



ACACIACAP ADVISORS PROPRIETARY LIMITED
Registration No: 2006/033725/07
("the Company" or "AcaciaCap")

**PROMOTION OF ACCESS TO
INFORMATION ACT, 2000**

MANUAL

This manual has been prepared in compliance with the Promotion of Access to Information Act 2 of 2002 ("the Act") to assist potential requestors in requesting information and/or documentation from AcaciaCap.

AcaciaCap is a private company duly incorporated in terms of the Companies Act 61, of 1973 of the Republic of South Africa and specialises in advice on listing, preparing or assisting with required circular work and announcements as well as their continuing obligations as JSE Main Board and Alternative Exchange ("AltX") listed companies to ensure compliance with the JSE Listings Requirements as well as companies listed on ZAR X.

**Prepared in accordance with Section 15 of the Promotion of Access to Information Act, No. 2 of 2000
(Private Body)**

Last Update: 16 June 2021

Introduction

On 9 March 2001, the Promotion to Access of Information Act, No. 2 of 2000 ("the Act") became operative, giving effect to the section 32(2) Constitutional right of access to information.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body.

Scope of the manual

The scope of this manual includes the AcaciaCap company and its sister company Light Consulting Proprietary Limited, together termed AcaciaCap.

Availability of manual

A copy of this manual is available to the public for inspection on the AcaciaCap website at www.acaciacap.co.za or on request from the designated contact person referred to in this manual.

Contact Person

Section 51(1)(a)

Contact Details

The responsibility for administration of, and compliance with the Act, has been delegated by the director of AcaciaCap to the Information Officer. Requests pursuant to the provisions of the Act should be directed as follows:

Contact person:	Cidalina Rodrigues
Postal address:	Suite X439, Private Bag X29, Gallo Manor, 2052
Physical address:	20 Stirrup Lane, Woodmead Office Park, Cnr Van Reenens Avenue and Woodmead Drive, Woodmead, 2191
Phone number:	+27 11 480 8686
E-mail:	cidalina@light-consulting.co.za

Section 51(1)(b)

Guide for requesters on how to use the Act

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission:

PAIA Unit

29 Princess of Wales Terrace

Cnr York and St. Andrews Street

Parktown

Website: <http://www.sahrc.org.za>

Kindly direct any queries to:

Postal address:	Private Bag 2700, Houghton, 2041
Phone number:	+27 11 484 8300
Fax number:	+27 11 484 0582
E-mail:	PAQIA@sahrc.org.za
Website:	http://www.sahrc.org.za

Automatic Disclosure

Section 51(1)(c)

Records automatically available to the public

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

Legislative Records

Section 51(1)(d)

Records held in accordance with other legislation

Records are held on accordance with the following legislation:

- 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
- 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
- Promotion of Access to Information Act, No. 2 of 2000
- Skills Development Levy Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 89 of 1991

Section 51(1)(e)

Records subject and categories

Client Services Records

AcaciaCap comprises of a number of service lines which can be viewed on the AcaciaCap website www.acaciacap.co.za. The following categories of records are held by AcaciaCap in respect of some clients:

Secretarial Records

- Applicable statutory documents such as but not limited to certificates of incorporation and certificates to commence business
- Annual Reports
- Corporate Structure Diagrams
- Memorandum of Incorporation
- Share Registers
- Statutory Returns to Relevant Authorities
- Share Certificates
- Shareholder Agreements
- Meeting Minutes
- Codes of Conduct;
- Terms of References of various Committees;
- Other policies;

Finance and Administration

- Annual Financial Statements and/or Annual Reports
- Agreements
- JSE Correspondence
- SENS publications

Operations

- Agreements
- Archival Administration Documentation
- Contracts
- General Correspondence
- Service level agreements

Records Held for AcaciaCap

Secretarial Records

- Applicable statutory documents such as but not limited to certificates of incorporation and certificates to commence business
- Memorandum of Incorporation
- Share Register
- Statutory Returns to Relevant Authorities
- Share Certificates
- Meeting Minutes

Human Resources

- Accounting and Payroll Records
- BEE Affidavit
- Personnel Information
- Letters of Employment
- Leave Records
- PAYE Records and Returns
- Policies and Procedures
- Returns to UIF
- Retirement Benefit and Medical Aid Records

Finance and Administration

- Annual Financial Statements
- Agreements
- Correspondence
- Invoices and Statements
- Management Reports
- Tax Records and Returns

Access Requests

Section 51(1)(e)

Access Request Procedure

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order to facilitate a timeously response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- The Access Request Form must be completed.
- Proof of identity is required to authenticate the identity of the requester. Therefore, in addition to the access form, requestors will be required to supply a copy of their identification document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form, additional information may be provided on an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

Submission of Access Request Form

The completed Access Request Form together with a copy of the identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

Payment of Fees

Payment details can be obtained from the contact person as indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record.

This fee is not applicable to Personal Requesters, referring to any person seeking access to records that contain their personal information.

An initial, request fee of R57.00 (fifty-seven rand) (including VAT) is payable on submission.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees.

If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

Access Requests

Section 51(1)(e)

Access Request Procedure

Notification

AcaciaCap will within 30 days of receipt of the request decide whether to grant and give notice with reasons (if required) to that effect.

The 30-day period within which AcaciaCap has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days, if the request is for a large volume of information, or the request requires a search for information held at another office of AcaciaCap and the information cannot reasonably be obtained within the original 30-day period. AcaciaCap will notify the requester in writing should an extension be sought.

CHAPTER 4

Grounds for refusal of access to records

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of the commercial information of a third party, if the record contains:
- Trade secrets of that party.
- Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
- Information disclosed in confidence by a third party to AcaciaCap if the disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The Commercial Activities of AcaciaCap which may include:
- Trade secrets of AcaciaCap.
- Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of AcaciaCap.

Phone number: (.....) -----

Fax number: (.....) -----

E-mail address: -----

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

2b. PARTICULARS OF REQUESTER (If a Legal Entity)

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

Name of entity: -----

Registration number: -----

Postal Address: -----

Postal Code: -----

Phone number: (.....) -----

Fax number: (.....) -----

3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full name and surname: -----

Identity number:

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4. PARTICULARS OF RECORD

- (a) Provide full particulars of the record to which access is requested, including the reference number if it 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.**

Description of record or relevant part of the record: -----

Reference number, if available: -----

Any further particulars of record: -----

5. FEES

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a **non-refundable request fee of R57.00** has been paid.
- (b) 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 the record.

(c) You will be notified of the required amount to be paid as the **access fee**.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: -----

6a. FORM OF ACCESS TO RECORD

Form in which record is required

Mark the appropriate box with an **X**.

Notes:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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 images the Copy images* of the Transcription of the images*

3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack* (audio cassette) Transcription of soundtrack* (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

	Printed copy of record*		Printed copy of information Derived from the record*	of		Copy in complete Readable form* (stiffy or compact disc)
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* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Yes	No
-----	----

wish the copy or transcription to be posted to you?

Postage is payable.

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.

In which language would you prefer the record? -----

6b. In the event of disability

*If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability **and indicate in the form in which the record is required.***

Disability: -----

Form in which record is required: -----

7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

*If the space provided is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all additional folios.***

1. Indicate the right to be exercised or protected: -----

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: -----

8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request?

How would you prefer to be informed of the decision regarding your request for access to the record? -----

Signed at ----- this ----- day of ----- 20—

**SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE**

You must:

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

Send with this application:

1. R57.00 request fee (if not personal requester).
2. Any additional folios completed.
3. Copy of Identity Document.

Section 51(1)(e)

Prescribed Fees

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2001)) [Regulation 11(3)]

1. Please note that all prices listed below are inclusive of Value-Added Tax (VAT):

	Rands
(a) For every photocopy of an A4-size page or part thereof	1.25
(b) For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	0.85
(c) For a copy in a computer-readable form on:	
(i) Stiffy disc	8.55
(ii) Compact disc	79.80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	45.60
(ii) For a copy of visual images	68.40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	22.80
(ii) For a copy of an audio record	34.20
(f) To search for an prepare the record for disclosure – R34.20, for each hour or part thereof reasonably required for such search and preparation	

(Section 54(2) of the Promotion of Access of Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11(3)]

2. Please note that all prices listed below are inclusive of Value-Added Tax (VAT):

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

(Section 54(7) of the Promotion of Access of Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11(3)]

3. Please note that all prices listed below are inclusive of Value-Added Tax (VAT):

The actual postage fee is payable when a copy of a record must be posted to a requester.

Additional information

Section 51(1)(f)

Additional prescribed information

The Minister of Justice has prescribed no additional information to be contained in this Manual.