

SAMANCOR CHROME LIMITED

(Registration No. 1926/008883/06)

MANUAL COMPILED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 AND THE PROTECTION OF
PERSONAL INFORMATION ACT NO. 14 OF 2013 (as amended)

Effective Date: **1 January 2022**

Last Reviewed: **14 May 2026**



SAMANCOR CHROME LIMITED

INTRODUCTION

Samancor was created in 1975 through the merger of SA Manganese Limited and African Metals Corporation Limited (Amcor). Samancor Limited was delisted from the Johannesburg Stock Exchange in December 1998 by BHP Billiton ("BHP") (60%) and Anglo-American Corporation of South Africa Limited ("Anglo") (40%). BHP and Anglo sold the company to Kermas Limited (BVI). Until April 2006, the company consisted of two totally independent operating divisions, Samancor Manganese and Samancor Chrome and was jointly owned by BHP (60% shareholding) and Anglo (40% shareholding). BHP and Anglo disposed their chrome interest in Samancor in 2005 and Samancor Limited subsequently changed its name to Samancor Chrome Limited, becoming a wholly owned subsidiary of Samancor Chrome Holdings. The current majority shareholder of Samancor Chrome Holdings is Africa Chrome Limited.

Samancor Chrome comprises two chromite mining operations situated in and around Rustenburg (commonly referred to as Western Chrome Mines, or "WCM") and in and around Steelpoort (commonly referred to as Eastern Chrome Mines, or "ECM") as well as six ferrochrome smelting works situated in Emalahleni, known as Ferrometals, Middelburg, known as Middelburg Ferrochrome, in and around Steelpoort, known as Tubatse Ferrochrome and Tubatse Alloy respectively, in and around Brits, known as Dikwena Chrome and in and around Mooiwool, known as TC Smelter.

Samancor Chrome has entered various joint ventures which are operated from Samancor Chrome's mining and ferrochrome smelting works. The relevant joint ventures are: NST Ferrochrome Proprietary Limited; Crometals Proprietary Limited; Middelburg Steel and Alloys Proprietary Limited; Tubatse Chrome Proprietary Limited; Tubatse Chrome Minerals Proprietary Limited, Tubatse Alloy Proprietary Limited, Poschrome Proprietary Limited and the Elkem Ferrovelde Joint Venture.

Samancor Chrome Limited has subsidiaries and other associated private bodies (all referred to as "the Group Companies") which are listed in Part VII of this manual. The records of these subsidiaries and other private bodies are kept and administered by Samancor Chrome Limited and are covered by this Manual.

Part I

1. PURPOSE AND SCOPE

- 1.1. The purpose and scope of this Manual is to –
 - 1.1.1. facilitate requests for access to Records held by Samancor which are available without having to submit a formal PAIA request;
 - 1.1.2. provide guidance as to how to request access to a Record held by Samancor, by providing a description of the Data Subjects in respect of which Samancor holds Records, and the categories of such Records;
 - 1.1.3. provide a description of the Records of Samancor which are available in accordance with any other legislation;
 - 1.1.4. record the contact details of Samancor's Information Officer;
 - 1.1.5. provide a description of the Guide on how to use PAIA and how to obtain access to it;
 - 1.1.6. set out the Personal Information which Samancor Processes, the purpose thereof, the categories of Data Subjects relating thereto, the recipients to whom the Personal Information may be supplied, and whether Samancor plans to transfer Personal Information; and
 - 1.1.7. describe the appropriate security measures implemented by Samancor to safeguard the Personal Information.

2. DEFINITIONS AND INTERPRETATION

- 2.1. The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely:
 - 2.1.1. "Business Day" shall mean any day other than a Saturday, Sunday or public holiday officially recognized as such in South Africa;
 - 2.1.2. "Confidential Information" shall mean all non-public, proprietary, or sensitive information, in any form or medium, whether disclosed verbally, in writing, electronically or otherwise, that is disclosed on behalf of one party ("the Disclosing Party") to another party ("the Receiving Party");
 - 2.1.3. "Data Subject" shall mean the Person to whom Personal Information relates;
 - 2.1.4. "Employee" shall mean any director of Samancor as well as any person who is employed or provides services for or on behalf of Samancor, either full time or part-time, and who receives, or is entitled to receive remuneration from Samancor in terms of his or her conditions of service or contract of employment. This excludes independent contractors, consultants and service providers;
 - 2.1.5. "Guide" shall mean the guide published in terms of section 10 of PAIA and updated by the Regulator;
 - 2.1.6. "Information Officer" shall mean Samancor's Group Legal Manager whose contact details are set out in this Manual;
 - 2.1.7. "Manual" shall mean this document together with all its annexures, as amended from time to time, and published in terms of Section 51 of PAIA;
 - 2.1.8. "Minister" shall mean the Cabinet member responsible for the administration of justice, currently the Minister of Justice and Constitutional Development;
 - 2.1.9. "PAIA" shall mean the Promotion of Access to Information Act, Act No. 2 of 2000, as amended;
 - 2.1.10. "Person" shall mean a natural or juristic person;
 - 2.1.11. "Personal Information" shall be as defined in POPIA;
 - 2.1.12. "POPIA" shall mean the Protection of Personal Information Act, Act No. 4 of 2013, as amended;
 - 2.1.13. "POPIA Regulations" shall mean the regulations relating to the protection of Personal Information in terms of POPIA;
 - 2.1.14. "Processing" shall be as defined in POPIA;
 - 2.1.15. "Public Record" shall mean a Record that is accessible in the public domain, and which is in the possession of or under the control of a public body, whether or not it was created by that public body;
 - 2.1.16. "Record" shall be as defined in POPIA;
 - 2.1.17. "Regulator" shall mean the Information Regulator of South Africa established in terms of section 39 of POPIA;
 - 2.1.18. "Requester" shall mean any Person or entity requesting access to a Record that is under the control of Samancor;

- 2.1.19. "Reasonable Party" shall mean a public or private body or any other Person who, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information; and
- 2.1.20. "Samancor" shall mean Samancor Chrome Limited, a private company registered as such in terms of the company laws of South Africa, with registration number 1926/008883/06.
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PART II

The following information is supplied in accordance with section 51(1)(a) of PAIA.

Name of the Private Body	Samancor Chrome Limited
Registration No.	1926/008883/06
Head of the Private Body	Desmond McManus
Physical Address	Block A Cullinan Place Cullinan Close Morningside Sandton
Postal Address	Postnet Suite 803 Private Bag X9 Benmore 2010
Website Address	www.samancorcr.com
Telephone Number	(011) 245 1000
Telefax Number	(011) 245 1200
Designated Information Officer	Maretha Steyn Group Manager: Legal
Telephone Number	+27 11 245 1031
Telefax Number	N/A
E-mail Address	Info.office@SamancorCr.com
Designated Deputy Information Officer	Ntombi Makwela Company Secretary Specialist
Telephone Number	+27 11 245 1160
Telefax Number	N/A
Email Address	Info.office@SamancorCr.com

PART III

The following information is supplied in accordance with section 51(1) of PAIA.

Section 10 of PAIA requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

This Guide contains the following information:

- (i) The objects of PAIA;
- (ii) Particulars of the information officer of every public body;
- (iii) Particulars of every private body as are practicable;
- (iv) The manner and form of a request for access to information held by a body;
- (v) Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- (vi) All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- (vii) Schedule of fees to be paid in relation to requests for access to information;
- (viii) Regulations made in terms of PAIA.

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Regulator. Copies of the updated Guide are available from the Regulator. Any enquiries regarding the Guide should be directed to:

Postal Address:

Woodmead North Office Park
54 Maxwell Drive
Woodmead
Johannesburg, 2191

Telephone Number: 010 023 5200 / 0800 017 160

E-mail Address: enquiries@infoeregulator.org.za

Website: <https://infoeregulator.org.za/>

This Manual constitutes the Samancor PAIA Manual. This Manual is compiled in accordance with Section 51 of PAIA as amended by POPIA which gives effect to every Person's Constitutional right to privacy and largely commenced on 1 July 2021. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA by balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision-making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA Manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA. This Manual will be updated on a regular basis in accordance with the requirements of Section 51(2) of PAIA.

PART IV

The following information is supplied in accordance with section 51(1)(b)(ii) of PAIA

Categories of records which are available without a person having to request access in terms of this Act:

NONE.

PART V

The following information is supplied in accordance with section 51(1)(b)(iii) of PAIA

- A. Where applicable to our operations, information is held, and Records are retained and available in terms of certain provisions of the following statutes, including, but not limited to and as amended from time to time:
- 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 Diseases Act No. 130 of 1993;
 - Competition Act No. 89 of 1998;
 - Constitution of the Republic of South Africa Act No. 108 of 1996;
 - Customs and Excise Act No. 91 of 1964;
 - Electronic Communications and Transaction Act No. 25 of 2002;
 - Employment Equity Act No. 55 of 1998;
 - Environmental Conservation Act No. 73 of 1989;
 - Financial Intelligence Centre Act No. 38 of 2001;
 - Income Tax Act No. 58 of 1962;
 - Labour Relations Act No. 66 of 1995;
 - Mine Health and Safety Act No. 29 of 1996;
 - Mineral and Petroleum Resources Development Act No. 28 of 2002;
 - National Environmental Management Act No. 107 of 1998;
 - National Health Act No. 61 of 2003;
 - National Road Traffic Act No. 93 of 1996;
 - National Water Act No. 36 of 1998;
 - Occupational Health and Safety Act No. 85 of 1993;
 - Pension Funds Act No. 24 of 1956;
 - Physical Planning Act No. 125 of 1991;
 - Road Transportation Act No. 74 of 1977;
 - Skills Development Act No. 97 of 1998;
 - Skills Development Levies Act No. 9 of 1999;
 - Standards Act No. 8 of 2008;
 - Unemployment Insurance Act No. 63 of 2001; and
 - Value Added Tax Act No. 89 of 1991.

PART VI

The following information is supplied in accordance with section 51(1)(b)(iv) of PAIA.

The Company holds the following categories of information:

CATEGORY	RECORDS
Commercial	• Agreements • Correspondence with vendors including securities (bonds and bank guarantees) • Policies and procedures • Tender information • Vendor assessment documentation
Company Secretarial and Risk Management	• Published Annual financial statements • Published Annual reports • Approval framework • Certificate of incorporation • Foreign exchange dealings • Insurance records • Internal audit reports • Memorandum and articles of association • Minutes of meetings • Policies and procedures • Register of directors, auditors and officers • Resolutions • Statutory company records and returns
Exploration	Geological data (including analytical results) Geological information comprising: • Borehole logs • Geological reports • Maps and plans
Finance & Admin & Treasury	• Annual financial statements • Asset register • Banking details and bank account records Budget records • Generally Accepted Accounting Practice Group Accounting policy manual • Policies and Procedures • Regional Services and Council returns, SARS reports and tax and VAT returns
Health Safety & Environment	• Annual sustainability reports Environmental procedures • Health, safety, environment, community & quality policy Incident reports • ISO certification • Permits, licences, approvals, exemptions, authorisations, applications & registrations • Policies and procedures • Reports of compliance to relevant authorities Risk control documentation • Statutory appointments • Environmental Impact Assessment (2014) and Financial Regulation (2015) Regulations Compliance (website)

CATEGORY	RECORDS
Human Resources	• Applications for employment • Appointments • Disciplinary procedure • Employee assistance programme • Employment equity plans Facilities management • Group Life assurance cover • Health centre service and procedures • Learnerships • Medical aid rules • Motor vehicle scheme • Pension and provident fund records • Policies, codes, rules and procedures • Professional society membership • Remuneration policy • Skills development returns • Standard letters and notices • Study assistance • Training plans and procedures • Unemployment Insurance cover (UIF) • Workplace and union agreements
Legal	• Litigation records • Policies and procedures • Patents
Marketing	• Agreements • Business plans and forecasts • Customer information • Published information on competitors • Published trade statistics • Crude steel production: figures and forecasts
Mineral Rights	• Mineral leases Mining contracts • Title deeds • Prospecting Rights • Mining Rights • Mineral Cessions • Water Licenses • Property leases • Exploration agreements • Permits / authorisations / exemptions • Environmental Impact assessments
Rehabilitation	• Acceptance letters and undertakings to comply with their duties by the Trustees: • Certificates of estimates of costs for compliance for rehabilitation obligations by beneficiaries • Letters of executorships • Minutes of meetings of trustees
Other	• Audits and assessments • Business development records • Drawings and specifications • Engineering records and specifications • Licenses • Maintenance records • Policies and procedures • Production records Reports

	• Trademarks • Trade Names and/or product names
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PART VII

Subsidiaries of Samancor Chrome Limited and associated private bodies incorporated in this Manual.

Private Body	Registration No.
Bathhako Ferrochrome Proprietary Limited	1985/070455/07
Braklands Properties Proprietary Limited	1972/007253/07
Crometals Proprietary Limited	1973/004916/07
Ferroveld Partnership	N/A
Henry Gould Proprietary Limited	1953/000691/07
Middelburg Steel & Alloys Proprietary Limited	1955/001490/07
Middelburg Technochrome Proprietary Limited	1995/004092/07
NST Ferrochrome Proprietary Limited	1971/010987/07
Poschrome Proprietary Limited	1996/008582/07
Tubatse Chrome Proprietary Limited	2006/036994/07
Tubatse Chrome Minerals Proprietary Limited	2006/028430/07
TC Smelters Proprietary Limited	2015/356496/07
Tubatse Alloy Proprietary Limited	2015/356066/07
Dikwena Chrome Proprietary Limited	2018/239983/07

Separate Manuals have been produced by the following associated private bodies:

- Samancor Pension Fund (No. PF 12/8/37727)
 - Samancor Provident Fund (No. PF 12/8/37714)
 - Samancor Group Provident Fund (FSB Registration No. 12/8/24225/1)
 - The Samancor Rehabilitation Trust (No. IT 6256/98)
 - The Samancor Lesedi Environmental Trust (No. IT 003233/2016)
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PART VIII

Copyright

Where copyright exists in the information and other resources contained in this Manual, Samancor is the holder thereof and its use will not be permitted in the absence of written permission by a duly authorised officer as listed herein.

Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

This Manual has been prepared in accordance with the provisions of PAIA. The Group Companies and other entities whose details appear herein reserve the right to disclose information in accordance with the provisions of PAIA. The procedure to access information, in accordance with this Manual, and any ancillary proceedings to such access are contained herein.

PART IX

1. Request Procedure

- 1.1. Any request for access to a Record in terms of PAIA must substantially correspond with Form 2 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations and should be specific in terms of the record requested. Please refer to **Annexure A**.
- 1.2. A request for access to information that does not comply with the formalities as prescribed by PAIA will be returned to you.
- 1.3. If a requester is illiterate or disabled, they may make the request orally to the IO, who must complete the prescribed form on their behalf and provide them with a copy (section 18(3) of PAIA).
- 1.4. The IO must provide reasonable assistance to any requester who requires help in completing the form or understanding the procedure
- 1.5. Grounds for refusal of the Data Subject's request are set out in PAIA and are discussed in clause 4 below.
- 1.6. A Data Subject may also request Samancor to correct or delete personal information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a Record of Personal Information about the Data Subject that Samancor is no longer authorised to retain Records in terms of POPIA's retention and restriction of Records provisions.
- 1.7. A Data Subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a Record of Personal Information must submit a request to the Information Officer at the postal or physical address, facsimile number, or electronic mail address set out above on the form attached hereto as **Annexure D**.
- 1.8. The Requestor must state that the Records are required for the Requestor to exercise or protect a right and clearly state what the nature of the right is so to be exercised or protected. An explanation of why the Records requested to exercise or protect the right, is required.
- 1.9. The request for access will be dealt with within 30 (thirty) days from date of receipt, unless the Requestor has set out special grounds that satisfies the Information Officer that the request be dealt with sooner.
- 1.10. The period of 30 (thirty) days may be extended by not more than 30 (thirty) additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of Samancor and the information cannot be reasonably obtained within 30 (thirty) days.

2. Request Procedure under POPIA

- 2.1. POPIA provides that a Data Subject may, upon proof of identity, request Samancor to confirm, free of charge, all the information it holds about the Data Subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 2.2. POPIA also provides that where the Data Subject is required to pay a fee for services provided to him/her, Samancor must provide the Data Subject with a written estimate of the payable amount before providing the service and may require that the Data Subject pays a deposit for all or part of the fee.
- 2.3. POPIA provides that a Data Subject may object, at any time, to the Processing of Personal Information by Samancor, on reasonable grounds relating to his/her situation, unless legislation provides for such Processing. The Data Subject must complete the prescribed form attached hereto as **Annexure C** and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

3. Payment of Prescribed Fees

- 3.1. There are two categories of fees which are payable:
 - 3.1.1. The request fee: R140.00
 - 3.1.2. The access fee: This is calculated by considering reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in **Annexure B**.
- 3.2. Section 54 of PAIA entitles Samancor to levy a charge or to request a fee to enable it to recover the cost of Processing a request and providing access to Records. The fees that may be charged are set out in Annexure B of Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to **Annexure B**.
- 3.3. When a decision to grant a request has been taken, the Record will not be disclosed until the necessary fees have been paid in full.

4. Grounds for Refusal

- 4.1. There are various grounds upon which a request for access to a Record may be refused. These grounds include:
- 4.1.1. the protection of Personal Information of a third person (who is a natural person) from unreasonable disclosure;
 - 4.1.2. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
 - 4.1.3. if disclosure would result in the breach of a duty of confidence owed to a third party;
 - 4.1.4. if disclosure would jeopardise the safety of a Person or prejudice or impair certain property rights of a third person;
 - 4.1.5. if the Record was produced during legal proceedings, unless that legal privilege has been waived;
 - 4.1.6. if the Record contains trade secrets, financial or sensitive information or any information that would put Samancor (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
 - 4.1.7. if the Record contains information about research being carried out or about to be carried out on behalf of a third party or by Samancor.
- 4.2. Section 70 of PAIA contains an overriding provision. Disclosure of a Record is compulsory if it would reveal: (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the Record in question clearly outweighs the harm contemplated by its disclosure.
- 4.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) Business Days of receipt of the request. The third party would then have a further 21 (twenty-one) Business Days to make representations and/or submissions regarding the granting of access to the record.

5. Remedies Available to a Requester on Refusal of Access

- 5.1 If the Information Officer decides to grant you access to the record, such access must be granted within 30 (thirty) Business Days of being informed of the decision.
- 5.2 There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. If you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.
- 5.3 Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) Business Days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) Business Days, the Requester must be granted access to the Record.

PARTX

Personal Information

1. In terms of POPIA, Personal Information must be Processed for a specified purpose. The purpose for which Personal Information is Processed by Samancor will depend on the nature of the Personal Information and the particular Data Subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the Personal Information is collected.
2. Categories of Personal Information collected by Samancor:
Samancor may collect all types of Personal Information, including Special Personal Information relating to an identifiable, living, natural Person, and where it is applicable, an identifiable, existing juristic Person, including but not limited to –
 - 2.1. name, address (including proof of address), other contact details (e.g., email and telephone numbers), gender, marital status, date and place of birth, nationality, employer, job title, financial records and employment history, and family details, including their relationship to you;
 - 2.2. identification numbers issued by government bodies or agencies, such as your identity number, passport number, tax identification number and driving license number and company registration number;
 - 2.3. demographic information;
 - 2.4. information relevant to the provision of our products and services;
 - 2.5. information relevant to the procurement of products and services from suppliers;
 - 2.6. bank account or payment card details, income or other financial information;
 - 2.7. special or sensitive personal information as defined in applicable data protection legislation, including information about your health, racial or ethnic origin, political opinions, religious or philosophical beliefs and trade union membership; and your genetic and biometric information;
 - 2.8. relevant information as required by applicable laws, including anti-money laundering legislation and as part of our client onboarding procedures, including evidence of source of funds;
 - 2.9. information you provide to us for the purposes of attending meetings and events, including dietary requirements which may reveal information about your health or religious beliefs;
 - 2.10. still and video images captured by CCTV at our offices. We use CCTV to help provide a safe and secure environment and you may be recorded when you visit our offices; and
 - 2.11. identity data, contact data and special personal information from publicly available sources or third parties.
3. The purpose of Processing Personal Information:
 - 3.1. In terms of POPIA, Personal Information must be processed for a specified purpose. The purpose for which Personal Information is processed by Samancor will depend on the nature of the Personal Information and the particular Data Subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.
 - 3.2. In general, Personal Information is Processed for procurement purposes, records management, security, employment, and related matters.

PART XI

Updates and Review

The Manual is updated on a regular basis in accordance with the requirements of section 51(2) of PAIA.

Languages

Samancor may, at its absolute discretion, translate this Manual into any three official South African languages.

**ANNEXURE A
FORM 2**

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Requests can be submitted either via post or e-mail: Info.office@SamancorCr.com and should be addressed to the Information Officer.

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 DETAILS

Full names and surname: _____

Identity number: _____

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

Postal address: _____

Street address: _____

Email address: _____

Contact numbers: _____

Telephone number (business): _____

Facsimile: _____

Cellular Number: _____

PARTICULARS OF RECORD REQUESTED

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.)

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

TYPE OF RECORD
(Mark 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 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 or 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 with an "X")

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

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.

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

- (i) **A request fee must be paid before the request will be considered.**
- (ii) **You will be notified of the amount of the access fee to be paid.**
- (iii) **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.**
- (iv) **If you qualify for exemption of the payment of any fee, please state the reason for exemption.**

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 (Please specify):

ANNEXURE B
FEES IN RESPECT OF PRIVATE BODIES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy 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; and • 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 quotations from the service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotations from the service provider.
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; and • 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 the amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

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]

Requests can be submitted either via post or e-mail: Info.office@SamancorCr.com and should be addressed to the Information Officer.

Note:

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

A DETAILS OF DATA SUBJECT

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

Unique Identifier/ Identity Number

Residential, postal or business address:

Code () Contact number(s):

Fax number/ E-mail address:

B DETAILS OF RESPONSIBLE PARTY

Name(s) and surname/ registered name of responsible party (i.e. the name of the company to whom this request is directed):

Residential, postal or business address:

Code () Contact number(s):

Fax number/ E-mail address:

C REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)
(Please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20_____

Signature of Data Subject/Designated Person

ANNEXURE D

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]

Requests can be submitted either via post or e-mail: Info.office@SamancorCr.com and should be addressed to the Information Officer.

Note:

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

Mark with an "X"

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

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

☐

A DETAILS OF DATA SUBJECT

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

Unique Identifier/ Identity Number

Residential, postal or business address:

Code () Contact number(s):

Fax number/ E-mail address:

B DETAILS OF RESPONSIBLE PARTY

Name(s) and surname/ Registered name of responsible party (i.e. the name of the company to whom this request is directed):

Residential, postal or business address:

Code () Contact number(s):

Fax number/ E-mail address:

C INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED

D 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

REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.

(Please provide detailed reasons for the request)

Signed at _____ this _____ day of _____ 20_____

Signature of Data Subject/Designated Person