



PAIA AND POPI MANUAL

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THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 AND TO ADDRESS REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

This manual applies to Raubex Group Limited
Registration Number 2006/023666/06
(the “Company”)
(Including all Subsidiaries)

2021

Registered office address:
Building 1
Highgrove Office Park
50 Tegel Avenue
Centurion
0169

Copy of the manual is available for inspection at the Raubex Group offices and is available on the Raubex Group website at www.raubex.com

PAIA AND POPI MANUAL continued

1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (the “PAIA Act”) gives third parties the right to approach public and private bodies and the government to request information held by them, which is required in the exercise and/or protection of any rights. On request, the public or private body or government is obliged to release such information unless the PAIA Act expressly states that the records containing such information may or must not be released.

Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information.

2. PURPOSE

The purpose of this manual informs requestors of procedural and other requirements which a request must meet as prescribed by PAIA. The POPI Act gives Data Subjects the right to request a Responsible Party to correct or delete Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of Personal Information about the Data Subject that the Responsible Party is no longer authorised to retain access and/or request the correction or deletion of any Personal Information held about them that may be inaccurate, misleading or outdated.

Raubex Group (“the Company”) believes that this Manual will assist requestors in exercising their rights. The Act seeks, inter alia, to give effect to the constitutional right of access to any information held by the state or by any other person where such information is required for the exercise or protection of any right.

This PAIA Manual was compiled in terms of Section 51 of the PAIA Act to facilitate access to records held by the company. It contains information required by a person wishing to exercise any right, contemplated by the PAIA Act. It is available in English.

A copy of this Manual is available to the public in a PDF (“Portable Document Format”) version on the Raubex Group Website or on request from the Deputy Information Officer referred to in this Manual.

3. BACKGROUND TO THE RAUBEX GROUP

Raubex is one of South Africa’s leading infrastructure development and construction materials supply groups.

4. INFORMATION REQUIRED UNDER SECTION 51(1)(A) OF PAIA

Name of body	Raubex Group Limited
Registration Number	2006/023666/06
Information Officer	Mr Rudolf Fourie (CEO)
Deputy Information officer	Ms Grace Chemaly (Company Secretary)
Email address	informationofficer@raubex.com
Physical address	Building 1, Highgrove Office Park, 50 Tegel Avenue, Centurion, 0169
Postal address	PO Box 66192, Highveld, 0169
Telephone Number	+27 (0)12 648 9400
Website	www.raubex.com

5. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(B)

The South African Human Rights Commission (SAHRC) has compiled and published a “Guide on How to Use the Promotion of Access to Information Act 2 of 200” in terms of Section 10 of PAIA. This Guide will assist persons in understanding and using PAIA.

This guide is available via their website.

Business phone	+27 11 877 3600
Fax	+27 11 403 0625
Email address	section51.paia@sahrc.org.za
Website	www.sahrc.org.za

6. NOTICE IN TERMS OF SECTION 52(2)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

7. SCOPE

This Manual has been prepared in respect of the company, which includes the following related entities:

- Raubex (Pty) Ltd
- B&E International (Pty) Ltd
- Raubex KZN (Pty) Ltd
- Raumix Aggregates (Pty) Ltd
- National Asphalt (Pty) Ltd
- Burma Plant Hire (Pty) Ltd
- Tosas (Pty) Ltd
- OMV (Pty) Ltd
- Raubex Construction (Pty) Ltd
- Roadmac Surfacing (Pty) Ltd
- Raubex Infra (Pty) Ltd
- Raubex Building (Pty) Ltd
- Raudev (Pty) Ltd
- Empa Structures (Pty) Ltd
- Milling Techniks (Pty) Ltd
- Raumix Mining (Pty) Ltd
- SPH Kundalila Mining (Pty) Ltd
- Raubex Building Group (Pty) Ltd
- SPH Kundalila (Pty) Ltd
- Roadmac Surfacing Cape (Pty) Ltd

The scope of this Manual excludes the company's operations outside the Republic of South Africa and will serve to provide a reference regarding the records held by the company at its Registered Office and various operations within the borders of the Republic of South Africa.

8. POLICY WITH REGARD TO CONFIDENTIALITY AND ACCESS TO INFORMATION

The company will protect the confidentiality of information provided to it by third parties, subject to the company's obligations to disclose information where we have a duty or a right to disclose in terms of law or industry codes, or where we believe it is necessary to protect our rights. If access is requested to a record that contains information about a third party, the company is obliged to attempt to contact such third party to inform him/her/it of the request.

The company will give the third party an 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 Deputy Information Officer will consider these reasons in determining whether access should be granted to the requestor or not.

9. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: [SECTION 51(1)(D)]

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

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Customs and Excise Act 91 of 1964
- Employment Equity Act 55 of 1998
- Finance Act 35 of 2000
- Insider Trading Act 135 of 1998
- Insurance Act 27 of 1943
- Labour Relations Act 66 of 1995
- Preferential Procurement Policy Framework Act of 2000
- Promotion of Access to Information Act 2 of 2000
- Skills Development Levies Act 9 of 1999
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Constitution of South Africa Act 108 of 1996
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- National Environmental Management Act 107 of 1998
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- South African Revenue Service Act 34 of 1997
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Short Term Insurance Act 53 of 1998
- Unemployment Contributions Act 4 of 2002

While the company has used its best endeavours to supply you with a list of applicable legislation, it is possible that the above list may be incomplete. Wherever it comes to the company's attention that existing or new legislation allows a requestor access on a basis other than that set out in the PAIA or POPI Acts, we shall update the list accordingly.

10. PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

- 10.1 In compliance with Section 51 of PAIA, this manual sets out the following details:
- (a) The company's contact details including, physical and postal addresses, telephone and fax numbers, electronic mail address of the person tasked in terms of this manual;
 - (b) Information on how to obtain and access this manual and a guide on how to use it;
 - (c) Categories of information held by the company that is available without a person having to formally request such details in terms of the PAIA;
 - (d) Categories of information held by the company that is available in accordance with other legislation and which, subject to the PAIA Act, may be made available by the company on receipt of and consideration of a formal request, made in terms of the PAIA; and
 - (e) Sufficient information to facilitate a request for access to records and a description of the subjects on which records are available from the company;
- 10.2 Adherence to these requirements entails not only compilation of the manual but also compliance with the general provisions stated in the Act.
- 10.3 A description of the subjects on which the company holds records and the categories of the records held can be found in **Annexure "B"** of this manual, which forms an integral part of this manual.

11. RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE

Records of the company which are not automatically available must be requested in terms of the procedure set out in the Regulations as set out in terms of the POPI Act and which may be subject to the restrictions and right of refusal to access as provided for in the PAIA and POPI Act.

No request shall be accepted telephonically nor shall any information be supplied telephonically. Only the Information officer or any Deputy Information officer appointed shall have the mandate to disclose information in terms of this manual.

12. REQUEST PROCEDURE

- 12.1 Please be aware that the company is concerned about protecting the private and/or confidential information of its Data Subjects. Please motivate any request for Personal Information very carefully, having regard to the POPI Act and the right that the requestor may rely upon. A request will not automatically be granted and short reasons for the refusal shall be supplied.
- 12.2 Any person making a request for access to records of the company is referred to as a "requestor".
- 12.3 The requestor must complete the prescribed application form attached hereto marked "**Form C**" and submit the form as well as payment of the request fee and a deposit, if applicable, to the Deputy Information Officer of the company at the postal or physical or electronic mail address as stated above.
- The prescribed form must be filled in with sufficient particulars to at least enable the Deputy Information Officer of the company to identify:
- (a) record or records requested;
 - (b) identity of the requestor;
 - (c) which form of access is required, if the request is granted; and
 - (d) postal address, telephone number and fax number of the requestor.
- 12.4 The requestor must state that he/she requires the information to exercise or protect her/his right and clearly state what the nature of the right is to be exercised or protected. In addition, the requestor must clearly specify why the records are necessary to exercise or protect such a right.
- 12.5 Such request must be processed within 30 (thirty) days after the request has been received.
- 12.6 The requestor shall be informed whether the access has been granted or denied within 30 (thirty) days of receipt of the request and give notice with reasons to that effect.
- 12.7 The 30 (thirty) day period within which the company has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 (thirty) days if the request is for a vast amount of information, or the information cannot reasonably be obtained within the original 30 (thirty) day period. The Deputy Information Officer will notify the requestor in writing should an extension be sought.

12. REQUEST PROCEDURE (CONTINUED)

- 12.8 If the request for access is granted, the Deputy Information Officer of the company must advise the requestor:
- the access fee (if any) to be paid upon access;
 - the form in which access will be given; and
 - that the requestor may lodge an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging the application.
- 12.9 If the request for access is refused, the Deputy Information Officer of the company will:
- state adequate reasons for the refusal, including the provisions of this Act relied on;
 - exclude, from any such reasons, any reference to the content of the record; and
 - state that the requestor may lodge an application with a court against the refusal of the request, and the procedure (including the period) for lodging the application.
- 12.10 In terms of Section 54 of the PAIA Act, if all reasonable steps have been taken to find the record requested and there are reasonable grounds to believe that the record is in possession of the company but cannot be found, and if it does not exist, then the Deputy Information Officer of the company will notify by way of affidavit or affirmation, the requestor that it is not possible to give access to that record.
- 12.11 If after notice is given, the record in question is found, the requestor must be given access thereto unless the ground for the refusal of access exists.
- 12.12 If the request is declined for any reason the notice must include adequate reasons for the decision, together with the relevant provisions of the PAIA Act relied upon and provide the procedure to be followed should the requestor wish appeal the decision.
- 12.13 Section 59 provides that the Deputy Information Officer of the company may serve a record and grant access only to that portion which the law does not prohibit access to.
- 12.14 The requestor must pay the prescribed fee, before any further processing can take place.

13. FEES

- 13.1 The Act provides for two types of fees, namely:
- A request fee, which will be a standard fee; and
 - An access fee, which must be calculated by considering reproduction costs, search and preparation time and costs, as well as postal costs.
- 13.2 When the request is received by the Deputy Information Officer of the company, such person shall by notice require the requestor to pay the prescribed request fee, if any, before further processing of the request.
- 13.3 If a requestor requires access to records of his/her Personal Information, there shall be no request fee payable. However, the requestor must pay the prescribed access and reproduction fees for such Personal Information.
- 13.4 If the search for the record has been made and the preparation of the record for disclosure including arrangements to make it available in the request form, requires more than the hours prescribed in the regulations for this purpose, the Deputy Information Officer of the company shall notify the requestor to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 13.5 The Deputy Information Officer of the company shall withhold the record until the requestor has paid the fees as indicated in **Annexure "A"** hereto.
- 13.6 A requestor whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the records for disclosure including making arrangements to make it available in the request form.
- 13.7 If a deposit has been paid in respect of a request for access, which is refused, then the Deputy Information Officer of the company must repay the deposit to the requestor with interest at the prescribed rate.

14. THIRD PARTIES

- 14.1 If the request is for the record pertaining to the third party, the Deputy Information Officer of the company must take all reasonable steps to inform the third party of the request. This will be done within 21 (twenty one) days of receipt of the request.
- 14.2 The third party must be advised of the decision taken by the Deputy Information Officer of the company whether to grant or to decline the request. A third party who is dissatisfied with the Deputy Information Officer of the company's decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

15. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF SECTION 62-70 OF THE ACT

The company has the right to refuse access to information on legal grounds as set out in POPI Act and in PAIA Act, chapter 4 section 62 – 70.

16. APPEAL – REMEDIES [SECTION 57(1)]

The company does not have an internal appeal procedure. As such, the decision made by the Information Officer (or the Deputy Information Officer) of the company is final and requestors will have to exercise such external remedies at their disposal if the request for information is refused and the requester is not satisfied with the answer supplied by the Deputy Information Officer of the company.

Information Officer

Annexure of forms	
Form C:	PAIA Act – Request for access to record of Raubex Group Limited
Form 1	POPI Act – Objection to processing
Form 2	POPI Act – Request for correction or deletion of personal information or the destruction or the deletion of a record in terms of section 24(1) of POPI Act
Form 5	POPI Act – Complaint to the Regulator in terms of section 74 Part 1 of Form 5 of POPI Act – Complaint in terms of section 74(1) Part 2 of Form 5 of POPI Act – Complaint in terms of section 74(2)
Annexure A	Fees in respect of private bodies
Annexure B	Subjects and categories of records held by the company

FORM C

REQUEST FOR ACCESS TO RECORD OF RAUBEX GROUP LIMITED

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

A. PARTICULARS OF RAUBEX GROUP LIMITED

The Deputy Information Officer

Raubex Group Limited

Physical Address: Building 1
Highgrove Office Park
50 Tegel Avenue
Centurion
0169
South Africa

Postal Address: PO Box 66192
Highveld
South Africa

Telephone Number: +27 (0)12 648 9400

Fax Number: +27 (0)86 549 3140

E-mail: informationofficer@raubex.com

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The particulars of the person who requests access to the records must be recorded below.
- (b) Furnish an address and/or fax number in the Republic South Africa to which information must be sent must be given.
- (c) Proof of identity and the capacity in which the request is made must be attached.

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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

C. PARTICULARS OF PERSON ON WHO'S BEHALF REQUEST IS MADE

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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 requestor must sign all the additional folios.]**

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. FEES

- (a) A request for access to a record, other than record containing Personal Information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid.
- (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.

Note: Refer Annexure A for Fees

Reason for exemption from payment of fees:

F. FORM OF ACCESS TO RECORD

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

Disability:

Form in which record is required:

FORM C continued

F. FORM OF ACCESS TO RECORD (CONTINUED)

Mark the appropriate box with an "X"

NOTES:

- (a) Your indication as to the required form of access depends 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:

Copy of record* Inspection of record

2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images Copy of the images* Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

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

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

Printed copy of record
 Printed copy of information derived from
 Copy in computer readable form* (stiffy or compact disc)

* If you requested a copy or transcription of a record (above), do you wish for a copy or transcription to be posted to you?

A postal fee is payable. 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 requestor must sign all the additional folios]

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

- 2. Explain why the requested record is required for the exercising 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 thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

- 1. 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 REQUESTOR/PERSON ON WHOSE BEHALF REQUEST IS MADE

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A. DETAILS OF DATA SUBJECT

Name(s) and surname/registered name of data subject:

Unique Identifier/Identity Number:

Residential, postal or business address:

Code ()

Contact number (s):

Fax number/E-mail address:

B. DETAILS FOR RESPONSIBLE PARTY

Name(s) and surname/registered name of responsible party:

Residential, postal or business address:

Code ()

Contact number(s):

Fax number/E-mail address:

C. REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(D) TO (F) (please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20____

Signature of data subject/designated person.

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x"

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A. DETAILS OF DATA SUBJECT

Name(s) and surname/registered name of data subject:

Unique Identifier/Identity Number:

Residential, postal or business address:

Code ()

Contact number (s):

Fax number/E-mail address:

B. DETAILS FOR RESPONSIBLE PARTY

Name(s) and surname/registered name of responsible party:

Residential, postal or business address:

Code ()

Contact number(s):

Fax number/E-mail address:

C. INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/DESTROYED

D. REASON FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(A) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; AND OR REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(B) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.

(Please provide detailed reasons for the request)

Signed at _____ this _____ day of _____ 20____

Signature of data subject/designated person

FORM 5

COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION/COMPLAINT REGARDING DETERMINATION OF AN ADJUDICATOR IN TERMS OF SECTION 74 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an “x”

Complaint regarding:

Alleged interference with the protection of personal information.

Determination of an adjudicator.

PART I: ALLEGED INTERFERENCE WITH THE PROTECTION OF THE PERSONAL INFORMATION IN TERMS OF SECTION 74(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013)

A. PARTICULARS OF COMPLAINANT

Name(s) and surname/registered name of data subject: _____

Unique Identifier/Identity Number: _____

Residential, postal or business address: _____

Code ()

Contact number (s): _____

Fax number/E-mail address: _____

B. PARTICULARS OF RESPONSIBLE PARTY INTERFERING WITH PERSONAL INFORMATION

Name(s) and surname/registered name of responsible party: _____

Residential, postal or business address: _____

Code ()

Contact number(s): _____

Fax number/E-mail address: _____

C. REASONS FOR COMPLAINT (PLEASE PROVIDE DETAILED REASONS FOR THE COMPLAINT)

FORM 5 continued

PART II: COMPLAINT REGARDING DETERMINATION OF ADJUDICATOR IN TERMS OF SECTION 74(2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

A. PARTICULARS OF COMPLAINT

Name(s) and surname/registered name of data subject:

Unique Identifier/Identity Number:

Residential, postal or business address:

Code ()

Contact number (s):

Fax number/E-mail address:

B. PARTICULARS OF ADJUDICATOR AND RESPONSIBLE PARTY

Name(s) and surname/registered name of responsible party:

Residential, postal or business address:

Code ()

Contact number(s):

Fax number/E-mail address:

C. REASONS FOR COMPLAINT

(please provide detailed reasons for the grievance)

Signed at _____ this _____ day of _____ 20_____

Signature of data subject/designated person

ANNEXURE A

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.
 2. The request fee payable by a requestor referred to in regulation 11(2) is R50.00. People who are requesting access to their Personal Information are exempt from paying a request fee – all other fees are the same.
 3. The fees for reproduction referred to in regulation 11(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
(c)	For a copy in a computer-readable form on	
	(i) stiffy disc	R7.50
	(ii) compact disc	R70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A6-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00
 4. The access fees payable by a requestor referred to in regulation 11(3) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
(c)	For a copy in a computer-readable form on:	
	(i) stiffy disc	R7.50
	(ii) compact disc	R70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00
(f)	To search for and prepare the record for disclosure R30.00, for each hour or part of an hour reasonably required for such search and preparation.	
- (2) For purposes of section 54(2) of the PAIA Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requestor.
- (3) The actual postage is payable when a copy of a record must be posted to a requestor.
- (4) The banking details to be used are as follows:
- | | |
|------------------|------------------|
| Pay: | Raubex (PTY) LTD |
| Bank: | Nedbank |
| Name: | Raubex (PTY) LTD |
| Current Account: | 1102259195 |
| Branch: | Nedbank Limited |
| Branch Code: | 198765 |
| Reference: | PAIA + surname |

ANNEXURE B

SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE RAUBEX GROUP: [SECTION 51(1)(e)]

The list(s) below depict records of information which the company has available in terms of laws applicable to it and its Subsidiary companies listed under section 5 above (jointly referred to as the company). Some of this information and the access thereto may be restricted to protect the Privacy and Private information of Data Subjects:

11.1 CORPORATE SECRETARIAT AND GOVERNANCE

- Annual reports
- Applicable statutory documents
- Board of directors and board committee terms of reference
- Codes of conduct
- Compliance certification
- Fraud alerts and whistle blowing
- Health & safety records
- Legal compliance records
- Memorandum of Incorporation
- Minutes of board of directors and board committee meetings
- Minutes of shareholders' meetings
- Policies and procedures
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share certificates
- Share register and other statutory registers
- Statutory returns to relevant authorities

11.2 COMPANY POLICIES AND DIRECTIVES

- Internal relating to employees and the company
- External relating to clients and other third parties

11.3 FINANCE AND TAXATION

- Accounting Records
- Annual Financial Statements
- Audit reports
- Banking records Bank Statements
- Business plan and budgets
- Documents issued to employees for income tax purposes
- Financial Policies and Procedures
- All other statutory compliances
 - Income Tax Returns
 - Skills Development Levies Returns
 - UIF Returns
 - VAT Returns
 - Workmen's Compensation Returns
- Leases
- Management reports
- PAYE records
- Records of payments made to SARS on behalf of employees
- Rental agreements
- Risk Management and Insurance
- Tax Records and Returns
- Treasury Dealing

11.4 PERSONNEL DOCUMENTS AND RECORDS

- CVs, application details
- Disciplinary Code and Records
- Disciplinary Procedures, CCMA and court matters, Retrenchment and legal processes reemployment matters
- All employment records of employees, education and training Records, Union membership and information
- Employee Benefit Records
- Employee Relations
- Employment Contracts
- Employment Equity Plan
- Employee Information
- Group HR Policies and Procedures
- IRP5s
- Letters of Appointment and Employment Contracts
- Medical Aid Records
- Organisational Structures
- Payroll Reports
- Pension and Retirement Funding Records
- Performance Records
- SETA Records
- Social Responsibility
- Training and Development
- Job Profiles

11.5 INFORMATION TECHNOLOGY AND INFRASTRUCTURE

- Device Management
- Disaster Recovery Policy and Plans
- E and Voice mail
- Equipment Specifications
- Facilities
- Faults, Troubleshooting and Reporting
- Hardware and Software Manuals
- ICT Policies, Standards, Procedures and Templates
- Information, Communication and Technology Policies
- Internal Systems Support and Programming
- ISAE3402 Audit Reports
- License Agreements
- Maintenance Plans
- Network Topologies/Diagrams
- Performance of Client Call Desk
- Performance of IT Infrastructure
- Root Cause Analyses
- Security Access
- Software Licences
- Supplier Agreements/ Vendor Agreements
- System/Application landscape Diagrams
- System documentation and manuals

11.6 CORPORATE AFFAIRS AND INVESTOR RELATIONS/COMMUNICATIONS

- Client Events
- Corporate Social Investment
- Media Releases
- Newsletters and Publications
- Public Corporate Records
- SENS releases

11.7 LEGAL

- Agreements and Contracts
- Competition Notifications
- Documents pertaining to commercial disputes, litigation, arbitration or regulatory investigations
- Disputes with third parties and ex-employees

11.8 SALES, MARKETING AND COMMUNICATION

- External Publications
- Point of Sale (POS)
- Proposals and Tenders
- Media and Advertising
- Products and Services Brochures
- Marketing Brochures

11.9 BUSINESS INTERACTIONS WITH OTHER ENTITIES

- Agreements with third parties (Clients, Vendors and Suppliers)
- Contractual disputes with third parties
- Licensing and Maintenance Agreements
- Customer Credit vetting

11.10 INSURANCE

- Insurance Declarations and policies
- Insurance Claim Files

11.11 ENVIRONMENTAL

- Impact Assessment
- Maintenance Records
- Records of disposal of equipment
- Standards

11.12 REGULATORY

- Applications
- Exemptions
- Licenses
- Permits
- Registrations
- Submissions

11.13 LOGISTICS AND PROCUREMENT

- Dispatch
- Procurement Policy
- Supplier and Contractor Agreements
- Standard Terms and Conditions of Supply of Services, Products and Software to the company
- Inventory Records

11.14 ADMINISTRATIVE

- Correspondence with internal and external parties
- Intranet



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