



A GUIDE TO

ACCESSING OUR INFORMATION IN SOUTH AFRICA

Our manual in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000, in South Africa.

good chemistry 

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1. Introduction

The Promotion of Access to Information Act No. 2 of 2000, ("PAIA") came into operation in November 2001. Section 51 of PAIA requires that we, as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights and the basis on which we may refuse such access. This manual has been compiled in accordance with PAIA and the Protection of Personal Information Act No. 4 of 2013 ("POPIA").

We as a private body have compiled this manual, not only to comply with the provisions of PAIA and POPIA, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession necessary for the exercise and protection of their rights.

In these pages, you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is available on our website.

2. Who we are

AECI is a diversified Group of companies. It has regional and international businesses in Africa, Europe, Southeast Asia, North America, South America and Australia. Products and services are provided to a broad spectrum of customers in the mining, water treatment, plant and animal health, food and beverage, infrastructure and general industrial sectors.

The Company was registered in South Africa in 1924 and was listed on the JSE in 1966.

Operating businesses:

- AECI Mining
- AECI Water
- AECI Agri-Health
- AECI Chemicals

A list of our South African subsidiaries and affiliates in which we hold an interest is set out in Annexure A.

3. Our details

Full name	:	AECI Limited
Registration number	:	1924/002590/06
Registered address	:	1 st floor, AECI Place 24 The Woodlands, Woodlands Drive Woodmead Sandton

Postal address	:	Private Bag X21 Gallo Manor 2052
Telephone number	:	+27(0)11 806 8700
Fax number	:	+27(0)11 806 8701
Head / Chief Executive	:	Mr. H Riemensperger
Designated Information Officer	:	Mr. M C Brouckaert; Ethics.office@aeciworld.com
Website	:	www.aeciworld.com

4. PAIA Guidance

A guide to PAIA is available from the Information Regulator website: <https://inforegulator.org.za/paia-guidelines/>. The guide is available in each of the official languages, including braille. The guide also covers the following:

- What the objectives of PAIA 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; and
- All the remedies available in law to you.

Should you have any queries in this regard, please contact the Information Regulator directly at:

The Information Regulator of South Africa

Physical address	:	JD House, 27 Stiemens Street, Braamfontein, Johannesburg
Postal address	:	P.O. Box 31533, Braamfontein, Johannesburg 2017
Email address	:	PAIAComplaints@inforegulator.org.za POPIAComplaints@inforegulator.org.za
Website	:	https://inforegulator.org.za/

A copy of the guide is also available in two South African languages at AECI's head office, for public inspection during normal office hours. Please use the form in **Annexure F: Form IO4** to request a copy of the guide. There is no fee payable when requesting a copy of the guide.

5. Records automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words, you do not need to request this information in terms of PAIA.

These categories of information are also available from our information officer, whose contact details appear in section 3 of this manual.

- Newsletters;
- Booklets;
- Pamphlets/brochures;
- Public reports & financial statements;
- Posters;
- Other literature intended for public viewing.

6. Records available in terms of other legislation

Where applicable to our operations, information is also available and/ or, we also retain records and documents in terms of, amongst others, the legislation listed in **Annexure B**.

7. Records that can be made available under PAIA

We hold the categories of documents listed in **Annexure C** (which must be requested and will be provided subject to the restrictions and rights of refusal set out in PAIA).

8. How to make a PAIA request

Making the Request

If you wish to request access to any of the records listed in Annexure C, you are required to complete a request **Annexure D: Form IO1** and deliver it to the Information Officer by hand, post or email using our contact details in section 3 above. The form is also available from the Information Regulator.

You must complete the form in sufficient detail to allow our Information Officer to know:

- Which records you need access to;
- Who you are and how to contact and provide you with the records requested;
- Which right you are seeking to protect or exercise and why the records are necessary to do so;
- If you are requesting records on someone else's behalf, you must provide proof that you are authorised to act on behalf of that other person, to the satisfaction of the Information Officer / Deputy Information Officer.

Fees

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. We will advise you of the fees payable which are prescribed by law and can also be viewed on the Information Regulator's website.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

	Description	Amount
1	The request fee payable by every requester	R140.00
2	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3	Printed copy of A4-size page	R2.00 per page or part thereof.

4	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
5	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R24.00
8	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.

Processing Your Request

Where you request records which require us to notify other people who have an interest in our decision to grant or refuse your request, our decision may be delayed. In all other circumstances, we will provide a decision on your request within 30 days or, if responding to your request will require more time such as where a large volume of records or records that are difficult to locate are involved, we may require additional time. If more time is needed, we will notify you and tell you why.

Our Decision

If we decide to grant your request, we will notify you and provide an estimate of the fees payable to provide you with the records in the form you have requested. Once you have paid the estimated fee, we will begin to prepare the records for you to access. Once complete, we will notify you. We reserve the right to withhold access to a record until the applicable fees have been paid.

If we decide not to grant your request, we will notify you and provide you with reasons. If you are not satisfied with our reasons, you can lodge a complaint with the Information Regulator or appeal to the High Court.

9. POPIA Requests

AECI is bound by the conditions for lawful processing of personal information set out in Chapter 3 of South Africa's Protection of Personal Information Act, 2013 ("**POPIA**").

Access to your Personal Information

In terms of POPIA, you are entitled to request that AECI confirm if we hold personal information about you and to provide you with a record or a description of the personal information which we hold for a fee. You are also entitled to know which third-parties we share your personal information with.

The process for requesting records of your personal information held by us is the same as for other records and is set out in Section 8.

You can also request that we correct, delete or destroy your personal information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully. You can do this by completing **Annexure D: Form IO2**. If you decide that you object to us processing your personal information you can notify us by completing **Annexure E: Form IO3**. In both instances, you may also make a request in any other manner that may be expedient, free of charge and reasonably accessible to you.

Why we process your Personal Information

We will only collect and process your personal information if it is reasonably necessary for us to carry out our functions and activities, and only by lawful and fair means that are not unreasonably intrusive. Examples of the personal information that we may process is set out in the table below.

Details of what personal information we process and the manner in which we process personal information are set out in the AECI Privacy Policy which is available on our website at [www.https://www.aeciworld.com/](https://www.aeciworld.com/).

In the table below are typical examples of the personal information.

Employees / Directors / Potential personnel / Volunteers / Temporary Staff	Vendors & Customers
Name; Gender; Pregnancy; Marital status; Race; Age; Language; Education information; Financial information; Employment history; ID number; Next of kin; Children's name; -Gender; -Age; Qualifications; Physical and postal address; contact details; Opinions; Criminal behaviour and/or criminal records; Wellness; Trade union membership; Outside financial interests; Medical information.	Names of contact persons; Name of legal entity; Physical and postal address and contact details; Financial information; Registration number; Founding documents; Tax related information; Authorised signatories; Beneficiaries; Ultimate Beneficial Owners; Sanction status; political exposure.
Shareholders	Website end-users / Application end-users
Name; Physical and postal address and contact details; Registration number; Tax related information.	Name; passwords; electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

Who we share your personal information with

AECI may share your personal information with third parties including the AECI Medical Society, Provident and Pension funds, recruitment companies, credit bureaus, professional service providers and contracted suppliers to process on AECI's behalf (referred to as "Operators"). We will also share personal information where we have a legal duty to do so.

We also may share your personal information with AECI's businesses inside and outside of South Africa and third-party service providers who provide services to AECI for the purpose of processing the personal information that we collect. The service providers may host that data on cloud services hosted outside of South Africa.

However, we ensure that we enter into agreements with all service providers requiring them to protect the confidentiality, privacy and security of your personal information.

Transborder flows

Circumstances may arise where we may need to disclose personal information to overseas recipients. AECI is a global Group, with further offices and/or operations/projects located in South Africa, the rest of the African continent, Mauritius, Europe, North and South America, Indonesia and Australia. As part of our global operations, we may share some of your personal information with other entities within the Group, and to third parties outside of the Group.

Please note that the overseas offices of the AECI may not be subject to privacy regimes that are equivalent to the privacy regime in South Africa. For instance in most jurisdictions, information regarding juristic persons (i.e. companies, trusts) is not considered personal information as it is in South Africa. However, AECI entities are required to treat your personal information with confidentiality and to only use and disclose your personal information for legitimate and lawful purposes. Before disclosing personal information to any overseas recipient (whether within or outside AECI), we will take steps to ensure that the third party is subject to laws, or a binding agreement that protect the confidentiality, privacy and security of your personal information.

Security measures implemented by AECI

AECI employs appropriate, reasonable technical and organisational measures to prevent the loss of, damage to or unauthorised destruction of your personal information and unlawful access to processing of personal information. These measures include information security policies, segregation of user access rights, logical and physical access controls, and secure setup of hardware and software making up our information technology structure.

10. Availability of the Manual

This PAIA Manual is currently available as follows:

- on the AECI website at www.AECIWorld.com
- in hard copy, to be viewed free of charge, at AECI's Head Office at 1st floor, AECI Place, 23-24 The Woodlands, Woodlands Drive, Woodmead, Sandton.

Title	PAIA MANUAL				
Document Number	PTT02	Version	2	Document Owner	Group Compliance Officer
Author	Michael Brouckaert – Group Compliance Officer				
Reviewer	Cheryl Singh – Group Company Secretary				
Date	Version	Status			
20.09.2022	2	Approved by PTT			

ANNEXURE A: List of South African Subsidiaries

List of South African Subsidiaries in which we hold an interest as at 10 October 2023:

Acacia Leasing (Pty) Ltd	East Coast Asphalt (Pty) Ltd
Acacia Operations Services (Pty) Ltd	Fertiplant (Pty) Ltd
Acacia Real Estate (Pty) Ltd	Founders Hill (Pty) Ltd
AECI (Bophuthatswana) (Pty) Ltd	Gouws And Scheepers (Pty) Ltd
AECI Captive Insurance Company Limited	Heartland Realty (Pty) Ltd
AECI Limited	I O P Investments (Pty) Ltd
AECI Mining Ltd	Improchem (Pty) Ltd
AECI Modderfontein Properties (Pty) Ltd	Industrial Oleochemical Products (Pty) Ltd
AECI Real Estate (Pty) Ltd	Industrial Urethanes (Pty) Ltd
AECI Shelfco No 2 (Pty) Ltd	Infigro Natural Technologies (Pty) Ltd
AECI Shelfco No 3 (Pty) Ltd	Instavet Import And Export (Pty) Ltd
AECI Treasury Holdings (Pty) Ltd	Kynoch Limited
AEL Mining Services Limited	Lake International Technologies (Pty) Ltd
African Explosives Holdings (Pty) Ltd	Longlake Realisation Company (Pty) Ltd
Applied Agricultural Products (Pty) Ltd	Much Asphalt (Pty) Ltd
Atlas Consolidated Industries (Pty) Ltd	Nelesco 88 (Pty) Ltd
Biocult (Pty) Ltd	Nulandis (Pty) Ltd
Cape Explosives Works Limited	Onduka (Pty) Ltd
Capex (Pty) Ltd	Paardevelei Properties (Pty) Ltd
Chem Systems (Pty) Ltd	Plastamid (Pty) Ltd
Chemfit (Pty) Ltd	Resinkem (Pty) Ltd
Chemfit Fine Chemicals (Pty) Ltd	Sans Fibres (Pty) Ltd
Chemfit Technical Products (Pty) Ltd	Senmin S A (Pty) Ltd
Chemhold Investments (Pty) Ltd	Simitri Specialty Chemicals (Pty) Ltd
Chemical Initiatives (Pty) Ltd	Skyprops 22 (Pty) Ltd
Chemical Services Limited	Southern Canned Products (Pty) Ltd
Chemiphos S A (Pty) Ltd	Specialty Minerals South Africa (Pty) Ltd
Chemoleo (Pty) Ltd	Spray Pave (Pty) Ltd
Chemrex (Pty) Ltd	Stellenbosch Farm 794 (Pty) Ltd
Clinco No 4 (Pty) Ltd	Universal Reference (Pty) Ltd
Detnet South Africa (Pty) Ltd	Wideprops 196 (Pty) Ltd
Duco Speciality Coatings (Pty) Ltd	

ANNEXURE B: List of Legislation

Where applicable to our operations, information is also available and/or we also retain records and documents in terms of the following statutes, among others:

- Arbitration Act No. 42 of 1965
- 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
- Conservation of Agricultural Resources Act No. 43 of 1983
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act No. 98 of 1978
- Counterfeit Goods Act No. 37 of 1997
- Cross-Border Road Transport Act No. 4 of 1998
- Currency and Exchanges Act No. 9 of 1933
- Customs and Excise Act No. 91 of 1964
- Cybercrimes Act 19 of 2020
- Deeds Registries Act No. 47 of 1937
- Designs Act No. 195 of 1993
- Drugs and Drug Trafficking Act No. 140 of 1992
- Electronic Communications Amendment Act No. 1 of 2014
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Environment Conservation Act No.73 of 1989
- Environmental Laws Rationalisation Act No. 51 of 1997
- Explosives Act No. 26 of 1956
- Explosives Act No. 15 of 2003
- Firearms Control Act No. 60 of 2000
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Act No. 19 of 2012
- Firearms Control Act No. 60 of 2000
- Fire Brigade Services Act No. 99 of 1987
- Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972
- Formalities in respect of Leases of Land Act No. 18 of 1969
- Hazardous Substances Act No. 15 of 1973
- Health Professions Act No. 56 of 1974
- Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965
- Inquests Act No. 58 of 1959
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Mine Health and Safety Act No. 29 of 1996
- Long-Term Insurance Act No. 52 of 1998
- Marketable Securities Act No. 32 of 1948
- Medical Schemes Act No. 131 of 1998
- Medicines and related Substances Control Act No. 101 of 1965
- Merchandise Marks Act No. 17 of 1941
- Mineral and Petroleum Resources Development Act No. 28 of 2002
- Mines and Works Act No. 27 of 1956
- National Building Regulations and Buildings Standards Act No. 103 of 1977
- National Credit Act No. 34 of 2005
- National Environmental Management Act No. 107 of 1998

- National Environmental Management: Air Quality Act No. 39 of 2004
- National Environmental Management: Biodiversity Act No. 10 of 2004
- National Environmental Management: Protected Areas Act No. 57 of 2003
- National Environmental Management: Waste Act No. 59 of 2008
- National Water Act No. 36 of 1998
- National Heritage Resources Act No. 25 of 1999
- National Key Points Act No. 102 of 1980
- National Railway Safety Regulator Act No. 16 of 2002
- National Road Traffic Act No. 93 of 1996
- National Veld and Forest Fire Act No. 101 of 1998
- National Water Act No. 36 of 1998
- Non-proliferation of Weapons of Mass Destruction Act No. 87 of 1993
- Nursing Act No. 33 of 2005
- Occupational Health and Safety Act No. 85 of 1993
- Occupational Diseases in Mines and Works Act No. 78 of 1973
- Patents Act No. 57 of 1978
- Pension Funds Act No. 24 of 1956
- Petroleum Pipelines Act No. 60 of 2003
- Petroleum Pipelines Levies Act No. 28 of 2004
- Petroleum Products Act No. 120 of 1977
- Prevention and Combating of Corrupt Activities Act No. 12 of 2004
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act No. 19 of 1998
- Precious Metals Act No. 37 of 2005
- Private Security Industry Regulation Act No 56 of 2001
- Promotion of Access to Information Act No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Protected Disclosures Act No. 26 of 2000
- Protection of Constitutional Democracy against Terrorist and related Activities Act No. 33 of 2004
- Regulation of Interception of Communications and Provisions of Communication Related Information Act No. 70 of 2002
- Road Transportation Act No. 74 of
- Road Transportation Act No. 74 of 1977
- Sea Transport Documents Act No. 65 of 2000
- Securities Transfer Tax Act 25 of 2007
- Securities Services Act No. 36 of 2004
- Securities Transfer Tax Administration Act No. 26 of 2007
- Security by means of Movable Property Act No. 57 of 1993
- Short-Term Insurance Act No. 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- South African Reserve Bank Act No. 90 of 1989
- Standards Act No. 8 of 2008
- Stock Exchange Control Act No. 1 of 1985
- Tax Administration Act No. 28 of 2011
- Tobacco Products Control Act No. 83 of 1993
- Trademarks Act No. 194 of 1993
- Trade Metrology Act No. 77 of 1973
- Transfer Duty Act No. 40 of 1949
- Trust Property Control Act No. 57 of 1988
- Unemployment Insurance Act No. 63 of 2001

- Unemployment Insurance Contributions Act No. 4 of 2002
- Value Added Tax Act No. 89 of 1991
- Water Services Act No. 108 of 1997

ANNEXURE C: Types of documents

<p>(a) STATUTORY COMPANY INFORMATION</p> <ul style="list-style-type: none"> (i) Certificate of incorporation; (ii) Registration certificate (iii) Certificate of change of name (if any); (iv) Memorandum and articles of association; (v) Certificate to commence business; (vi) Minute book, CM25 and CM26, as well as resolutions passed at general/class meetings; (vii) Proxy forms; (viii) Proxy forms used at court-convened meetings; (ix) A register of allotments - after a person ceased to be a member; (x) Register of members; (xi) Index of members; (xii) Register of mortgages and debentures and fixed assets; (xiii) Register of directors' shareholdings; (xiv) Register of directors and certain officers; (xv) Directors' attendance register; (xvi) A branch register; (xvii) Annual financial statements including: Annual accounts; Directors' reports; and Auditors' report. (xviii) Books of account regarding information required by the Companies Act, 1973; (xix) Supporting schedules to books of account and ancillary books of account; (xix) and notice of incorporation, registration certificate, memorandum of incorporation and all other forms and notices in terms of the Companies Act 2008. <p>(b) ACCOUNTING RECORDS</p> <ul style="list-style-type: none"> (i) Books of account including journals and ledgers; (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange. 	<p>(c) STATUTORY EMPLOYEE RECORDS</p> <ul style="list-style-type: none"> (i) Employees' names and occupations; (ii) Time worked by each employee; (iii) Remuneration paid to each employee; (iv) Date of birth of each employee; (v) Wages register; (vi) Attendance register; (vii) Employment equity plan; (viii) Salary and wages register; (ix) Records of foreign employees; (x) Collective agreements; (xi) Arbitration awards; (xii) Determinations made in terms of the Wage Act; (xiii) Records of strikes, lockouts or protest action; (xiv) Industrial training records; (xv) Staff records (after date of employment ceases); (xvi) Expense accounts; (xvii) Tax returns of employees. <p>(d) OTHER EMPLOYEE RECORDS</p> <ul style="list-style-type: none"> (i) Employee contracts; (ii) Incentive schemes; (iii) Staff loan schemes; (iv) Study assistance schemes; (v) Maternity leave policy; (vi) Relocation policy; (vii) Housing scheme; (viii) Disability scheme; (ix) Funeral insurance scheme; (x) Group personal accident insurance; (xi) Group life insurance; (xii) Micro loan scheme; (xiii) Employee stock purchase plan; (xiv) Code of Ethics & Business Practice.
<p>(e) PENSION AND RETIREMENT FUNDING RECORDS</p> <ul style="list-style-type: none"> (i) Pension Fund rules; 	<ul style="list-style-type: none"> (xviii) Records of training of employees in respect of lead exposure;

<ul style="list-style-type: none"> (ii) Pension Fund account records; (iii) Minutes of meetings of trustees and members; (iv) Actuarial valuation reports; (v) Contribution reports; (vi) Annual accounts. <p>(f) SAFETY, HEALTH AND ENVIRONMENT</p> <ul style="list-style-type: none"> (i) Noise exposure records; (ii) Water quality monitoring program records; (iii) Waste water assessment and monitoring records; (iv) Records of waste water discharges; (v) Records of waste water storage and waste water disposal; (vi) Employee medical surveillance records in respect of hazardous chemical substances; (vii) Records of investigations and tests in respect of hazardous chemicals and substances; (viii) Records of risk assessments and monitoring results in respect of hazardous biological agents; (ix) Records of assessment and air monitoring and asbestos inventory; (x) Medical surveillance records related to asbestos work; (xi) Records of type of work carried out with asbestos; (xii) Records of training given to employees in respect of exposure to asbestos; (xiii) Records of assessment and air monitoring for lead exposure; (xiv) Medical surveillance records in respect of lead exposures; (xv) Records of type of work carried out with lead; (xvi) Dates of medical surveillance reports in respect of lead; (xvii) Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees; 	<ul style="list-style-type: none"> (xix) Safety management systems, data and audits; (xx) Industrial hygiene programs, data and audits; (xxi) Permits, licenses, approvals and registrations for operations of sites and business; (xxii) Emergency response plans; (xxiii) Environmental impact assessments; (xxiv) Environmental management programs and systems; (xxv) Details of aqueous discharges; (xxvi) Details of solid waste discharges; (xxvii) Details of air emission discharges. <p>(h) FIXED PROPERTY</p> <ul style="list-style-type: none"> (h) Title deeds; (ii) Leases; (iii) Buildings plans; (iv) Mortgage bonds or other encumbrances to fixed property. <p>(i) MOVABLE PROPERTY</p> <ul style="list-style-type: none"> (i) Asset register; (ii) Finance and lease agreements; (iii) Notarial bonds; (iv) Deeds of pledge. <p>(j) INTELLECTUAL PROPERTY</p> <ul style="list-style-type: none"> (i) Patents, patent applications and inventions; (ii) Trademarks, trade names and protected names; (iii) Copyrights; (iv) Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements; (v) Litigation and other disputes involving intellectual property.
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<p>(k) AGREEMENTS AND CONTRACTS</p> <p>(i) Material agreements concerning provision of services or materials;</p> <p>(ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;</p> <p>(iii) Agreements with shareholders, officers or directors;</p> <p>(iv) Acquisition or disposal documentation;</p> <p>(v) Agreements with contractors and suppliers;</p> <p>(vi) Agreements with customers;</p> <p>(vii) Warranty agreements;</p> <p>(viii) Sale agreements;</p> <p>(ix) Distributor, dealer or agency agreements;</p> <p>(x) Restraint agreements;</p> <p>(xi) Agreements with governmental agencies;</p> <p>(xii) Purchase or lease agreements.</p> <p>(l) TAXATION</p> <p>(i) Copies of all income tax returns and other tax returns and documents.</p> <p>(m) LEGAL</p> <p>(i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;</p> <p>(ii) Settlement agreements;</p> <p>(iii) Material licenses, permits and authorisations.</p> <p>(n) INSURANCE</p> <p>(i) Insurance policies;</p> <p>(v) Claim records;</p> <p>(vi) Details of insurance coverages, limits and insurers.</p>	<p>(o) TRANSPORTATION</p> <p>(i) Transportation rights;</p> <p>(ii) Permits;</p> <p>(iii) Transportation system delivery plan;</p> <p>(iv) Transportation, warehousing and storage contracts.</p> <p>(p) INFORMATION TECHNOLOGY</p> <p>(i) Hardware;</p> <p>(ii) Operating systems;</p> <p>(iii) Telephone exchange equipment;</p> <p>(iv) Telephone lines, leased lines and data lines;</p> <p>(v) LAN installations;</p> <p>(vi) Software packages;</p> <p>(vii) Disaster recovery systems;</p> <p>(viii) Internal systems support and programming/development</p> <p>(ix) Capacity and utilisation of current systems;</p> <p>(x) Development or investment plans;</p> <p>(xi) Agreements;</p> <p>(xii) Licenses;</p> <p>(xiii) Audits.</p> <p>(q) SALES AND MARKETING</p> <p>(i) Products;</p> <p>(ii) Markets;</p> <p>(iii) Customers;</p> <p>(iv) Brochures, newsletters and advertising materials;</p> <p>(v) Sales;</p> <p>(vi) Public relations policies and procedures;</p> <p>(vii) Domestic and export orders.</p>
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ANNEXURE D: IO1: PAIA / POPIA Request For Access

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	
To: The Information Officer	
AECl Limited Registration number: 1924/002590/06 1 st floor, AECl Place 24 The Woodlands, Woodlands Drive Woodmead Sandton	Private Bag X21 Gallo Manor 2052
Telephone number	: +27(0)11 806 8700
Fax number	: +27(0)11 806 8701
Head / Chief Executive	: Mr. H Riemensperger
Designated Information Officer	: Mr. M C Brouckaert;
Ethics.office@aeciworld.com	
Deputy Information Officer (AECl Captive Insurance Company Limited): Mr. M Steenkamp morne.steenkamp@sigmarisk.co.za	
B. Particulars of person requesting access to the record	
<i>(a) The particulars of the persons who requests access to the record must be given below.</i> <i>(b) The address and/or fax number and/or email address in the Republic to which the information is to be sent must be given.</i> <i>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</i>	
Full names and surname:	
Identity number:	
Postal Address:	
Fax number:	
Telephone number:	
Email address:	
Capacity in which request is made, when made on behalf of another person: <i>(State capacity and attach proof of capacity)</i>	
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 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.			
Reason for exemption from payment of fees:			
F. Form of access to records			
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.			
1.	If the record is in written or printed form:		
	copy of record*		inspection of record
2.	If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	view the images	copy the images*	transcription of the images*
3.	If record consists of recorded words or information which can be reproduced in sound:		
	listen to soundtrack		transcription of soundtrack* (written or printed documents)
4.	If record is held on computer or in an electronic or machine-readable form:		
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form*
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES
			NO
G. Particulars of right to be exercised or protected			
If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.			
1. Indicate which right is to be exercised or protected:			

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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?

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Signed at:	
------------	--

Date	
------	--

Signature Of Requester / Person On Whose Behalf Request Is Made	
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ANNEXURE E: IO2: POPIA Request Form for Correction / Deletion

POPIA REQUEST FORM FOR CORRECTION / DELETION	
REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)	
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 3]	
<p><i>Note:</i></p> <ol style="list-style-type: none"> 1. <i>Affidavits or other documentary evidence as applicable in support of the request may be attached.</i> 2. <i>2 If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.</i> 3. <i>3 Complete as is applicable.</i> 	
Mark the appropriate box with an "x".	
Request for:	
<input type="checkbox"/>	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
<input type="checkbox"/>	Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.
A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname /registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED

D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS OR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>
Signed at:	
Date	
Signature of data subject/ designated person	

ANNEXURE E: IO3: POPIA Form of Objection

POPIA FORM OF OBJECTION	
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 2]	
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 3]	
<p><i>Note:</i></p> <ol style="list-style-type: none"> 1. <i>Affidavits or other documentary evidence as applicable in support of the request may be attached.</i> 2. <i>If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.</i> 3. <i>Complete as is applicable.</i> 	
A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname /registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 1(1)(d) to (f) (Please provide detailed reasons for the objection)
Signed at:	
Date	
Signature of data subject/ designated person	

ANNEXURE F: IO4: Request for a Copy of the Guide

To:	The Information Regulator P.O Box 31533 Braamfontein 2017
Email address:	PAIACompliance@inforegulator.org.za
Tel number:	+27 (0) 10 023 5200

To:	The Information Officer
Email address:	Ethics.office@aeciworld.com

I,

Full names:			
In my capacity as (mark with "X"):	Information Officer:		Other:
Name of *public/private body (if applicable):			
Postal address:			
Street address:			
Email address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

Hereby request the following copy(ies) of the guide:

Language (mark with "X")	No of Copies	Language (mark with "X")	No of Copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> IsiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> IsiZulu			
Manner of Collection (mark with "X"):			
Personal Collection	Postal Address	Facsimile	Electronic Communication (please specify)

Signed at this day of 20.....

.....
Signature of requester