



COMPANY POLICY ON HOW TO DEAL WITH REQUESTS FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT

This document is the company's policy for when requests for information or documentation is received from members of the public or organizations in circumstances where such requests are regulated by the applicable provisions of the Promotion of Access to Information Act.

The company has secured the preparation of a Manual for the Promotion of Access to information Act, 2000 and has furnished the South African Human Rights Commission with a copy of its manual. A copy is available on the Company's website.

The company has also prepared relevant documentation, which has to be completed by an Applicant when asking for information. Copies are available on request.

The company has determined the following charges applicable to providing access to information.

- 1) Copy charges – **R15.00 ex VAT** per page, increasing by CPI each year starting from 1 July 2022.
- 2) Postal/fax and/or email charges – **R150.00 per letter ex VAT**, faxed page and/or email transmission, increasing at CPI each year starting from 1 July 2022.
- 3) Search/Research charges – **R250.00 ex VAT per half hour** necessary to search for and to locate records, increasing at CPI each year starting from 1 July 2022.

These prescribed fees are payable prior to the record being made available to the requestor.

These prescribed fees may be reviewed annually.

SIGNED AT Milnerton ON THIS THE 30 DAY OF June 2021.

FOR THE COMPANY

Charles Marx
Director