



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 446

Pretoria, 16

August  
Augustus

2002

No. 23756

## MANUALS

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

**MANUAL****PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)**

LIBERTY

Liberty Group Limited, Liberty Centre, 1 Ameshoff Street, Braamfontein, Johannesburg 2001  
 P O Box 10499, Johannesburg 2000  
 Tel: (011) 408 3911 / Telegram "Liblife" / Fax: (011) 408 2109  
 Internet site: <http://www.liberty.co.za>  
 Registration no: 1957/002788/06

**The Manual in terms of the Promotion of Access to Information Act section 51**

A request in terms of the Promotion of Access to Information Act 2 of 2000 (the Act) begins with the completion of the prescribed form; please remember you are required to:

1. indicate the form of access required
2. specify a postal address or fax number in South Africa, or an e-mail address
3. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
4. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
5. give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to

**Head of Group Compliance**  
 Liberty Group Limited  
 P O Box 10499  
 Johannesburg  
 2000.

Or, you can fax it to (011) 408 2109, or e-mail it to [group.compliance@liberty.co.za](mailto:group.compliance@liberty.co.za).

We will deem to have received once the form reaches our offices.

Should you require greater clarity, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language:

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission: tel: 011 484 8300; fax: 011 484 7146; [www.sahrc.org.za](http://www.sahrc.org.za).

We set out the records which are already publicly available without a request for access in terms of the Act being necessary:

	<b>Records already available</b>
1.	Group annual financial statements
2.	Group interim audited report

We also set out a description of the records available in accordance with other legislation:

	<b>Other applicable legislation</b>
1.	Long-term Insurance Act 52 of 1998
2.	Pension Funds Act 24 of 1956
3.	Medical Schemes Act 131 of 1998
4.	Unit Trust Control Act 54 of 1981
5.	Companies Act 61 of 1973
6.	Stock Exchange Control Act of 1985
7.	Financial Intelligence Centre Act 38 of 2001
8.	Labour Relations Act 66 of 1995
9.	Basic Conditions of Employment Act 75 of 1997
10.	Employment Equity Act 55 of 1998
11.	Prevention of Organised Crime 121 of 1998

12.	Income Tax Act 58 of 1962
13.	Value Added Tax 89 of 1991
14.	Unemployment Insurance Act 63 of 2001
15.	Compensation for Occupational Injuries and Diseases Act 130 of 1993
16.	Skills Development Levies Act 9 of 1999

We set out below the categories of records held by Liberty. Important examples of the type of records in each category follow:

<b>Company records</b> <ul style="list-style-type: none"><li>- financial and accounting</li><li>- human resources</li><li>- strategy</li><li>- operational</li><li>- shareholder</li><li>- intermediary</li><li>- technology</li><li>- compliance</li></ul>	<b>Customer-related</b> <ul style="list-style-type: none"><li>- policyholder and investor</li><li>- marketing</li></ul>	<b>Other</b> <ul style="list-style-type: none"><li>- subsidiary</li><li>- contractors</li><li>- directors</li></ul>
---	---	---

**ANGLOGOLD LIMITED****MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000 ("the Act")**

**CONTENTS****1. Introduction to the private body****2. Particulars in terms of the section 51 manual**

- 2.1** Contact details. *[Section 51(1)(a)]*
- 2.2** The guide. *[Section 51(1)(b)]*
- 2.3** The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2). *[Section 51(1)(c)]*
- 2.4** Records available in terms of any other legislation. *[Section 51(1)(d)]*
- 2.5** How must a person go about asking for records? The description of subjects of records held by the body and the categories in which these subjects are classed. *[Section 51(1)(e)]*
- 2.6** Other information as may be prescribed. *[Section 51(1)(f)]*
- 2.7** Availability of the manual. *[Section 51(3)]*
- 2.8** Prescribed fees for private bodies.
- 2.9** Prescribed forms.

## 1. INTRODUCTION TO ANGLOGOLD LIMITED

Anglogold Limited ("AngloGold") is one of the world's largest gold producers by volume of gold produced and is also involved in sustaining and growing the market for gold.

## 2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

### 2.1 CONTACT DETAILS. *[Section 51(1)(a)]*

Name of body: Anglogold Limited  
Contact person: Ms Y.Z. Simelane  
Address: 11 Diagonal Street  
MARSHALLTOWN  
Johannesburg  
Postal address: P.O. Box 62117  
MARSHALLTOWN  
2107  
Telephone number: (011) 637 6000  
Facsimile number: (011) 637 6103  
E-mail: [ysimelane@anglogold.com](mailto:ysimelane@anglogold.com)

### 2.2 THE GUIDE AS DESCRIBED IN SECTION 10. *[Section 51(1)(b)]*

The guide will be available from the Human Rights Commission as from August 2002, unless otherwise specified. Please direct any queries to:

**The Human Rights Commission:**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### 2.3 THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS OF THE BODY, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TERMS OF SECTION 52(2). *[Section 51(1)(c)]*

Not applicable

### 2.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. *[Section 51(1)(d)]*

Records are kept in accordance with the following legislation:

Basic Conditions of Employment Act 75 of 1997

Companies Act 61 of 1973  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Employment Equity Act 55 of 1998  
Explosives Act 26 of 1956  
Hazardous Substances Act 15 of 1973  
Income Tax Act 58 of 1962  
Labour Relations Act 66 of 1995  
Mine Health and Safety Act 29 of 1996  
Minerals Act 50 of 1991  
National Environmental Management Act 107 of 1998  
National Nuclear Regulator Act 47 of 1999  
National Water Act 36 of 1999  
Occupational Diseases in Mines and Works Act 78 of 1973  
Skills Development Levies Act 55 of 1998  
Trade Marks Act 194 of 1993  
Unemployment Insurance Act 30 of 1966  
Value Added Tax Act 58 of 1962

**2.5 HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS? A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE BODY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS?**

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.



- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

**A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE BODY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

The body has the following records:

**Company Secretarial**

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Powers of attorney
- Share certificates

**Movable and Immovable Property**

- Title deeds
- Lease agreements
- Hire agreements
- Hire-purchase agreements
- Credit sale agreements
- Ordinary and conditional sale agreements

**Intellectual Property**

- Trade mark
- Patents
- Copyright
- Designs
- Know-How
- Licencing agreements

**Insurance**

- Policies
- Insurance claim files

**Taxation**

- Income tax files

**Human Resources**

- Policies and procedures
- Employee information

- Personnel files
- Agreements
- Forms and applications
- Standard letters and notices
- Workplace and Union agreements and records
- Benefit arrangements rules and records

#### Finance

- Financial statements
- Reports and returns
- Banking details and bank account records
- Debtors/creditors statements and invoices

#### Operations

- Permits, licences, consents, approvals, authorisations, applications and registrations
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Security documents

#### Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans

#### Administration

- Intranet
- Correspondence with internal and external parties

### 6. **OTHER INFORMATION AS MAY BE PRESCRIBED. [Section 51(1)(f)]**

Not applicable

### 7. **AVAILABILITY OF THE MANUAL. [Section 51(3)]**

In accordance with paragraph 9(1) of the Regulations to the Act, this manual has been made available to the Human Rights Commission and is published on the AngloGold website ([www.anglogold.com](http://www.anglogold.com)).

### 8. **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 fees for reproduction referred to in regulation 11(1) are as follows:

R

- (a) For every photocopy of an A4-size page or part thereof

1,10



- |     |  |       |
|-----|--|-------|
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75  |
| (c) | For a copy in a computer-readable form on -  |       |
|     | (i) stiffy disc  | 7,50  |
|     | (ii) compact disc  | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof  | 40,00 |
|     | (ii) For a copy of visual images   | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof  | 20,00 |
|     | (ii) For a copy of an audio record   | 30,00 |
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- R
- |        |   |       |
|--------|---|-------|
| (1)(a) | For every photocopy of an A4-size page or part thereof  | 1,10  |
| (b)    | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form                            | 0,75  |
| (c)    | For a copy in a computer-readable form on -   |       |
|        | (i) stiffy disc   | 7,50  |
|        | (ii) compact disc   | 70,00 |
| (d)    | (i) For a transcription of visual images, for an A4-size page or part thereof   | 40,00 |
|        | (ii) For a copy of visual images  | 60,00 |
| (e)    | (i) For a transcription of an audio record, for an A4-size page or part thereof   | 20,00 |
|        | (ii) For a copy of an audio record  | 30,00 |
| (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 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 requester.  |

- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED FORMS

### 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

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

Full names and surname:

Identity number:

Postal address:

Fax number: \_\_\_\_\_ Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

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**

*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>			<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

# **STANLIB**

## **MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

PO Box 781001, Sandton, 2146

2<sup>nd</sup> Floor, North-East Core, Sandton Court, 30 Fredman Drive, Sandton, 2146

Tel: +27 11 535 – 0401; Fax: +27 11 535 – 0501

Internet site: <http://www.stanlib.com>

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000, FOR THE FOLLOWING ENTITIES:**

- **STANLIB Wealth Management Limited**
- **Standard Bank Unit Trusts Limited**
- **Liberty Collective Investments Limited**
- **Lodestone Investments Limited**
- **Classic Preservation Pension Fund**
- **Classic Preservation Provident Fund**
- **Classic Retirement Annuity**
- **Standard Bank MaxiChoice Preservation Pension Fund**
- **Standard Bank MaxiChoice Preservation Provident Fund**
- **Standard Bank MaxiChoice Retirement Annuity Fund**

### **CONTENTS**

- A. INTRODUCTION TO ENTITIES**
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**
  - 1. Contact details**
  - 2. The section 10 Guide on how to use the Act**
  - 3. Records available in terms of any other legislation**
  - 4. Access to the records held by entities**
    - (i) Records that may be requested**
  - 5. Availability of the manual**



**A. INTRODUCTION TO ENTITIES**

Standard Bank Group Ltd and Liberty Group Ltd own 50% each of STANLIB Ltd. Standard Bank Unit Trusts Ltd, Liberty Collective Investments Ltd and STANLIB Wealth Management Ltd are wholly owned subsidiaries of STANLIB Ltd, with Lodestone Investments Ltd being part of the Group.

Standard Bank Unit Trusts Ltd and Liberty Collective Investments Ltd are registered with the Financial Services Board ("the FSB") as unit trust management companies. Lodestone Investments Ltd and STANLIB Wealth Management Ltd are approved by the FSB as investment managers. Lodestone Investments Ltd is also registered with the FSB as a long-term insurance company while STANLIB Wealth Management Ltd is approved as a linked investment services provider, as well as a pension fund administrator.

As pension fund administrator, STANLIB Wealth Management Ltd acts as administrator for the Classic Preservation Pension Fund, the Classic Preservation Provident Fund, the Classic Retirement Annuity Fund, the Standard Bank MaxiChoice Preservation Pension Fund, the Standard Bank MaxiChoice Preservation Provident Fund and the Standard Bank MaxiChoice Retirement Annuity Fund.

The head of STANLIB Wealth Management Ltd has tasked Middle Office: Legal and Compliance to attend to all matters relating to this Act.

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

This Manual has been compiled in accordance with the Promotion of Access to Information Act 2 of 2000 (the Act) and applies to all the identified entities.

STANLIB Wealth Management Ltd will deal with all requests relating to any of the entities.

**1. Contact details**

STANLIB Wealth Management Limited  
Po Box 781001  
SANDTON  
2146

2<sup>nd</sup> Floor, North-East Core  
Sandton Court  
30 Fredman Drive  
SANDTON

Telephone: +27 - 011 - 535 - 0401

Fax: +27 - 011 - 535 - 0501

Should you request information in terms of the Act, please complete the prescribed form and remember to:

1. indicate the form of access required
2. specify a postal address or fax number in South Africa, or an e-mail address
3. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
4. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
5. provide proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to :

Middle Office: Legal  
STANLIB Wealth Management Ltd  
PO Box 781001  
Sandton  
2146

We will be deemed to have received the mail once it is delivered to our offices.

**2. The section 10 Guide on how to use the Act**

Should you require greater clarity, we refer you to the Guide that will be published by the Human Rights Commission. It will describe in each official language:

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 - 011 484 - 8300

Fax: +27 - 011 484 - 0582

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

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

**3. Records available in terms of any other legislation**

We set out the list of categories of information that is already publicly available without you having to request access in terms of the Act:

	<b>Categories of Information</b>
1.	Group annual financial statements
2.	Group interim audited report

We also set out a description of the records available in accordance with other legislation:

	<b>Description of record</b>	<b>Legislation</b>	<b>Section</b>
1.	Accounting records	Long-term Insurance Act 52 of 1998	Section 20
2.	Shareholder information	Long-term Insurance Act 52 of 1998	Section 27
3.	Rules of pension or provident funds	Pension Funds Act 24 of 1956	Section 35
5.	Financial information of unit trusts	Unit Trust Control Act 54 of 1981	Section 33
6.	Annual financial statements and interim reports	Companies Act 61 of 1973	Sections 61, 281 and 309
7.	Relevant information of issuers of listed securities	Stock Exchange Control Act of 1985	Section 19
8.	Reporting of information	Financial Intelligence Centre Act 38 of 2001	Sections 28 and 29

#### 4. Access to records held by the entities

##### (i) Records that may be requested

We set out below the categories that are available for the purposes of the Act. Important examples of the type of records in each category follow:

<p><b>1: Financial and accounting records</b></p> <ul style="list-style-type: none"> <li>- bank account details</li> <li>- payment histories</li> <li>- asset registers</li> <li>- property (including equity) owned</li> </ul> <p><b>2: Human resources</b></p> <ul style="list-style-type: none"> <li>- staff contracting documentation</li> <li>- staffing standards and procedures</li> <li>- staff records: leave; salary; payroll; bonuses</li> <li>- performance assessments</li> <li>- training material</li> </ul> <p><b>3: Strategy records</b></p> <ul style="list-style-type: none"> <li>- mission statements</li> <li>- BU's business plans</li> <li>- minutes of strategic meetings</li> <li>- policy statements, circulars etc.</li> </ul> <p><b>4: Operational records</b></p> <ul style="list-style-type: none"> <li>- minutes of meetings</li> <li>- internal communications eg memos, e-mail</li> <li>- business process and activity documentation</li> </ul> <p><b>5: Contractors' records</b></p> <ul style="list-style-type: none"> <li>- contracts</li> <li>- communications; quotations; correspondence</li> <li>- minutes of meetings</li> <li>- product/service specifications</li> <li>- sub-contractors</li> </ul> <p><b>6: Policyholder and investor records</b></p> <ul style="list-style-type: none"> <li>- investor information</li> <li>- investor's financial affairs</li> <li>- investment-related documentation</li> <li>- policy-related documentation</li> </ul>	<p><b>7: Shareholder records</b></p> <ul style="list-style-type: none"> <li>- financial reports, balance sheets, income statement</li> <li>- declarations, warnings, announcements</li> <li>- interim results</li> <li>- share price details</li> <li>- AGM minutes</li> <li>- shareholder information</li> </ul> <p><b>8: Subsidiary records</b></p> <ul style="list-style-type: none"> <li>- same categories</li> </ul> <p><b>9: Intermediary records</b></p> <ul style="list-style-type: none"> <li>- information re: agents, brokers, franchisees</li> <li>- commission, remuneration</li> </ul> <p><b>10: Directors' records</b></p> <ul style="list-style-type: none"> <li>- financial information</li> <li>- personal information</li> </ul> <p><b>11: Technology records</b></p> <ul style="list-style-type: none"> <li>- products/ service specifications</li> <li>- minutes of meetings</li> </ul> <p><b>12: Marketing and customer relations records</b></p> <ul style="list-style-type: none"> <li>- advertising</li> <li>- public relations</li> <li>- promotional material</li> <li>- description of products &amp; services</li> </ul> <p><b>13: Compliance records</b></p> <ul style="list-style-type: none"> <li>- minutes of meetings</li> <li>- memos, reports</li> <li>- investigation documents.</li> </ul>
---	--

#### 5. Availability of the manual

Copies of this manual is available for inspection at the reception desk of STANLIB Wealth Management Ltd, free of charge; copies are also available from the South African Human Rights Commission; from the Government printer and on our website ([www.stanlib.com](http://www.stanlib.com)). Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

**DUNLOP TYRES INTERNATIONAL (PTY) LTD  
MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000  
(THE ACT)**

---

**1. Information required in terms of section 51 (1) (a) of the Act:**

**Chief Executive:** Mr M J Hankinson

**Postal & street addresses:**

265 Sydney Road

Durban

4001

P.O. Box 925

Durban

4000

**Tel no:** 031-242 1111

**Fax no:** 031-242 1605

**e-Mail address of CEO:** [mikeh@dunlop.co.za](mailto:mikeh@dunlop.co.za)

**2. Information required in terms of section 51 (1) (b) of the Act:**

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

**3. Information required in terms of section 51 (1) (c) of the Act:**

No section 52 (2) notice has yet been published by the Minister.

**4. Information required in terms of section 51 (1) (d) of the Act:**

The company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act:

**Companies Act 61 of 1973:** sections: 93(1), 105(1), 140A(8),  
204(1), 215(1), 240(1),  
242(1), 245(2), 284(1)

**Income Tax Act 58 of 1962:** section 74

**Value-Added Tax Act, 89 of 1991:** section 55

**Labour Relations Act 66 of 1995:** section 205

**Basic Conditions of Employment Act  
75 of 1997:** section 31

**Employment Equity Act 55 of 1998:** section 26

**Skills Development Levies Act 97 of 1998:** section 13

**Occupational Health and Safety Act  
85 of 1993:** section 8

**Compensation for Occupational Injuries  
and Diseases Act, 130 of 1993:** section 81

**Unemployed Insurance Act, 30 of 1966:** sections 32 & 33

**Customs & Excise Act 91 of 1964:** sections 101(1)

**5. Information required in terms of section 51 (1) (e) of the Act:**

The following are the subjects and categories of records held:

**5.1. Web page:**

Dunlop Tyres International's website is accessible to anyone who has internet access and has the following categories:

About Dunlop

Dealers information

Tyre manufacturing and Tyre ranges

Advice and safety hints

Current Issues

Advertising information

Promotion of Access to Information Act - Manual

**5.2. Other Records:**

- Documents of Incorporation , the Constitution of the Company, Registers & Minute Books:

Company documents including the Memorandum of Association and the Articles of Association and any amendments thereto, various registers, minute books and internal resolutions.

- Accounting:

Books of account, vouchers, invoices, fixed asset registers, inventories.

- Taxation:

Records pertaining to VAT, Company Tax, STC, PAYE and Capital Gains.

- Intellectual Property:

Records relating to trade marks, patents, designs, licenses and licensing agreements.

- Insurance:

Records relating to insurance arrangements, policies and claims.



- **Moveable and Immovable Property:**  
Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property.
- **Agreements**  
Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities & guarantees, acquisitions & disposals of assets & with service providers.
- **Human Resources**  
Employee records, conditions of employment, payrolls, arrangements with service providers, dealings with Unions, labour related matters and benefit funds.
- **Operational:**  
Technical, procurement, production and marketing information, customer related records, management records, data bases, correspondence, policies & procedures, banking records & legal proceedings.
- **Computer and Communication Information:**  
Procurement, maintenance and data communication arrangements.

#### **6. Refusal of Access and Protection of Information:**

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of individuals (s63)
- Information for the protection of commercial information and confidential information of third parties. (s 64 & 65)
- Information for the protection of the safety of individuals and the protection of property. (s 66)
- Information privileged from production in legal proceedings (s67)

- Commercial information of the company (s68)
- Research information (s69)

**7. Availability of the manual:**

The manual is also available for inspection at the offices of the company free of charge; and copies are available with the SAHRC, in the Gazette and on the company's website.

**ILLOVO SUGAR LIMITED**  
**MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**MANUAL for PRIVATE BODIES**

**In terms of the**  
**PROMOTION OF ACCESS TO INFORMATION ACT**  
**No 2 of 2000**  
(hereinafter referred to as "the Act")

**NAME OF THE COMPANY**

Illovo Sugar Limited

**HEAD OF THE COMPANY**

Mr D G MacLeod

**(a) POSTAL ADDRESS**

P O Box 194  
Durban  
4000

**STREET ADDRESS**

Illovo Sugar Park  
1 Montgomery Drive  
Mount Edgecombe  
KwaZulu-Natal

**TELEPHONE NUMBER**

(031) 508 4300

**TELEFAX NUMBER**

(031) 508 4525

**EMAIL ADDRESS**

[dmacleod@illovo.co.za](mailto:dmacleod@illovo.co.za)

**(b) GUIDE REFERRED TO IN SECTION 10**

The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

**(c) LATEST NOTICE IN TERMS OF SECTION 52(2)**

Not applicable

**(d) RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

The relevant records of a public nature provided in terms of the following Acts can be found in the Company's various policies and procedures, and the relevant notifications, and are held at the operating sites in South Africa:

- Atmospheric Pollution Prevention Act 45 of 1965

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Environmental Management Act 107 of 1998
- National Water Act 36 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 36 of 2001
- Value-Added Tax Act 89 of 1991

**(e) REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS**

Requests for access to the records available under (d) above, or other relevant operational information, should be made in terms of section 53 of the Act and directed to the Group Risk Manager, at P O Box 194, Durban, 4000. Public information on the Company can be found on Illovo Sugar Limited's Website ([www.illovosugar.com](http://www.illovosugar.com)).

**(f) OTHER INFORMATION AS PRESCRIBED**

Not applicable

D GEORGE  
15/07/2002

## MANUAL

**PREPARED FOR THE PURPOSES OF SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT NUMBER 2  
OF 2000 (THE ACT) IN RESPECT OF THE DE BEERS  
CONSOLIDATED MINES LIMITED GROUP OF COMPANIES  
(INCLUDING THE DE BEERS PENSION FUND AND BENEFIT  
SOCIETY)**

**DE BEERS CONSOLIDATED MINES LIMITED****MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**PART A**

Section 51 (1) (a) of the Act requires details regarding the postal and street address, phone and fax number and, if available, electronic mail address of the head of the body. The head, in relation to a private body, means, in the case of a juristic person the chief executive officer of the juristic person or any person duly authorised by that person. The Secretary of (De Beers Consolidated Mines Limited (De Beers)) has been authorised by the designated Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

The details required in terms of section 51(1) (a) may accordingly be reflected as follows:

POSTAL ADDRESS:	PO BOX 616 KIMBERLEY 8300
STREET ADDRESS:	36 STOCKDALE STREET KIMBERLEY 8301
PHONE NUMBER:	053- 839 4111
FAX NUMBER:	053- 839 4210/839 4230
SECRETARY:	R W KETLEY
ENQUIRIES: (INFORMATION OFFICER)	brenda.feder@debeersgroup.com

**PART B**

Section 51 (1) (b) of the Act requires a description of the Human Rights Commission guide referred to in section 10 of the Act, if available, and how to obtain access to it. The Human Rights Commission must, within 18 months of the commencement of section 10, prepare a guide containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in this Act. Section 10 came into operation



on 15 February 2002. To the best of our knowledge no guide has yet been prepared by the Human Rights Commission.

## **PART C**

Section 51(1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.

The De Beers Archivist/Information Officer, acting under the supervision of the head of the body, has been delegated with the task of receiving and coordinating all requests for access to records in terms of the Act. Requests should accordingly be directed to the Archivist at the aforementioned address, must substantially correspond with form C of Annexure B to Government Notice No. R. 187 dated 15 February 2002, and should be specific in terms of the record requested and the business location of that record.

If the requester is uncertain as to the exact location and specific description of the record concerned, s/he is invited to contact the De Beers Archivist/Information Officer who will assist in identifying the record concerned. This will be done with reference to a records database that has been compiled and is being maintained by the Archivist/Information Officer and the De Beers Information Superintendent, based at Corporate Headquarters in Johannesburg.

The De Beers group holds records on the subjects underlined and listed below. Reflected beneath each subject is a broad indication of the categories of records held on each subject. These categories have been broken down into subcategories in the database referred to above but are not repeated here due to the number of subcategories concerned:

### **Accounting and Finance**

Accounting (financial and management)

Agreements

Annual financial statements

Auditing

Audits

Banking  
Bookkeeping  
Budgets  
Capital expenditure  
Commercial services  
Costs  
Creditors  
Debtors  
Estimates  
Forecasts  
Forex  
Loans  
Other  
Projects  
Reports  
Revenues  
Shares  
Stores  
Suppliers  
Taxation  
Tenders  
Treasury  
Warrants

Benefit Society and Pension Fund

Administration  
Booklets  
Claims  
Communications  
Deceased estates  
Declarations  
Dependants  
Employment  
Financial  
Forms  
Funds  
Medication  
Membership  
Other

Projects  
Reconciliations  
Salary  
Trustees minutes

Company Secretarial and Administration

Agreements  
Annual Financial Statements  
Annual Reports  
Appointments  
Audits  
Board meetings  
Budgets  
Central records  
Companies  
Companies Act records  
Corporate Identity  
Correspondence  
Countries  
Directorate  
Foreign business  
Legislation  
Licences  
Maps/drawings  
Minutes of meetings  
Other  
Other Departments/Divisions  
Projects  
Registers  
Scholarships  
Shareholders  
Strategic planning  
Title deeds

Environmental/ Ecology

Assessments  
Audits  
Buildings/property

Conservation  
Correspondence  
Environmental issues  
Farming  
Game  
Hunting  
ISO 14001  
Minutes  
Occupational hygiene  
Other  
Permits  
Procedures  
Projects  
Projects  
Registers  
Rehabilitation  
Remote sensing  
Reports  
Research  
Safaris  
Technical  
Tourism  
Transport  
Water

Exploration

Alluvial  
Anomalies  
Concessions  
Conferences  
Correspondence  
Countries  
Databases  
Diamonds  
General  
Geochemistry  
Geological models  
Geology  
Geomorphology

Geophysics  
Geoscience – technical  
Kimberlites  
Meetings  
Methods  
Micro diamonds  
Mine prospecting  
Mineral chemistry  
Mineral resources  
Mineralogy  
Other  
Other minerals  
Petrography  
Policies and procedures  
Presentations  
Projects  
Remote sensing  
Reports  
Research and studies  
Technical  
Valuation

Historical/ Archives

Agreements  
Certificates  
Chief Accountant  
Constitutions  
Correspondence  
De Beers Cold Storage  
Directors  
Drawings  
Farms & Estates Department  
General Manager  
Kimberley Mines Administrative  
Ledgers  
Legal Records  
Liquidations  
Maps  
Minutes

Other  
Other companies  
Photographs  
Policies  
Reports  
Rhodes Fruit Farms  
Secretarial records  
Secretarial Records  
Staff  
Title Deeds

### Human Resources

Applications  
Appointments  
Career Path Assessment  
Clinic/hospital service  
Complements and strengths  
Employee development  
Employment conditions  
Employment equity  
Hostel  
Housing  
Industrial relations  
Labour broker  
Minutes  
Non trade union staff  
Organisational design  
Personnel  
Policies & procedures  
Reports  
Scholarships/bursaries  
Staff benefits  
Staffing  
Trade unions

### Information Technology

Contracts  
Correspondence



Data maps  
Databases  
Disaster recovery  
E-commerce  
Hardware  
Internet  
Intranet  
Other  
Procedures and standards  
Research  
Security  
Software  
System documentation  
User liasion  
Y2K

### Legal

Acts and amendments  
Anti-trust  
Appointments  
Environment  
Environmental issues  
General  
Geology & exploration  
International law  
Joint ventures  
Land rights  
Licenses, permissions and exemptions  
Mine agreements  
Mineral rights  
Other  
Other agreements

### Mining and Recovery

Engineering  
General mining  
Geology  
Geotech

Manuals  
Metallurgy  
Mine planning  
Mining techniques  
Procedures  
Projects  
Recovery methods  
Reports  
Resource databases  
Survey  
Technical services

### Public and Corporate Affairs

Audits  
Bursaries  
Charities  
Community relations  
Environmental awareness  
Functions  
Funds  
HIV/AIDS  
Producer relations  
Profiles  
Public relations  
Publications  
Shows, presentations and videos  
Social responsibility  
Sponsorships

### Research and Development

Blueprints  
Diamond research  
Feasibility studies  
Geological models  
Investigations  
Mineral resource management  
Other  
Procedures

Projects  
Resource sampling  
Specifications  
Technical documents and notes  
Technology

Sales and Marketing

Advertisements  
Board papers  
Cutting industry  
Diamond information  
Diamonds Act records  
DTC  
Other  
Photographic library  
Profiles  
Publications  
Sales and purchases  
Sightholder records  
Speeches  
Statistics  
Stock records  
Subsidiary companies

Security

Ammunition and firearm registers  
Diamond control  
Dockets  
Explosives  
Incident logs  
Information technology  
Other  
Police reports  
Polygraph results  
Profiles  
Projects  
Reports  
Safety reports

Sorthouse  
Staff  
Statistics  
Surveillance  
System drawings  
Training  
X-rays

The records are held across the following De Beers' business areas in South Africa:

- Cape Town and Johannesburg Depots
- Corporate Headquarters (Johannesburg)
- De Beers Benefit Society (Kimberley)
- De Beers Dispensary (Kimberley)
- De Beers Geology (Centurion)
- De Beers Geology (Kimberley)
- De Beers Marine (Cape Town)
- De Beers Pension Fund (Kimberley)
- Finsch Mine
- Harry Oppenheimer House (Kimberley)
- Head Office (Kimberley)
- Kimberley Mines
- Koffiefontein Mine
- Namaqualand Mines
- Premier Mine (Cullinan)
- Shared Services (Kimberley)
- The Klipspringer Joint Venture
- The Oaks Mine (Limpopo Province)
- Venetia Mine (Limpopo Province)

#### **PART D**

Section 51 (1) (d) requires a description of the records of the body which are available in accordance with any other legislation. Certain records are available upon specified conditions in accordance with the following legislation:

**Accounting and Finance**

Income Tax Act, No 58 of 1962  
Stamp Duties Act, No 77 of 1968  
Value Added Tax Act, No 89 of 1991

**Human Resources**

Basic Conditions of Employment Act, No 3 of 1983  
Employment Equity Act, No 55 of 1998  
Manpower Training Act, No 56 of 1981  
Skills Development Levies Act, No 9 of 1999  
Unemployment Insurance Act, No 30 of 1966  
Wages Act, No 5 of 1957  
Workmen's Compensation Act, No 30 of 1941

**Environmental/ Ecology**

National Environmental Management Act, No 107 Of 1998

**Company Secretarial and Administration**

Companies Act, No 61 of 1973

**PART E**

In terms of Section 51 (1) (c) the private body is given the option of submitting to the Minister of Justice a description referring to categories of records of a private body which are available without a person having to request access in terms of the Act. Although no such description has been submitted to the Minister it should be mentioned that the De Beers website contains information on the company which may be accessed via the Internet. The address is [www.debeersgroup.com](http://www.debeersgroup.com) and contains information on the following:

Careers at De Beers  
Corporate Citizenship  
De Beers  
Debid  
Debswana  
Diamonds  
DTC  
Environment  
Exploration  
Namdeb  
Operations  
Recent news and topics  
Research and Development

**CALTEX OIL (S.A.) (PTY) LIMITED****MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**Manual Prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act")**

**PART I****[Information required under section 51 (1) (a) of the Act]**

**Name of body:** Caltex Oil (S.A.) (Pty) Limited  
**Head of body:** Chairman: Dana Flanders  
**Address:** Head Office: 19 D F Malan Street, Cape Town, South Africa  
**Postal address:** P.O.Box 714, Cape Town, South Africa, 8000  
**Telephone No:** +27 21 403 7911  
**Fax No:** +27 21 403 7734  
**E-mail:** [RDWright@Caltex.com](mailto:RDWright@Caltex.com)

**PART II****[Information required under section 51(1) (b) of the Act]**

The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

**PART III****[Copy of notice, if any, required under section 51 (1) (c) of the Act]**

Not applicable.

**PART IV****[Information required under section 51 (1) (d) of the Act]**

**Records are kept in accordance with the following legislation:**

**Income Tax Act 58 of 1962 (section 75 (1))**

**Unemployed Insurance Act 30 of 1966 (section 32 and 33)**

**Value-Added Tax Act 89 of 1991 (section 55)**

**Compensation for Occupational Injuries and Diseases Act 130 of 1993  
(section 81)**

**Labour Relations Act 66 of 1995 (sections 98, 99 and 205)**

**Basic Conditions of Employment Act 75 of 1997 (sections 29 (4) and 31)**

**Employment Equity Act 55 of 1998 (section 26)**

**Skills Development Levies Act 9 of 1999 (section 13)**

**Petroleum Products Act 120 of 1977**

**Companies Act 61 of 1973 (section 284)**

**Environment Conservation Act 73 of 1989**

**National Environmental Management Act 107 of 1998**

**Atmospheric Pollution Prevention Act 45 of 1965**

**National Water Act 36 of 1998**

**National Key Points Act 102 of 1980**

**Occupational, Health and Safety Act 85 of 1993**

**Part V****[Information required under section 51 (1) (e) of the Act]****A. Website**

The company web-page [www.caltex.co.za](http://www.caltex.co.za) is accessible to anyone who has access to the Internet. The company's web page contains general information pertaining to the company and its operations. Information is available in the following categories:

**About Caltex**

- Company History
- Calref Refinery
- Products
- Services
- In the Community
- Commitment to Black Economic Empowerment
- Company Sponsorships
- Company Newsletters
- Company contact details

**B. Operational Records**

<b>SUBJECTS:</b>	<b>CATEGORIES:</b>
<b>Retail Marketing:</b>	<ul style="list-style-type: none"> <li>• Royalties</li> <li>• Advertising Fund Contributions</li> <li>• Management Service Fees</li> <li>• Advertising &amp; Sales Promotions</li> <li>• Franchise Advisory Council records</li> <li>• Network plans</li> </ul>
<b>Retail Automation:</b>	<ul style="list-style-type: none"> <li>• Development specifications of product proposals</li> <li>• Technical specifications</li> <li>• Test plans / prescriptions / results</li> <li>• Project documentation</li> </ul>
<b>Card Marketing:</b>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Alliance agreements</li> <li>• General supplier agreements</li> </ul>
<b>Retail Training &amp; Development:</b>	<ul style="list-style-type: none"> <li>• Course outlines and programmes</li> <li>• Register of delegates</li> </ul>
<b>Marketing Planning &amp; Pricing:</b>	<ul style="list-style-type: none"> <li>• Pricing studies</li> <li>• Pricing records</li> <li>• Business analysis studies</li> </ul>



	<ul style="list-style-type: none"> <li>• Business performance records</li> <li>• Sales records</li> <li>• Consumption records</li> </ul>
<b>Marketing Support: Customer Service Centre</b>	<ul style="list-style-type: none"> <li>• CD records / audio recordings</li> <li>• E-mails &amp; facsimiles recording orders, maintenance needs and general queries</li> </ul>
<b>Commercial Marketing:</b>	<ul style="list-style-type: none"> <li>• Customer agreements</li> <li>• Sales and discount records</li> </ul>
<b>Chairman's Office:</b>	<ul style="list-style-type: none"> <li>• Shareholder policies and guidelines</li> <li>• Corporate and strategic planning records</li> <li>• Special project data</li> </ul>
<b>Aviation:</b>	<ul style="list-style-type: none"> <li>• JIAFS consortium agreements and records</li> <li>• Lease / concession agreements</li> <li>• Stock records</li> <li>• Inspection records</li> <li>• Quality control certificates and records</li> <li>• Asset ledgers</li> </ul>
<b>Refinery:</b>	<ul style="list-style-type: none"> <li>• Product storage and handling data</li> <li>• Quality and protection procedures</li> <li>• Plant service, reliability and maintenance records</li> <li>• Project engineering and inspection records</li> <li>• Operational procedures and manuals</li> <li>• Manufacturing data</li> <li>• Environment, health, safety, quality assurance and risk data</li> </ul>
<b>Sales, Manufacturing &amp; Distribution (Lubricants):</b>	<ul style="list-style-type: none"> <li>• Quality management and certification</li> <li>• Production records</li> <li>• Inventories</li> <li>• Sales records</li> <li>• General accounting and administration records</li> </ul>
<b>Product Engineering:</b>	<ul style="list-style-type: none"> <li>• Certificates of quality (Fuels)</li> <li>• Product specifications</li> <li>• Sample service reports</li> <li>• Minutes of industry technical committee meetings</li> </ul>
<b>Procurement:</b>	<ul style="list-style-type: none"> <li>• Supplier contracts</li> <li>• Tender documents</li> <li>• Quotations / proposal requests</li> </ul>
<b>Fiscal Services:</b>	<ul style="list-style-type: none"> <li>• Accounting records</li> </ul>
<b>Human Resources Services:</b>	<ul style="list-style-type: none"> <li>• Compensation and benefits</li> <li>• HR Policies and administration</li> </ul>

	<ul style="list-style-type: none"> <li>• Industrial relations</li> <li>• Organisational development</li> </ul>
<b>Group Legal Services:</b>	<ul style="list-style-type: none"> <li>• Collections</li> <li>• Insurance</li> <li>• Litigation</li> <li>• Company secretarial</li> <li>• General legal matters</li> </ul>
<b>Strategic Asset Management:</b>	<ul style="list-style-type: none"> <li>• Lease agreements</li> <li>• Franchise agreements</li> <li>• Title deeds</li> <li>• Sales agreements</li> <li>• Site files</li> </ul>
<b>Corporate &amp; Government Affairs:</b>	<ul style="list-style-type: none"> <li>• Corporate and Government Affairs policies and criteria</li> <li>• Corporate Social Investment / Donation and sponsorship records</li> <li>• Stakeholder information</li> <li>• Crisis Communication plans</li> <li>• Press releases</li> <li>• Company brochures, publications and reports</li> </ul>
<b>Lubricants:</b>	<ul style="list-style-type: none"> <li>• Product information and specifications</li> <li>• Product bulletins</li> <li>• Material safety data sheets</li> <li>• Application recommendations</li> <li>• Test data</li> </ul>
<b>Supply &amp; Trading:</b>	<ul style="list-style-type: none"> <li>• Inventories</li> <li>• Procurement contracts</li> <li>• Transfer pricing agreements</li> <li>• Accounting records</li> </ul>
<b>Health, Environment &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• Health, environment and safety standards manuals</li> <li>• Health, environment and safety reviews, assessments and audits</li> <li>• Major hazardous installations assessment working documents (HES)</li> <li>• Health, environment and safety performance statistics</li> <li>• Incident reports</li> </ul>
<b>Distribution:</b>	<ul style="list-style-type: none"> <li>• Stock registers / inventories</li> <li>• Sales records</li> <li>• Audit records</li> <li>• Vat data</li> <li>• Inspection reports</li> <li>• Transport agreements</li> <li>• Vehicle maintenance records</li> <li>• Driver training records</li> </ul>

---

	<ul style="list-style-type: none"><li>• Depot site plans</li><li>• Bulk storage tank tables</li><li>• Lease agreements</li><li>• Maintenance records</li></ul>
<b>Information Technology:</b>	<ul style="list-style-type: none"><li>• Contractor agreements</li><li>• Vendor procurement documentation</li><li>• Procedural guides</li></ul>

### **C. General Records**

- Correspondence
  - SAP records
  - Administrative documentation
-

# Dog ate your Gazette? ... read it online



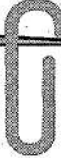
**www.SA Gazettes.co.za**  
.....

**A new information Portal keeping you up to date with news, legislation, the Parliamentary programme and which is the largest pool of SA Gazette information available on the Web.**

- Easily accessible through the www!
  - Government Gazettes - from January 1994
  - Compilations of all Indexes pertaining to the past week's Government Gazettes
  - All Provincial Gazettes - from September 1995
  - Parliamentary Bills - as of January 1999
- Available in full-text, with keyword searching
- Sabinet Online scans, formats, edits and organize information for you. Diagrams and forms included as images.
- No stacks of printed gazettes - all on computer. Think of the storage space you save.
- Offer Bill Tracker - complementing the SA Gazettes products.

**For easy electronic access to full-text gazette info, subscribe to the SA Gazettes from Sabinet Online. Please visit us at [www.sagazettes.co.za](http://www.sagazettes.co.za)**





*Looking for back copies and out of print issues of  
the Government Gazette and Provincial Gazettes?*

## The National Library of SA has them!

Let us make your day with the information you need ...

National Library of SA, Pretoria Division

PO Box 397

0001 PRETORIA

Tel.:(012) 321-8931, Fax: (012) 325-5984

E-mail: [infodesk@nlsa.ac.za](mailto:infodesk@nlsa.ac.za)



*Soek u ou kopieë en uit druk uitgawes van die  
Staatshoerant en Provinsiale Koerante?*

## Die Nasionale Biblioteek van SA het hulle!

Met ons hoef u nie te sukkel om inligting te bekom nie ...

Nasionale Biblioteek van SA, Pretoria Divisie

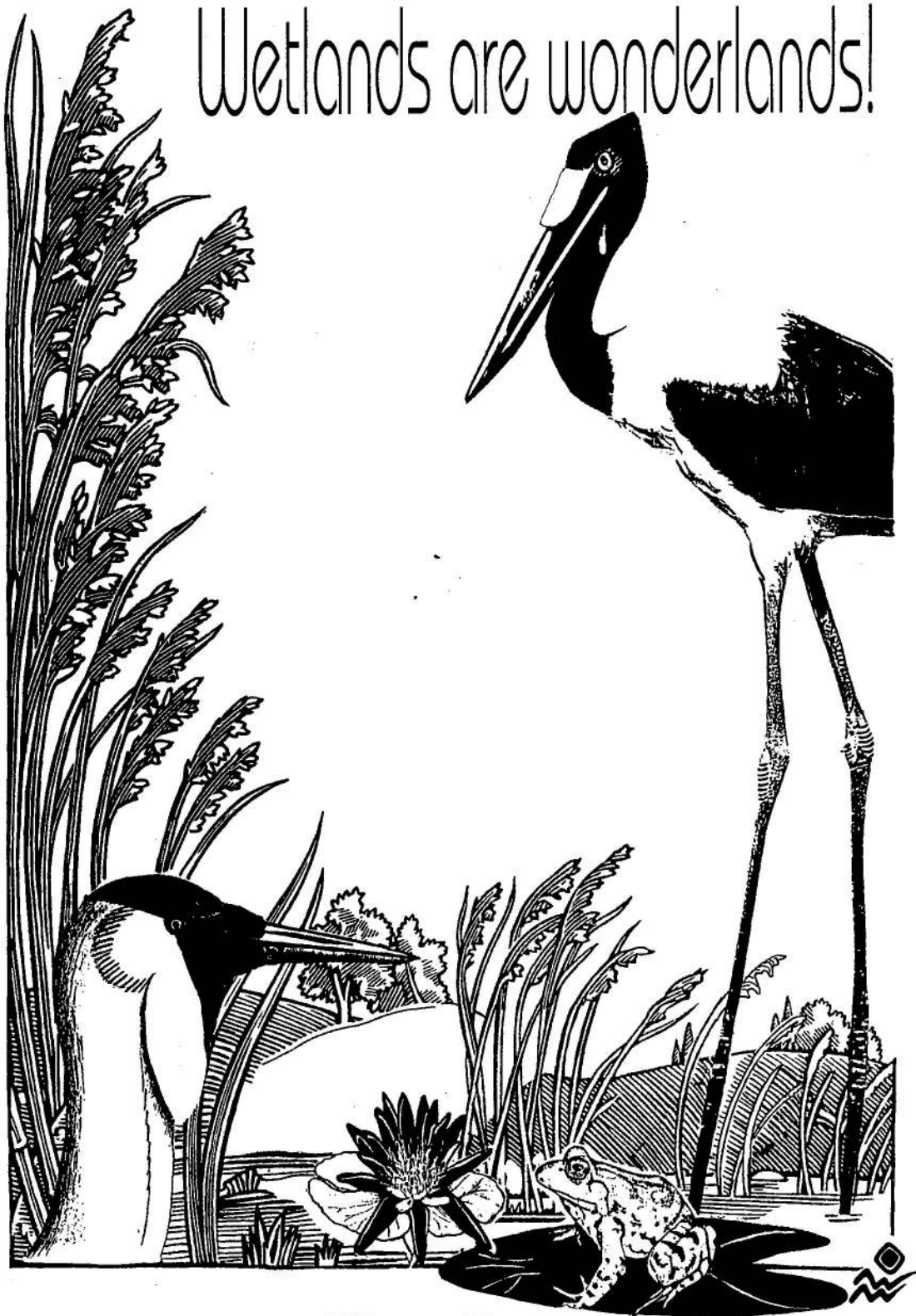
Posbus 397

0001 PRETORIA

Tel.:(012) 321-8931, Faks: (012) 325-5984

E-pos: [infodesk@nlsa.ac.za](mailto:infodesk@nlsa.ac.za)

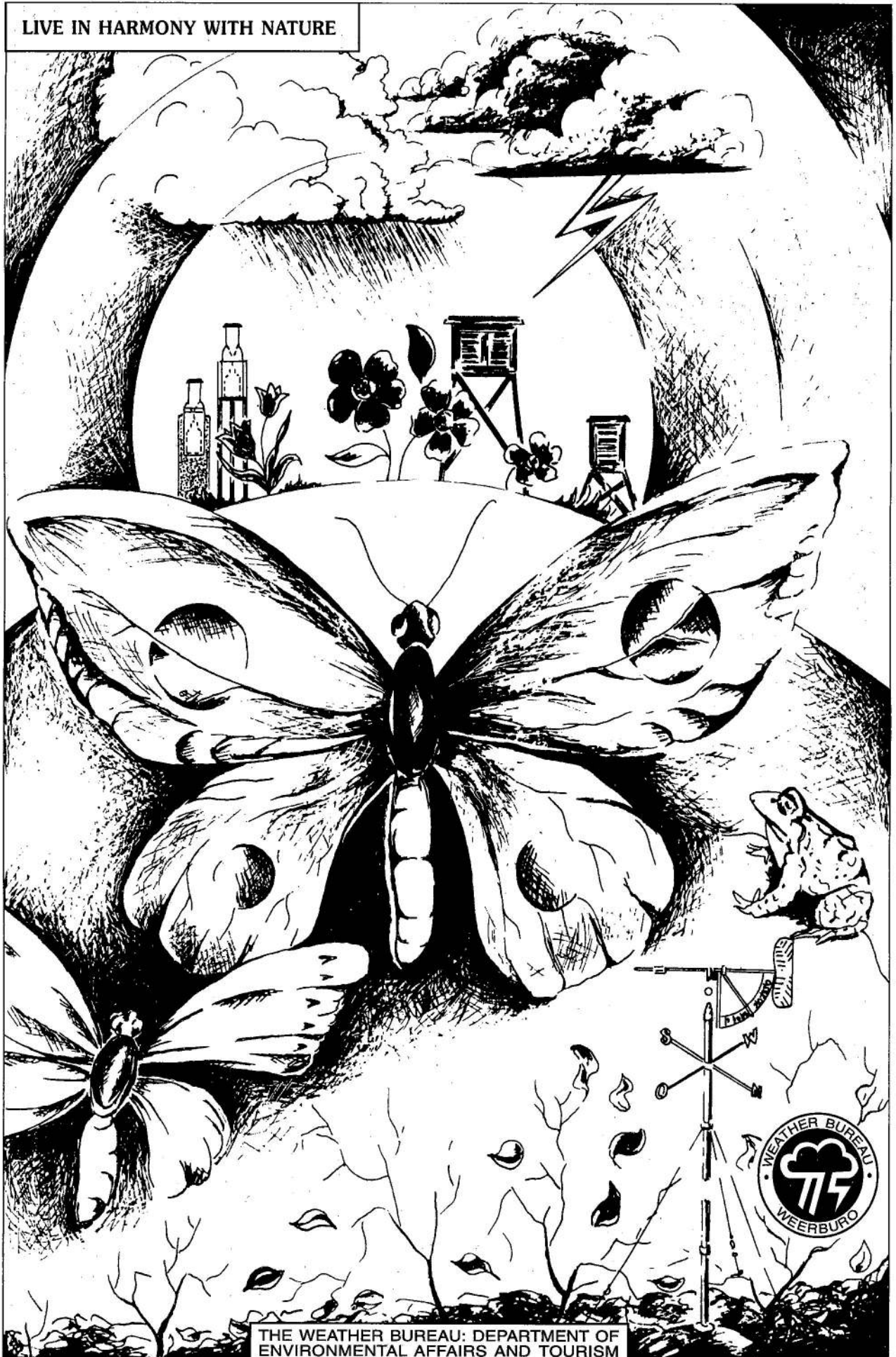
Wetlands are wonderlands!



Department of Environmental Affairs and Tourism



LIVE IN HARMONY WITH NATURE



Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531