgieter Road, Weltevredenpark, Roodepoort

Telephone number: 011 670-5500

Facsimile number: 011 670-5793

e-mail address: companysecretary@za.afrisam.com

Section 10 Guide

A guide on the objects and use of the Act may be obtained or be inspected, *inter alia*, at the offices of the Human Rights Commission at 33 Hoofd Street, Braampark Forum 3, Braamfontein, 2198, or

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag X2700
Houghton
2041

Telephone – 011 484 8300

Facsimile – 011 484 1360

Website – www.sahrc.org.za

E-mail – PAIA@sahrc.org.za

Records Available in Terms of other Legislation

Records available in terms of Section 51(1)(d) of the Act are as follows:

| Act | Section | Records |
|--|---------|---|
| ❖ Companies Act 7 of 2008 | 26 | Memorandum of Incorporation |
| | | Register of directors |
| | | Name and registration number of every other company of which the person is a director |
| | | Annual financial statements |
| | | Notices and minutes of general meetings |
| | | Reports presented to general meetings |
| | | Securities register |
| ❖ Labour Relations Act 66 of 1995 | | |
| ❖ Employment Equity Act 55 of 1998 | | |
| ❖ Basic Conditions of Employment Act 75 of 1997 | | |
| ❖ Compensation for Occupational Injuries and Disease Act 130 of 1993 | | |
| ❖ Unemployment Insurance Act 63 of 2001 | | |
| ❖ Value Added Tax Act 89 of 1991 | | |
| ❖ Income Tax Act 58 of 1962 | | |
| ❖ Skills Development Act 9 of 1999 | | |

Information Freely Available

The Company has not submitted a notice in terms of section 52(1) of the Act.

The following information is available without a request required in terms of the Act:

- ❖ Marketing brochures
- ❖ Environmental Policy
- ❖ Health and Safety Policy
- ❖ Quality Policy
- ❖ Code of Ethics

Interested parties are requested to make an appointment with the Information Officer although a formal application need not be submitted. Some of the freely available information can be downloaded from the AfriSam website at www.afrisam.co.za

Records Available only in Terms of the Provisions of the Act

The Company has the following 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). Information is presented by subject and categories of each subject held:

Accounting and Finance

- ❖ books of account
- ❖ vouchers
- ❖ invoices and statements
- ❖ fixed asset registers
- ❖ inventories
- ❖ agreements and correspondence
- ❖ banking details and bank accounts records

- ❖ reports
- ❖ statutory returns
- ❖ policies and procedures
- ❖ legal proceedings for collection of outstanding payments
- ❖ documents and agreements relating to procurement and supply of commodities
- ❖ services records and returns pertaining to company tax, STC, PAYE, VAT and capital gains

Branding

- ❖ brand policy and standards
- ❖ brand and advertising material
- ❖ print and audio-visual advertisements

Communications

- ❖ internal newsletters
- ❖ correspondence
- ❖ legal proceedings

Company Secretarial Services and Administration

- ❖ agreements
- ❖ annual reports
- ❖ board agendas
- ❖ documents relating to share incentive schemes
- ❖ minutes of meetings
- ❖ registers required in terms of the Companies Act
- ❖ share certificates
- ❖ statutory returns
- ❖ statutory documents such as memoranda, articles of association and certificates of incorporation
- ❖ legal proceedings
- ❖ insurance policies
- ❖ underwriting documentation
- ❖ claim documentation
- ❖ applications for lapsing, abandonment, withdrawal or defence of trademarks, patents, and designs
- ❖ assignment, cession and transfer of trademarks, patents, designs and copyright material

Corporate Social Responsibility

- ❖ agreements
- ❖ applications for funding
- ❖ reports

Human Resources

- ❖ agreements
- ❖ policies and procedures
- ❖ employee information: leave, salaries, payroll, bonuses
- ❖ forms and applications
- ❖ workplace and union agreements and records
- ❖ benefit schemes: rules and records
- ❖ documents relating to appointments, promotions, dismissals, suspensions, demotions and disciplinary actions
- ❖ returns in respect of skills development levies, UIF etc.
- ❖ employment equity reports
- ❖ training schedules and material

Information Technology Management

- ❖ system documentation and manuals
- ❖ licences
- ❖ project, disaster recovery and implementation plans
- ❖ agreements
- ❖ policies and procedures

Logistics

- ❖ agreements relating to transportation
- ❖ storage, handling, packaging and distribution agreements
- ❖ clearing and forwarding agreements

Maintenance

- ❖ maintenance and inspection schedules
- ❖ preventative maintenance programmes
- ❖ emergency response plans
- ❖ operating procedures

Manufacturing and Production

- ❖ manufacturing and production specifications
- ❖ production statistics
- ❖ documents relating to delivery and receipt of product
- ❖ warehouse and storage records

Marketing

- ❖ promotional material
- ❖ agreements
- ❖ print and audio-visual material
- ❖ brochures and advertising material

Order Generation and Fulfilment

- ❖ quotations and orders
- ❖ delivery documents
- ❖ agreements

Property rights

- ❖ title deeds, licences, permits
- ❖ agreements in connection with property, prospecting, mining and mineral rights, servitudes
- ❖ lease agreements
- ❖ instalment sale agreements
- ❖ applications and notices required in terms of the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002)
- ❖ statutory mine plans and peg registers
- ❖ survey data

Research and development

- ❖ product performance test results
- ❖ geological and prospecting data

Risk Management

- ❖ generic risk management programme
- ❖ risk maps and action plans

Environment, Health and Safety

- ❖ environmental management plans
- ❖ safety, health and environmental audits, inspections and procedures
- ❖ environmental policy
- ❖ safety and health policy
- ❖ documents relating to reporting and investigation of safety, health and environmental incidents
- ❖ applications for permits, authorisations and exemptions
- ❖ documents relating to water conservation, waste management and emission control

Request Procedures and Fees

A request for a document that is freely available in terms of the Act must be addressed to the Information Officer in writing together with a request for an appointment to view the documentation.

A request for access to a record in terms of the Act must be sent to the Information Officer as per the contact details set out on page 1 on FORM C (attached hereto).

The requester will be asked to pay the prescribed fee before the request can be processed. Persons who seek access to a record containing personal information about themselves are not required to pay a fee. Any other person will be required to pay a fee of R50 excluding VAT.

Refusal of Access and Protection of Information

In terms of Chapter 4 of the Act, the Company shall refuse access to information falling into the following categories, save in circumstances provided for in the Act:

- ❖ information relating to the privacy of natural persons
- ❖ information consisting of commercial or confidential information of third parties
- ❖ information for the protection of the safety of individuals and the protection of property
- ❖ privileged information produced in legal proceedings
- ❖ third party research information
- ❖ information containing trade secrets of the Company
- ❖ information, the disclosure of which would cause harm to the commercial or financial interests of the Company
- ❖ information, the disclosure of which would put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition

Availability of the Manual

This manual is available as follows:

- ❖ An appointment can be made with the Company Secretary to view a hard copy of the records between 09h00 and 16h30 from Monday to Friday, at the AfriSam (South Africa) Proprietary Limited Offices (Company Secretarial Department), AfriSam House, Corner Fourteenth Avenue and Hendrik Potgieter Road, Weltevredenpark, Roodepoort
- ❖ on the AfriSam website at www.afrisam.co.za
- ❖ at the offices of the South African Human Rights Commission as per their contact details on page 1 of this Manual
- ❖ At this stage no notice has been published on the categories of records that are automatically available without requesting access in terms of Act.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic of South Africa to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, if request is made on behalf of another person, please state below:

C. Particulars of person on whose behalf request is made

| |
|---|
| <p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p> |
|---|

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

| | |
|---|-----------------------------------|
| <i>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.</i> | |
| Disability: | 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 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 partly by 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"/> | | <input type="checkbox"/> | transcription of the images* | | |
| 3. If record consists of recorded words or information which can be reproduced in sound: | | | | | |
| <input type="checkbox"/> | listen to the soundtrack (audio cassette) | <input type="checkbox"/> | Transcription of soundtrack* (written or printed document) | | |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | | | |
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record* | | |
| <input type="checkbox"/> | | <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 to you? Postage is payable. | | | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES | NO | | | | |

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected: _____
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