

MANUAL

for

ECOFLOW SOUTH AFRICA PROPRIETARY LIMITED

(with registration number 2022/553296/07)

(hereinafter referred to as “**the Company**”)

**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2 OF 2000 AND TO ADDRESS THE REQUIREMENTS OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

(a Private Body)

Date of Compilation: [Nov.7, 2022]
Date of Revision: [Dec.4,2023]

1. **DEFINITIONS**

The following words, unless otherwise defined, shall bear the same meaning as under PAIA and POPIA, as the case may be:

"Consent"	a voluntary, specific and informed expression of will in terms of which a Data Subject agrees to the Processing of Personal Information relating to him or her or it;
"Constitution"	the Constitution of the Republic of South Africa, 1996
"Data Subject"	the person to whom Personal Information relates, who may be a natural or juristic person;
"Information Officer"	the chief executive officer or equivalent officer of the Company or any person duly authorised by that officer; or the person acting as such or any person duly authorised by such acting person, whose further particulars appear in clause 7.2.2 of this Manual;
"Information Regulator"	the Information Regulator established in terms of section 39 of POPIA;
"Manual"	this Manual prepared in accordance with section 51 of PAIA and to address the requirements of POPIA;
"PAIA"	the Promotion of Access to Information Act No. 2 of 2000, as amended from time to time;
"Personal Information"	means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including, but not limited to: <ul style="list-style-type: none"> (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the blood type or any other biometric information of

the person;

- (e) the personal opinions, views or preferences of the person;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person; and
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person,

which may include Special Personal Information;

"Personal Requester" a person who requests information about himself/herself/itself;

"POPIA" the Protection of Personal Information Act No. 4 of 2013;

"Privacy Policy" the privacy policy adopted by the Company from time to time and made available on the website at <https://za.ecoflow.com/>;

"Private Body" a person who carries or has carried on any trade, business or profession in that capacity, a partnership or a juristic person, whether existing or terminated, but excluding a Public Body or as defined in PAIA;

"Processing" any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

- (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) dissemination by means of transmission, distribution or making available in any other form; or
- (c) merging, linking, as well as blocking, degradation, erasure or destruction of information,

and **"Processed"** shall have a corresponding meaning;

"Public Body" any department or state or administration in the national, provincial or local sphere of government or functionary

exercising public power or as defined in PAIA;

"Representative Requester"	a person who requests information relating to and on behalf of another person;
"Responsible Party"	a Public Body or Private Body (as the case may be) or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information;
"Requester"	any person making a request for access to a record of the Company or a person acting on behalf of such a person;
"RSA"	the Republic of South Africa;
"Special Personal Information"	shall bear the meaning ascribed to the term in POPIA; and
"Third Party Requester"	a person who requests records about another person.

2. **INTRODUCTION**

- 2.1 PAIA seeks to give effect to the constitutional right of access to information as contained in section 32 of the Constitution and to advance the values of transparency and accountability and establishes certain statutory rights of Requesters to access records of a Private Body if:
- 2.1.1 the record is required for the exercise or protection of any rights;
 - 2.1.2 that Requester complies with all the procedural requirements; and
 - 2.1.3 access is not refused in terms of any ground referred to in PAIA.
- 2.2 POPIA seeks to give effect to the constitutional right to privacy as contained in section 14 of the Bill of Rights and to safeguard Personal Information by regulating the manner in which it may be Processed by Private Bodies. POPIA provides that Data Subjects have the right to have their Personal Information Processed in accordance with the conditions for the lawful Processing of Personal Information, which are set out in POPIA.
- 2.3 One of the requirements specified in PAIA is the compilation of an information manual that provides information including the types and categories of records held by a Private Body, the procedures to access records as well certain information relating to the Processing of Personal Information.

3. **SCOPE AND PURPOSE**

- 3.1 This Manual serves as the Company's information manual and provides reference to the records held by the Company as well as the Personal Information Processed

by the Company from time to time.

- 3.2 The purpose of this Manual is to:
- 3.2.1 ensure that the Company complies with PAIA by giving effect to the right to information;
 - 3.2.2 set out the procedural requirements attached to requests for records in terms of PAIA, the requirements which requests must meet, as well as the grounds for refusing requests;
 - 3.2.3 provide a non-exhaustive list of Personal Information, records and other details held or to be collected by the Company; and
 - 3.2.4 record the conditions and terms for Processing Personal Information.
- 3.3 This Manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA and/or POPIA. A person seeking any record and/or Personal Information or any other specified information from the Company ("**Applicant**") as referred to in POPIA and/or PAIA (as the case may be) as the "Requester", under the control of the Company, must familiarise himself with the provisions of PAIA and/or POPIA before submitting a written request to the Company.

4. **AMENDMENTS TO THIS MANUAL**

Amendments to or a review of this Manual will take place on an *ad hoc* basis but in any event at least once a year.

5. **OPERATING DIVISIONS**

Ecoflow South Africa Proprietary Limited- Hong Kong EcoFlow Innovation Technology Limited-EcoFlow Inc.

6. **THE MAIN ACTIVITIES OF THE COMPANY**

Conduct businesses in portable power and renewable energy solutions.

B **APPLICABILITY AND AVAILABILITY OF THIS MANUAL**

This Manual is available for inspection, free of charge, at the Company's head offices as stipulated in clause 8 below, and is available through the Company's website at <https://za.ecoflow.com/>.

7. **PAIA PROVISIONS**

- 7.1 Section 51 of PAIA requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to in seeking to obtain access to records held by that Private Body.
- 7.2 This Manual will, subject to clause 4, be updated as and when the need arises and as soon as any amendments have been finalised, the latest version of the Manual will be made public:
 - 7.2.1 through the Company's website: <https://za.ecoflow.com/>; or alternatively

7.2.2 on request from:

The Information Officer: [Yang Yang]

Address: [B1 Chuanzhiyuancheng Nanshan district Shenzhen China]

E-mail: [yang.yang2@ecoflow.com]

8. **PARTICULARS REQUIRED IN TERMS OF SECTION 51(1)(a) OF PAIA**

Company Name and Registration:	EcoFlow South Africa Proprietary Limited Registration Number: 2022/553296/07
Information Officer	Yang Yang
Street Address	B1 Chuanzhiyuancheng Nanshan district Shenzhen China
Postal Address	B1 Chuanzhiyuancheng Nanshan district Shenzhen China
Telephone	86-199 3438 9325
Website	https://www.ecoflow.com/za https://za.ecoflow.com/
E-mail	support.za@ecoflow.com

9. **GUIDE (Section 51(1)(b)(i) of PAIA)**

The Information Regulator is required, in terms of section 10 of PAIA, to compile a guide (“**Guide**”) containing information that may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Any queries should be directed to:

The Information Regulator of South Africa

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

E-mail: inforeg@justice.gov.za / complaints.IR@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/index.html>

Tel: 012 406 4818

Fax: 086 500 3351

10. **AUTOMATIC AVAILABILITY OF DOCUMENTS (Section 51(1)(b)(ii) of PAIA)**

10.1 PAIA provides that certain records may automatically be made available. Should records be automatically available, a formal request for such records will not be necessary.

10.2 In terms of PAIA, Private Bodies are not obliged to make any records automatically available. This means that a Private Body is not obliged to make such disclosure. If

a Private Body chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of section 52(2) of PAIA.

10.3 At this stage the Company has given no notice of any categories of records that are automatically available without a person having to request access in terms of PAIA.

11. LIST OF RECORDS (Section 51(1)(b)(iii) and (iv))

11.1 A list of the categories of records held by the Company appears in **Schedule A** annexed hereto. The categories of records are not exhaustive but are merely meant to give a broad indication of the records subject and categories held by the Company, without specification.

11.2 A list of the records held by the Company in accordance with legislation other than POPIA or PAIA appears in **Schedule B** annexed hereto.

12. WHO MAY REQUEST RECORDS

12.1 PAIA provides that a person may request records from a Private Body in terms thereof if that record is required for the exercise or protection of a right.

12.2 When making a request, the Requester must:

12.2.1 state that the record requested is required in order to exercise or protect a right;

12.2.2 identify the right and provide details of the nature of the right to be exercised or protected;

12.2.3 explain why the requested record is required for the exercise or protection of that right.

13. REQUEST

13.1 A request for access to a record must be made on the prescribed form (a copy of which is annexed as **Schedule C**) ("**Request**") delivered to the Information Officer at his address, facsimile number or e-mail address as provided for in this Manual.

13.2 The Requester must provide sufficient detail on the request form to enable the Information Officer to identify:

13.2.1 the record requested;

13.2.2 the identity of the Requester; and

13.2.3 the form of access required if the request is granted.

13.3 When completing a Request on the prescribed form, the Applicant/Requester should also indicate:

13.3.1 the preferred language if applicable;

13.3.2 whether the Requester wishes to be informed of the decision in another manner in addition to a written reply and the particulars thereof; and

- 13.3.3 a facsimile number, e-mail and/or postal address.
- 13.4 If a Request is made by a Representative Requester, then the Representative Requester must submit proof of the capacity in which the Representative Requester is making the request to the reasonable satisfaction of the Information Officer.
- 13.5 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request verbally to the Information Officer.
- 13.6 Any Request must be directed to the Information Officer or any other authorised persons.
- 13.7 The Request on the prescribed form must be delivered to the Company by hand, via mail, facsimile or e-mail.
- 13.8 The Requester must pay the prescribed fee before any further processing of the Request can be effected/implemented.

14. **PRESCRIBED FEES**

- 14.1 PAIA makes provision for 2 types of fees, namely:
 - 14.1.1 a request fee, which will be a standard fee; and
 - 14.1.2 an access fee, which must be calculated by taking into account reproduction costs, search time, identification and preparation time and cost, as well as postal (delivery) costs.
- 14.2 When the request is received by the Information Officer, such officer must by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the request.
- 14.3 If the search for the record has been made and the preparation of the record for disclosure, including any arrangement to make the record available as required in the request form, requires more than six hours, the Information Officer shall notify the Requester to pay as a deposit the prescribed portion of the access fee payable.
- 14.4 The Information Officer shall be entitled to withhold a record until the Requester has paid the required fee.
- 14.5 A Requester whose request for access to a record has been granted, is required to pay an access fee for the reproduction and for the search and preparation, and for any time reasonably required in excess of six hours to search for and prepare the record for disclosure, including making arrangements to make it available in the required form.
- 14.6 If a deposit has been paid in respect of a Request for access that is refused, then the Information Officer must repay the deposit to the Requester within a reasonable period after access has been refused.

15. **DECISION ON REQUEST**

- 15.1 The Company shall, within 30 days, of receipt of a request form, or such shorter period as may be feasible in the circumstances make a decision as to whether to grant or decline the Request and inform the Requester of its decision with adequate

reasons for the refusal.

- 15.2 The 30 day period within which the Company has to decide whether to grant or refuse the Request, may be extended for a further period not exceeding 30 days if the Request is for a large amount of records, the Request requires a search for or through a large number of records, or the Request requires a search for records held at other premises, as a result of which the required records cannot reasonably be obtained within the initial 30 day period.
- 15.3 The Company shall notify the Requester in writing should an extension of the prescribed period be required and the reasons for the extension.

16. **GROUND FOR REFUSAL**

The Company may or must refuse a Request on, amongst others, the grounds set out in Part 3, Chapter 4 of PAIA.

17. **THE PRESCRIBED FORMS AND FEES**

The prescribed forms and fees payable in respect of access to records are available on the website of the Information Regulator at <https://info regulator.org.za/under the legislation section>.

18. **RECORDS THAT CANNOT BE FOUND**

- 18.1 If the Company has searched for a record and believes that the record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or written affirmation.
- 18.2 The affidavit or affirmation shall detail the steps which were taken to locate the requested record.

19. **PROCESSING OF PERSONAL INFORMATION**

- 19.1 In terms of the provisions of POPIA, the Company must inform Data Subjects formally of the manner in which it Processes any Personal Information.
- 19.2 The type of Personal Information to be Processed by the Company will depend on the purpose for which such Personal Information is Processed. The Company will only Process such Personal Information which it needs to fulfil the relevant purpose and as required by law.

20. **PURPOSE OF PROCESSING OF PERSONAL INFORMATION (Section 51(1)(c)(i) of PAIA)**

The Company Processes the Personal Information of Data Subjects in the following ways:

- 20.1 executing and/or fulfilling its statutory obligations in terms of PAIA and/or the POPIA;
- 20.2 executing and/or fulfilling its statutory obligations in terms of other applicable legislation;
- 20.3 executing and/or fulfilling its contractual obligations;
- 20.4 administering employees and potential employees;

- 20.5 keeping accounts and records for business and statutory reporting obligations;
- 20.6 procurement processes;
- 20.7 visitors to the Company's business premises; and
- 20.8 processing online sales orders of customers.

21. **DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO (Section 51(1)(c)(ii) of PAIA)**

The Company may Process Personal Information for itself, directly from a Data Subject, employees, service suppliers, and product suppliers.

Categories of Data Subjects	Personal Information that may be Processed
Customers of the Company	In terms of which the information processed and categories of recipients are set out in the Privacy Policy.
Suppliers of products	In terms of which the information processed and categories of recipients are set out in the Privacy Policy.
An employee and/or consultant of the Company	In terms of which the information processed and categories of recipients are set out in the Privacy Policy.

22. **THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED (Section 51(1)(c)(iii) of PAIA)**

- 22.1 The Company may supply the Personal Information of Data Subjects to service suppliers, who provide the following services:
 - 22.1.1 administration (for example, clients, investments, medical aids, retirement funds);
 - 22.1.2 accounting and/or auditing;
 - 22.1.3 capturing and organising Personal Information;
 - 22.1.4 compliance (including tax compliance);
 - 22.1.5 due diligence reviews;
 - 22.1.6 information and communication technologies (ICT);

- 22.1.7 storing of personal information; and
- 22.1.8 verification checks.
- 22.2 The Company may supply the Personal Information of Data Subjects to:
 - 22.2.1 Courts, in terms of matters taken on judicial review;
 - 22.2.2 enforcement agencies, for criminal investigation (for example, National Prosecuting Authority, South African Police Service);
 - 22.2.3 people against whom complaints have been lodged; and
 - 22.2.4 regulators, ombuds, or tribunals, in terms of matters that fall under their jurisdiction.

23. **PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION (Section 51(1)(c)(iv) of PAIA)**

- 23.1 The Company has not planned transborder flows of Personal Information.
- 23.2 If it becomes necessary to transfer Personal Information to another country for a lawful purpose, the Company will ensure that the person (both legal and natural) to whom the Personal Information will be transferred is subject to a law, binding company rules, and/or binding agreements, which provide a suitable level of protection, and the third party agrees to treat the Personal Information with the same level of protection as the Company is required to provide, in terms of the POPIA.
- 23.3 The cross border transfer of Personal Information may be done with the Data Subject's Consent. However, if it is not reasonably practicable to obtain the Data Subject's Consent, the Company will transfer the Personal Information if it will be for the Data Subject's benefit, and the Data Subject would have provided Consent, if it had been reasonably practicable to obtain the Consent.

24. **PERSONAL INFORMATION SECURITY (Section 51(1)(c)(v) of PAIA)**

- 24.1 The Company is obliged to provide adequate protection in respect of the Personal Information it Processes and to prevent unauthorised access, disclosure and use of any Personal Information.
- 24.2 The Company shall, on an on-going basis, review its security controls and related processes to ensure that the Personal Information of Data Subjects is secure and retained only for so long as is required by law or needed for record-keeping purposes.
- 24.3 The Company's security policies and procedures include:
 - 24.3.1 lawful and reasonable Processing of Personal Information as contemplated in section 9 of POPIA;
 - 24.3.2 limitation of access to Personal Information;
 - 24.3.3 computer and network security;
 - 24.3.4 investigation of and prompt response to breaches of security;

- 24.3.5 monitoring of access and usage of Personal Information;
 - 24.3.6 physical security of hardware and premises where Personal Information is Processed;
 - 24.3.7 appropriate procedures in respect of retention and disposal of Personal Information;
 - 24.3.8 secure communications; and
 - 24.3.9 proper security arrangements in outsourcing of ancillary services or functions.
- 24.4 When the Company contracts with third parties in relation to the management of Personal Information, the Company imposes appropriate security, privacy and confidentiality obligations on them to ensure that the Personal Information under the Company's control will be kept secure at all times.
- 24.5 The Company will ensure that anyone to whom it discloses any Personal Information, agrees to treat that Personal Information with the same level of protection as the Company is obliged to treat it.
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SCHEDULE A
CATEGORIES AND TYPES OF RECORDS HELD BY THE COMPANY

The following categories of records are held by the Company and access may be granted to such records upon proper request and payment of a fee in terms of PAIA and this Manual, unless the Company is entitled to refuse access to such records, or the records are exempted in terms of PAIA:

Contracts and Agreements

Category	Information Category Description
Commercial agreements	These are typical documents which record the agreement between the Company and business partners, suppliers, contractors and is the result of contractual negotiations undertaken previously. These documents are retained by the business unit(s) involved and the Legal Department
Property agreements	Information relating to immovable, movable and incorporeal property of the Company, including asset registers
Contractual issues with business partners	All information relating to reaching an agreement with a business partner, for example correspondence, minutes and notes of meetings prior to the conclusion of the agreement, including details related to the agreement itself
Client information	Full details of the client, including but not limited to, corporate information, trading name of the client, registration number of client, relevant tax registration numbers, principal contact person and their respective contact details, invoices issued etc.

Corporate Social Investment

Category	Information Category Description
Corporate Social Investment – Projects	Details of the projects that have been approved and are underway and reports relating to Corporate Social Investment

Corporate

Category	Information Category Description
Constitutional documents of all the entities in the Company	Certificate of Incorporation, certificate to commence business, articles of association and memorandum of association or memorandum of incorporation, directors register, confirmation of

	registered address, information of auditors, financial year end
Other company secretarial documents	Share registers, share certificates, corporate structure diagrams, documents relating to share incentive schemes
Minutes and resolutions	Minutes of meetings, shareholder and board resolutions, proxy forms

Legal

Category	Information Category Description
Legal Records	<p>Copies of Agreements (relating to, amongst others, Joint Ventures, partnerships, shareholders agreements, leases, financial agreements, sale agreements, restraint agreements and warranties)</p> <p>General Correspondence</p> <p>Immovable Property Records</p> <p>Internal Reports and Communications</p> <p>Statutory Records</p> <p>Working Files</p>
Litigation	Pleadings, briefs and any other records relating to threatened, pending or past litigation, arbitration or investigation
Legal Compliance	Certificates, licences and permits

Management

Category	Information Category Description
Project Activity and Schedule	<p>Details of projects (tasks, resources, dependencies, durations, etc.)</p> <p>This records the status and overarching objectives of each project.</p>

Financial

Category	Information Category Description
Consolidated and audited annual Financial Statements for the Company	<p>This contains information as recorded in the consolidated financial statements of the Company in respect of the various business operations / divisions and their performance in the preceding financial year.</p> <p>This includes accounting records (ledgers and journals), audited financial statements, agreements, tax records and VAT returns, banking records (including cheques and deposit slips), invoices, statements, delivery notes, receipts, vouchers and bills of exchange, directors reports, asset registers, management accounts, debtors & and creditors, statements of financial position, budgets and business plans, internal audit reports and independent auditors reports.</p>

Customer Information

Category	Information Category Description
Customer Profile	Information relating to the customer profile, e.g. which services are activated.
Customer Type	Information relating to the customer type, e.g. private company or municipality.
Payment History	Information relating to payments made.

Organisation Structure and Position

Category	Information Category Description
Archive of Senior Management Photographs	Photographs of committee members and senior management
Job Profiling	The categorisation of responsibilities associated with an employment position
Organisational Structure	The structure of the organisation into business units, commonly depicted in an organogram. This usually includes the top "n" levels of an organisation, for example the executive directors, name of departments reporting into their business units and position.

Category	Information Category Description
Position	The title and responsibilities of employment positions, including information related to the role and current incumbents. This includes information on contractors and other non-permanent staff members.

Performance and Remuneration

Category	Information Category Description
Employee Performance Record	The records relating to the employee performance, for example performance awards
Employee Timesheet Information	The records relating to the working hours' availability of an employee
Payroll	All information relating to payments made to employees in the Company
Salary/Incentive/Bonus	Information relating to each employee's cost to company

Labour and Personnel Detail

Category	Information Category Description
General	Employee information records (names, dates of birth, occupations, working hours / shifts, remuneration), tax and other returns (UIF, PAYE,SDL), employment contracts, policies and procedures, incentive schemes, employee loans, expense accounts study assistance schemes, disability schemes, scholarships/bursaries, recruitment and appointments, collective agreements, arbitration awards, records of strikes, lockouts or protest action.
Curriculum Vitae (CV) and Application Detail	Details of applicants for employment, including CV details
Disciplinary Record	Records of disciplinary hearings
Employee Lifecycle Information	The information about an employee's "life" at the Company, i.e. when joined, promoted, positions

	held etc.
Employee Personal Detail	Personal details kept on employees, for example, next of kin, medical details, address details and primary contact details

Personnel and other development Programmes

Category	Information Category Description
Skill Level	The skills required for positions
Training Event / Course	Details of training courses available and held
Sustainable development	Details of sustainable development projects available and held

Risk and Governance

Category	Information Category Description
Inspection/Audit	Results of inspections and audits
Risk and Control	Details of known risks and measures to control those risks
Reports	These includes Sustainability reports, Corporate Governance reports and Remuneration reports

Administration

Category	Information Category Description
Administration	Correspondence, company policies and company procedures

Marketing and Advertising

Category	Information Category Description
Marketing and advertising	Brand policy and standards, brand and advertising material, print and audio-visual advertisements, brochures, newsletters advertising material, service and product information, media releases,

	website
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Fixed property

Category	Information Category Description
Records	Title deeds, leases, building plans, zoning certificates, mortgage bonds and other encumbrances

Intellectual Property and Innovations

Category	Information Category Description
Patents and designs	Assignment, cession, transfer or licencing of patents and designs Patent applications and inventions
Trademarks	Designs, trademarks, trade names and protected names Assignment, cession, transfer or licencing of patents and designs of trademarks
Copyright	Assignment, cession, transfer or licencing of copyright material
General	Agreements relating to intellectual property (<i>inter alia</i> licence agreements, use agreements, licence agreements, secrecy agreements)

Insurance

Category	Information Category Description
Records	Production and group liability policies and other insurance policies, claim documents, personal accident benefit rules, vehicle insurance, company procedures and details of insurance coverage, limits and insurers etc.

Environmental, health and safety

Category	Information Category Description
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Safety, Health and Environment records	<p>Health and Safety Policy, environmental impact assessments, reports relating to investigation and reporting of health and safety incidents, policies regarding managing and optimising health and hygiene in the workplace, policies on treatment of solid waste and effluent, annual health risk assessments of employees</p> <p>Company policies and procedures</p> <p>Staff training records, emergency response plans, and disposal, treatment and recycling</p>
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Information technology

Category	Information Category Description
	Software packages, licences, capacity and utilization of current systems, disaster recovery processes and procedures, client database, hardware, internet, security and maintenance.

Miscellaneous

Category	Information Category Description
Records	<p>Records relating to the Company or its business which are held by any other party</p> <p>Records held by the Company relating to any other party (including financial records, correspondence, contractual agreements, records provided by such other party, records provided by third parties about such other party)</p>

SCHEDULE B
SUMMARY OF APPLICABLE LEGISLATION IN RESPECT OF WHICH RECORDS ARE TO BE KEPT

The Company retains records in accordance with the following current RSA legislation and any amendments thereto (only to the extent that the relevant statute is applicable and makes disclosure of records compulsory):

- Basic Conditions of Employment Act No. 75 of 1997
- Broad Based Black Economic Empowerment Act No. 53 of 2003
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Disease Act No. 130 of 1993
- Competition Act No. 89 of 1998 as amended
- Consumer Protection Act 68 of 2008
- Copyright Act No. 98 of 1978
- Electronic Communications Amendment Act No. 1 of 2014
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Pension Funds Act No. 24 of 1956
- Prescription Act No. 68 of 1969
- Promotion of Access to Information Act No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Regulation of Interception of Communications and Provision of Communication – Related Information Act No. 70 of 2002
- Skills Development Levies Act No. 9 of 1999
- Tax Administration Act No. 28 of 2011
- Trademarks Act No. 194 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Insurance Contributions Act No. 4 of 2002
- Value Added Tax Act No. 89 of 1991

ANNEXURE C

REQUEST FORM

**FORM 2
REQUEST FOR ACCESS TO RECORD**

[Regulation 7.]

Note:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The information officer

.....

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity in which request is made (<i>when made on behalf of another person</i>):			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (<i>if applicable</i>):			
Identity number:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			

Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	
TYPE OF RECORD (Mark the applicable box with an "X")	
Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")
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Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
<p>a) A request fee must be paid before the request will be considered.</p> <p>b) You will be notified of the amount of the access fee to be paid.</p> <p>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.</p> <p>d) If you qualify for exemption of the payment of any fee, please state the reason for exemption</p>	
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at this day of 20

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Signature of requester / person on whose behalf request is made

.....

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

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Signature of information officer