

**AFRISAM (SOUTH AFRICA) (PTY) 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  
for

AfriSam (South Africa) (Pty) Limited and  
its associated companies operating in the  
Cement, Aggregate, Ready-Mix concrete and  
related industries

This PAIA Manual is duly authorised by me, Eric Kevin Diack, the Executive Chairman and Chief Executive Officer of AfriSam (South Africa) (Pty) Ltd on 25 August 2021.



**EK Diack**

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## **1. Right of Access to Information**

### **1.1. Introduction**

By providing a statutory right of access upon request to any record held by the state, as well as access to records held by private bodies, the Constitution of the Republic of South Africa, 1996 entrenches the fundamental right of access to information. The Promotion of Access to Information Act, 2000 (“the Act” or “PAIA”), which came into effect on 9 March 2001, seeks to advance the values of transparency and accountability in South Africa and provides a mechanism for requesters to exercise and protect their constitutional right to request access to a record. The Act establishes statutory rights for requesters to access any record of a private body if:

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

In terms of the Act, private bodies are required to publish a manual to assist requesters who wish to request access to a record.

### **1.2. Availability of the AfriSam PAIA Manual and point of contact for requests for access**

This document serves as AfriSam (South Africa) (Pty) Ltd’s (“AfriSam”) PAIA Manual (“the Manual”) in accordance with the requirements of section 51 of the Act to facilitate access to records held by AfriSam and its associated companies and / or wholly owned subsidiaries. A copy of this Manual is available to any person of the public in PDF from on AfriSam’s website at [www.afrisam.co.za](http://www.afrisam.co.za) or upon request to the Information Officer referred to in this Manual. AfriSam endorses the spirit of the Act and believes that this Manual will assist requesters in exercising their rights.

In summary the Manual provides information on the:

- Contact details of the Information Officer;
- Structure and functions of AfriSam;
- Subjects and categories of records that are held by AfriSam; and
- Procedure that needs to be followed, and criteria that has to be met, by a requester in order to request access to a record held by AfriSam.

### **1.3. Who may request access to information**

The Act provides that a requester is only entitled to access a record if the record in question is required for the exercise or protection of any right (provided that the procedural requirements of the Act are met and that access to such record is not refused in terms of any ground for refusal contemplated in the Act). Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered by AfriSam. A requester may act in different capacities when requesting access to a record. This will influence the amount to be charged when a request has been lodged. Requesters may make a request as:

- A personal requester who requests access to a record containing personal information about him/herself;
- An agent requester who requests a record on behalf of someone else with that person’s consent and where it is required for the protection of that person’s legal right;
- A third party requester who requests a record about someone else with that person’s consent and where it is required for the protection of that person’s legal right; and
- A public body who may request a record if:
  - It fulfils the requirements of procedural compliance;
  - The record is required for the exercise or protection of a right; and
  - No grounds for refusal exist.

#### 1.4. Contact Details of AfriSam Information Officer Sec 51 (1)

All requests pursuant to the request for access to information in term 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
e-mail address:	<a href="mailto:companysecretary@za.afrisam.com">companysecretary@za.afrisam.com</a>

#### 1.5. Policy with regard to Confidentiality and Access to Information

AfriSam will protect the confidentiality of information provided to it by third parties, subject to AfriSam's obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information. If access is requested to a record that contains information about a third party, AfriSam 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 that the third party furnishing reasons for the support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted, or not.

AfriSam is also mandated, in terms of Section 4 of the Act, to protect certain information, which may result in the request for information being refused. The grounds for refusal which are applicable to the business conducted by AfriSam, are set out in Part 6 of this Manual.

#### 1.6. SAHRC Guidance to Requesters on how to use the Act: Sec 51 (1) (b)(i)

The Information Regulator is required in terms of section 10 of the Act to update and make available the existing guide that has been compiled by the South African Human Rights Commission ("SAHRC") that contains information to assist a person wishing to exercise a right in terms of the Act and POPI for requesters. It contains information to assist a person wishing to exercise a right in terms of the Act. The SAHRC guide is available from the SAHRC website at:

<http://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

You may also request any additional information to assist you in making a request from the SAHRC and/or the Information Regulator.

Please direct any queries to:

The South African Human Rights Commission: PAIA Unit

Physical Address: 27 Stiemens Street, Braamfontein

Tel: 011 877 3600 (Switchboard)

E-mail: [info@sahrc.org.za](mailto:info@sahrc.org.za)

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

The Information Regulator:

Physical Address: JD House, 27 Stiemens Street,

Braamfontein,

Johannesburg,

## 2. AfriSam Group Structure

### 2.1. Scope

This Manual has been prepared in respect of the AfriSam Group of Companies, which includes the associated companies and / or wholly owned subsidiaries as reflected in Annexure A. The scope of this Manual will exclude AfriSam's operations outside the Republic of South Africa and will serve to provide a reference regarding the records held by AfriSam at its Registered Office and various operations.

### 2.2. AfriSam Group of Companies Profile and Structure

AfriSam produces and supplies materials for use in the building and construction industry. The main products produced by AfriSam are cement, aggregates and ready-mix concrete.

## 3. Classes of records

### 3.1. Automatic Disclosure: Sec 51 (1)(b)(ii)– Records automatically available to the Public

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

The following information is available from AfriSam without the submission of a formal request in the form set out in 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. Some of this available information can be downloaded from AfriSam's website at [www.afrisam.co.za](http://www.afrisam.co.za)

### 3.2. Legislative requirements: Sec 51 (1)(b)(iii) – Records available in accordance with other legislation

1	Companies Act, No. 71 of 2008
2	Basic Conditions of Employment Act, No. 75 of 1997
3	Broad-Based Black Economic Empowerment Act, No. 53 of 2003 and 2014 Code
4	Competition Act, No. 89 of 1998
5	Consumer Protection Act, No. 68 of 2008
6	Customs and Excise Act, No. 91 of 1964
7	Customs Control Act, No. 31 of 2014
8	Customs Duty Act, No. 30 of 2014
9	Employment Equity Act, No. 55 of 1998
10	Explosives Act, No.15 of 2003
11	Income Tax Act, No. 58 of 1962
12	Labour Relations Act, No. 66 of 1995
13	Mine Health and Safety Act, No. 29 of 1996
14	Mine Health and Safety Regulations, of 1997
15	Mineral and Petroleum Resources Development Act, No. 28 of 2002
16	National Credit Act, No. 34 of 2005
17	National Environmental Management - Air Quality Act, No. 39 of 2004
18	National Environmental Management - Biodiversity Act 10 of 2004
19	National Environmental Management - Protected Areas Act, No. 57 of 2003
20	National Environmental Management - Waste Act 59 of 2008
21	National Environmental Management Act, No. 107 of 1998
22	National Road Traffic Act, No. 93 of 1996

23	National Water Act, No. 36 of 1998
24	Occupational Health and Safety Act, No. 85 of 1993
25	Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
26	Prevention of Organised Crime Act, No. 121 of 1998
27	Promotion of Access to Information Act, No. 2 of 2000 - Private Bodies
28	Protection from Harassment Act, No.17 of 2011
29	Protection of Personal Information Act, No. 4 of 2013
30	Regulation of Interception of Communications and Provision of Communication-related information Act, No.70 of 2002
31	Road Transportation Act, No. 74 of 1977
32	Short-Term Insurance Act, No. 53 of 1998
33	Skills Development Act, No. 97 of 1998
34	Skills Development Levies Act, No. 9 of 1999
35	Standards Act, No. 8 of 2008
36	Statistics Act, No. 6 of 1999
37	Tax Administration Act, No 28 of 2011
38	Trade Marks Act, No. 194 of 1993
39	Unemployment Insurance Act, No. 63 of 2001
40	Unemployment Insurance Contributions Act, No. 4 of 2002
41	Value-Added Tax Act, No. 89 of 1991
42	Carbon Tax Act
43	National Heritage Resources Management Act

The above list of applicable legislation is, to the best of AfriSam's knowledge, complete. To the extent that it comes to AfriSam's attention that existing or new legislation allows a requester access to information on a basis other than as set out in the Act, the list shall be updated accordingly.

### **3.3. Records held by AfriSam Group: Sec 51 (1)(b)(iv) – AfriSam Record Subjects and Categories**

AfriSam maintains the following records in its possession, 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).

- 3.3.1. Corporate Affairs and Investor Relations / Communications
- 3.3.2. Corporate Secretariat and Governance
- 3.3.3. Finance and Taxation
- 3.3.4. Human Resources
- 3.3.5. Information Technology
- 3.3.6. Intellectual Property
- 3.3.7. Legal
- 3.3.8. Sales, Marketing and Communication
- 3.3.9. Corporate Social Responsibility
- 3.3.10. Logistics
- 3.3.11. Maintenance
- 3.3.12. Manufacturing and Production
- 3.3.13. Order Generation and Fulfilment
- 3.3.14. Property Rights
- 3.3.15. Research and Development
- 3.3.16. Risk Management
- 3.3.17. Environment, Health and Safety

## **4. Processing of Personal Information in terms of POPI**

### **4.1. AfriSam processes personal information of data subjects for the purposes of: Sec 51 (1)(c)(i)**

- Fulfilling its statutory obligations in terms of applicable legislation;
- Verifying information provided to AfriSam;

- Obtaining information necessary to provide contractually agreed services or products to a customer;
  - Monitoring, maintaining and managing AfriSam's contractual obligations to customers, clients, suppliers, service providers, employees, directors and other third parties;
  - Communication, marketing and advertising;
  - Resolving and tracking complaints;
  - Monitoring and securing the assets, employees and visitors to the premises of AfriSam; and
  - Historical record keeping, research and recording statistics necessary for fulfilling AfriSam's business objectives.
- 4.2. AfriSam may process the personal information of the following categories of data subjects, which includes current, past and prospective data subjects: Sec 51 (1)(c)(ii):**
- Customer and employees, representatives, agents, contractors and service providers of such customers;
  - Suppliers, service providers to and vendors of AfriSam and employees, representatives, agents, contractors and service providers of such suppliers and service providers;
  - Directors and officers of AfriSam;
  - Shareholders;
  - Job applicants;
  - Existing and former employees (including contractors, agents, temporary and casual employees);
  - Visitors to any premises of AfriSam; and
  - Complaints, correspondents and enquiries.
- 4.3. The nature of personal information processed in respect of the above data subjects may include, as may be applicable: Sec 51 (1)(c)(ii):**
- Name, identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
  - Biometric information;
  - Information relating to the education or the medical, financial, criminal or employment history of the data subject;
  - Information relating to the race, gender, marital status, national origin, age disability, language and birth of the data subject;
  - The personal opinions, views or preferences of the data subject;
  - Confidential correspondence sent by the data subject; and
  - The views of opinions of another individual about the data subject.
- 4.4. AfriSam may supply personal information to the following recipients: Sec 51 (1)(c)(iii):**
- Regulatory, statutory and government bodies;
  - Suppliers, service providers, vendors, agents and representatives of AfriSam;
  - Employees of AfriSam;
  - Shareholders and other stakeholders;
  - Third party verification agencies and credit bureaux;
  - Collection agencies; and
  - Banks and other financial institutions.
- 4.5. Planned or prospective trans-border flow of personal information processed by AfriSam in respect of the above categories of data subjects: Sec 51 (1)(c)(iv)**

Personal information of data subjects may be transferred across borders due to the hosting of some AfriSam infrastructure and applications in foreign jurisdictions.

Current directors', employees and consultants' information may also be transferred trans-border where AfriSam has a physical presence or may be providing services or performing in terms of its contractual obligations.

**4.6. Security measures implemented or to be implemented by AfriSam to ensure the confidentiality, integrity and availability for the personal information which may be or is being processed by AfriSam: Sec 51 (1)(c)(v):**

AfriSam continuously establishes and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access by having regard to the requirements set forth in law, in industry practice and generally accepted information security practices and procedures which apply to AfriSam.

**5. Access Procedure and Requests**

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 AfriSam. It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. 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 the AfriSam Group's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

**5.1. Guidance on Completion of Prescribed Access Form: Sec 51 (1) (b)(iv):**

In order for AfriSam to facilitate your access to a record, you need to complete the attached prescribed access form attached as Annexure B. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided. AfriSam will not be held liable for delays due to receipt of incomplete forms. Due cognisance should be taken of the following instructions when completing the Access Request Form because the Information Officer shall not process any request for access to a record until satisfied that all requirements have been met:

- The Access Request Form must be completed in the English language.
- Proof of identity is required to authenticate the requester's identity. If the requester acts as an agent requester, the requester shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requester by such person and proof of the identity of the requester as provided above.
- 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 attached folio.
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

**5.2. Submission of Prescribed Access Form**

The completed Access Request Form must be submitted either via conventional mail, e-mail or fax and must be addressed to the Information Officer.

### 5.3. Payment of Prescribed Fees.

Payment can be made either via a direct cash deposit or electronic funds transfer into the Company's bank account, the details of which are as follows:

Name of Account: AfriSam (South Africa) (Pty) Ltd  
Registration number: 2006/005910/07  
Bank: Nedbank  
Account Number: 1454094397  
Branch Code: 198765  
Swift Code: NEDSZAJJ

A depositor reference will be provided for deposits, and proof of payment must be submitted to the Information Officer.

Four types of fees are provided for in terms of the Act:

- Request fee: An initial, non-refundable R50.00 (incl. VAT) is payable on submission. This fee is not applicable to personal requesters, being any person seeking access to records that contain their own personal information.
- Reproduction fee: This fee is payable with respect to all records that are automatically available.
- Access fee: If the request for access is successful an access fee may be required to reimburse AfriSam for the costs involved in the search, reproduction and/or preparation of the record and will be calculated based on the Prescribed Fees.
- Deposit: A deposit of one third (1/3) of the amount of the applicable access fee, is payable if AfriSam receives a request for access to information held on a person other than the requester himself/herself and the preparation for the record will take more than six (6) hours. In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

### 5.4. Notification

AfriSam will, within thirty (30) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect. The thirty (30) day period within which AfriSam has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty (30) days, if the request is for a large volume of information, or the request requires a search for information held at another office of AfriSam and the information cannot be reasonably be obtained within the original thirty (30) day period. AfriSam will notify the requester in writer should an extension be sought.

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;
- An indication of the form in which the access will be granted; and
- 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); 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

### 5.5. Records that cannot be found or do not exist

If AfriSam 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.

## 6. Grounds for refusal of access to records and appeal

### 6.1. Grounds for Refusal Chapter 4

The thirty (30) day period within which the Information Officer is required to reply to a request, as stipulated in the Act, shall commence only once a requester has complied with all the requirements of the Act in requesting access to a record, to the satisfaction of the Information Officer. Requests may be refused on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person, including a deceased person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of commercial information of a third party or AfriSam, if the record contains:
  - Trade secrets of the third party or AfriSam;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the third party or AfriSam; and
  - Information disclosed in confidence by a third party to AfriSam if the disclosure could put that third party to a disadvantage or commercial competition.
- Mandatory protection of certain confidential information of a third party if disclosure of the record would result in a breach of a duty of confidence owed to that party in terms of an agreement;
- Mandatory protection of the safety of individuals, and the protection of property;
- Mandatory protection of records privileged from production in legal proceedings, unless the legal privilege has been waived; and
- Mandatory protection of research information of a third party and of AfriSam.

### 6.2. Appeal

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within thirty (30) days of notification of the Information Officer's decision, apply to court for appropriate relief.

## 7. Prescribed Fees: Sec 92

### 7.1. Reproduction Fees

The applicable fees (excluding VAT) for reproduction as referred to above are as follows:

Category	R
For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75
For a copy in a computer readable form: Compact disc	70.00
A transcription of visual images, for an A4-size page or part thereof	40.00
• For a copy of visual images	60.00
• A transcription of an audio record, for an A4-size page or part thereof	20.00
• For a copy of an audio record	30.00

### 7.2. Request Fee

A request fee of R50.00 (excluding VAT) is payable upfront where a requester submits a request for access to information on anybody else other than a requestor.

### 7.3. Access Fee

The applicable fees (excluding VAT) are:

Category	R
For every photocopy of an A4-size page or part thereof	1.10

For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75
For a copy in a computer readable form: Compact disc	70.00
A transcription of visual images, for an A4-size page or part thereof	40.00
• For a copy of visual images	60.00
• A transcription of an audio record, for an A4-size page or part thereof	20.00
• For a copy of an audio record	30.00

#### **7.4. Search and preparation of Record for Disclosure**

A fee of R30.00 per hour, or part thereof, excluding the first hour, reasonably required for the search and preparation, is applicable for the search and preparation of the records for disclosure.

#### **7.5. Postage/ Courier Fees**

Where a copy of the record needs to be posted or delivered by courier, the actual postal/courier fee is payable in addition to the applicable fees.

### **8. Availability of the Manual**

This Manual is available as follows:

- an appointment can be made with the Information Officer to view a hard copy of the Manual between 09h00 and 16h30 from Monday to Friday, at the offices of AfriSam (Company Secretarial Department), AfriSam House, Corner Fourteenth Avenue and Hendrik Potgieter Road, Weltevredenpark, Roodepoort;
- copies of the Manual may be emailed to a Requester upon request;
- on the AfriSam website at [www.afrisam.co.za](http://www.afrisam.co.za); and
- 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.

## ANNEXURE A

- AfriSam Holdings (Pty) Ltd
- AfriSam Consortium (Pty) Ltd
- AfriSam Investment Holdings (Pty) Ltd
- AfriSam Financial Holdings (Pty) Ltd
- AfriSam (South Africa) Properties (Proprietary) Limited
- Altur Investments (Proprietary) Limited
- The Holcim (South Africa) Employee Share Scheme
- The AfriSam (South Africa) Properties Rehabilitation Trust
- Alpha All Purpose Cement (Proprietary) Limited
- Alpha Cement Sales (Proprietary) Limited
- Alpha Finance (Proprietary) Limited
- Alpha Stone (Pty) Limited
- Slagment (Proprietary) Limited
- Cannon Quarries (Proprietary) Limited
- Capital Cement Distributors (Proprietary) Limited
- Cleveland Crushers (1934) (Proprietary) Limited
- Constone Reef (Proprietary) Limited
- Falcon Investments 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
- Hoeveld Sement (Eiendoms) Beperk
- Korhaan Investments Limited
- National Portland Cement Company Limited
- Ngagane Quarrying Company (Proprietary) Limited
- Peninsula Quarries (Proprietary) Limited
- Philippi Industrial Township (Proprietary) Limited
- Poort Crushers (Proprietary) Limited
- Portland Cement Distributors (PP Rust) (Proprietary) Limited
- Pioneer Ready Mixed Concrete (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
- Verulam Quarries (Proprietary) Limited
- WMG Estates (Proprietary) Limited
- Zeekoewater Crushers (Proprietary) Limited

**ANNEXURE B**

**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**

- |   |
|---|
| <p>(a) <i>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.</i></p> <p>(b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b></i></p> |
|---|

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**

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

Disability:	Form in which record is required:
-------------	-----------------------------------

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

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	Inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<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? <b>Postage is payable.</b>			YES
			NO

**G. Particulars of right to be exercised or protected**

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

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

