RE CAPITAL 2 (RF) PROPRIETARY LIMITED

REGISTRATION NUMBER: 2013/217405/07

ZEERUST SOLAR

MANUAL

in terms of Section 51 of The Promotion of Access to Information Act 2 of 2000 and to address the requirements of The Protection of Personal Information Act 4 of 2013

TABLE OF CONTENTS

1	DEFINITIONS	3
2	INTRODUCTION	5
3	AVAILABILITY OF THIS MANUAL	5
4	HOW TO REQUEST ACCESS TO RECORDS HELD BY THE COMPANY?	7
5	VOLUNTARY DISCLOSURE & PUBLIC RECORDS	8
6	RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION	9
7	RECORDS HELD BY THE COMPANY AND AVAILABLE ONLY ON REQUEST	10
8	GROUNDS FOR REFUSAL OF ACCESS TO RECORDS	12
9	REMEDIES AVAILABLE IN REFUSAL OF A REQUEST FOR INFORMATION	13
10	PROCESSING OF PERSONAL INFORMATION	14
11	AMENDMENTS TO THIS MANUAL	17

ANNEXURES

Annexure A	FORM C – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
Annexure B	PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES

Date	Version Reference	Approved By
30 June 2021	1	Board of Directors

1 DEFINITIONS

1.1 In this Manual, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings —

1.1.1 "**Data Subject**" means the person to whom the Personal Information relates;

1.1.2 "**Company**" means RE Capital 2 (RF) Proprietary Limited, registration number 2013/217405/07, a private company duly incorporated in the Republic of South Africa;

1.1.3 "**Information Officer**" means the person acting on behalf of the Company and discharging the duties and responsibilities assigned to the "head" of the Company in terms of PAIA. The Information Officer is duly authorised to act as required and such authorisation has been confirmed by the "head" of the Company in writing;

1.1.4 "**Manual**" means this manual published in compliance with section 51 of PAIA;

1.1.5 "**PAIA**" means the Promotion of Access to Information Act, No. 2 of 2000, as amended from time to time;

1.1.6 **"POPI Act"** means the Protection of Personal Information Act, No. 4 of 2013 as amended from time to time;

1.1.7 "**Personal Information**" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

1.1.7.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person;

1.1.7.2 information relating to the education or the medical, financial, criminal or employment history of the person;

1.1.7.3 any identifying number, symbol, email address, physical address, telephone number, location information, any online identifying number, symbol, email

address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

1.1.7.4 the biometric information of the person;

1.1.7.5 the personal opinions, views or preferences of the person;

1.1.7.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

1.1.7.7 the views or opinions of another individual about the person; and

1.1.7.8 the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person;

1.1.8 "**Personnel**" means a person who works for or provides services to or on behalf of the Company and receives or is entitled to receive any remuneration. This includes, without limitation, directors (both executive and non-executive), all shareholders, , consultants, interns;

1.1.9 "**Record**" means any recorded information, regardless of form or medium, which is in the possession or under the control of the Company, irrespective of whether it was created by the Company;

1.1.10 "**Request**" means a Request for access to a Record of the Company;

1.1.11 "**Requester**" means any person, including a public body or a private body or an official thereof, making a Request for access to a Record of the Company and includes any person acting on behalf of that person;

1.1.12 "**SAHRC**" means the South African Human Rights Commission; and

1.1.13 "**Special Personal Information**" means –

1.1.13.1 the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject; or

1.1.13.2 the criminal behaviour of a Data Subject to the extent that such information relates to –

1.1.13.2.1 the alleged commission by the Data Subject of any offence; or

1.1.13.2.2 any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings.

1.2 Terms not defined in this Manual shall have the meaning as defined in PAIA and/or in the POPI Act.

2 INTRODUCTION

2.1 The Company is in the business of the construction and operation of large scale solar power generation for the purpose of generating electrical power located in the Northern Cape Province of South Africa with our sole customer being Eskom.

2.2 This Promotion of Access to Information Manual is published in terms of section 51 of PAIA. PAIA gives effect to the provisions of section 32 of the Constitution, which provides for the right of access to information, held by either the state or private persons, that is required for the exercise and/or protection of any right.

2.3 This Manual provides an outline of the type of Records and the Personal Information it holds and explains how to submit Requests for access to these Records in terms of PAIA.

2.4 This Manual applies in respect of the Company. The Information Officer named in paragraph 3.4 below is appointed in respect of the Company.

2.5 Only Requests for Records of the Company are covered by the Manual and Requests for Records of, or information relating to, other entities will not be considered.

3 AVAILABILITY OF THIS MANUAL

3.1 A copy of this Manual is available on our website at: **www.zeerustsolar.co.za** or is available by sending a Request for a copy to the Information Officer (whose details are set out in paragraph 3.4 below).

3.2 A copy of this Manual may also be inspected at our head office.

3.3 This Manual will be updated from time to time, as and when required.

3.4 Contact Details & Information Officer

Name of Private Body	RE Capital 2 RF Proprietary Limited
Head of Private Body	Isaac Koloi Mmushi
Information Officer **(Duly designated by the Head of Private Body)**	Isaac Koloi Mmushi
Email address of Information Officer	privacy@zeerustsolar.co.za
Postal address	P O Box 23101, Claremont, 7735

Street address	2nd Floor Fernwood House, The Oval, 1 Oakdale Road, Newlands, 7700
Phone number	+27 21 670 1400
Fax number	+27 21 670 1460

3.5 How to access this Guide (as described in Section 10 of PAIA)

3.5.1 The SAHRC has compiled a Guide in terms of section 10 of the PAIA. The Guide sets out information which would be reasonably required of any person wishing to exercise any right set out in PAIA.

3.5.2 The Guide is available in all of the official languages of South Africa, and is available for inspection at:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

Website: **www.sahrc.org.za**

E-mail: **paia@sahrc.org.za** or **info@sahrc.org.za**

3.5.3 The Guide is also available for inspection at the successor in title of The South African Human Rights Commission:

The Information Regulator (South Africa)

Postal address: PO BOX 31533

Braamfontein

2017

Telephone:	+27-12-406-4818
Fax:	+27-86-500-3351
Website:	**www.justice.gov.za/inforeg**
E-mail:	**inforeg@justice.gov.za**

4 HOW TO REQUEST ACCESS TO RECORDS HELD BY THE COMPANY?

4.1 The Requester must comply with all the procedural requirements as set out in PAIA relating to Requesting a Record held by the Company.

4.2 Pay the prescribed fee

4.2.1 Please note that Requesters are also required to make payment of the prescribed fees for evaluating the Request and for providing the Records Requested, including the requirement to pay a deposit in certain circumstances. Payment must be made before the Company can process the Request from the Requester.

4.2.2 The list detailing the prescribed fee payable to the Company in respect of Requests and the fees in respect of access to Records (if the Request is granted) is attached as Annexure B.

4.3 Fill in the prescribed form

4.3.1 Requests for access to Records held by the Company must be made by way of the Request forms that are available from the SAHRC website (**www.sahrc.org.za**) or the Department of Justice and Constitutional Development website (**www.doj.gov.za**). For the convenience of Requesters, copies of such forms are included as Annexure A to this Manual and constitute the standard form that must be used for the making of Requests in terms of this Manual. Not using this form could cause your Request to be refused (if you do not provide sufficient information or otherwise) or delayed.

4.3.2 Requests for access to Records must be made to our Information Officer at the address, fax number or electronic mail address provided for in paragraph 3.4 above.

4.3.3 The Requester must provide sufficient detail on the Request form to enable the Information Officer to (i) identify the Record and (ii) the Requester.

4.3.4 The Requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

4.3.5 The Requester must identify the right that they are seeking to exercise or protect and provide an explanation of why the Requested Record is required for the exercise of protection of that right.

4.3.6 The Request will be processed within 30 days of receipt of the completed Request forms from the Requester. The Request will be evaluated by the Information Officer as well as the representative of the business from which the Record is being Requested. The Company reserves the right to notify the Requester of an extension period that is required to access the Requested information. The said notice will include reasons for such extension, the fact that the required extension period will not exceed 60 days as well as the Requester's right to approach a court via application proceedings for relief in the event that the Requester is against the extension and/or the procedure. Further to that, the Company may notify the Requester whether a deposit is required. This deposit will be determined by factors such as, the format and/or volume of the information Requested as well as the time required for the searching for and preparation of the Records. The notice will set out the required deposit amount as well as the Requester's right to approach a court via application proceedings for relief in the event that the Requester is against the payment of the required deposit and/or the procedure.

4.3.7 Requestors are reminded that the Company can only provide access to Records that are in the possession of the Company and not to Records of other entities.

4.3.8 If a Request is made on behalf of a person, the Requester must then submit proof, in the form of an affidavit or letter of consent, of the capacity in which the Requester is making the Request to the satisfaction of the Information Officer.

4.3.9 If a Requester is unable to complete the prescribed form because of illiteracy or disability, such a Requester may make an oral Request to the Information Officer.

4.3.10 Kindly note that all Requests to the Company will be evaluated and considered in accordance with PAIA. The publication of this Manual and the describing of the categories and subject matter of information held by the Company in this Manual does not give rise to any rights (in contract or otherwise) to access such information or Records except in terms of PAIA.

4.3.11 If it is reasonably suspected that a Requester has obtained access to the Company's Records through the submission of materially false or misleading information, legal proceedings may be instituted against such Requester.

5 VOLUNTARY DISCLOSURE & PUBLIC RECORDS

5.1 The Records listed below are automatically available without a person having to Request access in terms of section 52(1)(a) of the PAIA –

5.1.1 marketing and promotional materials;

5.1.2 newsletters; and

5.1.3 websites.

5.2 The Company is not obliged to and has not published a notice in terms of section 52(2) of PAIA regarding the categories of Records automatically available without a person having to Request access thereto in terms of PAIA.

5.3 Nevertheless, the Company does make certain information freely available on the Company's website at **www.zeerustsolar.co.za** from time to time.

5.4 Further, Records of a public nature may be accessed directly without the need to submit a formal application. Other non-confidential Records, such as those maintained at the Companies and Intellectual Property Commission ("**CIPC**") may also be accessed directly from the CIPC, and/or other relevant body, without the need to submit a formal application.

5.5 Certain information is also made available to employees of the Company, which is not generally made available to the public. To avoid confusion, such items of information are not listed here but may be obtained by the Company's employees from any group human resource office.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

6.1 The Company is also required to retain certain Records of information in terms of legislation. Unless disclosure is prohibited by such legislation, regulations thereto, contractual undertakings or otherwise, these Records will be made available for inspection by a party so Requesting. Such Request must be made as prescribed in this Manual, the particular legislation (as listed below) and in accordance with the Company's policies and procedures thereon (as applicable).

6.2 The information retained in terms of this legislation will only be made available to the persons or entities specified in the legislation –

No	Ref	Legislation
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 53 of 2003	Broad Based Black Economic Empowerment Act
3	No 71 of 2008	Companies Act, as amended
4	No 130 of 1993	Compensation for Occupational Injuries and Health Disease Act
5	No 89 of 1998	Competition Act
6	No 68 of 2008	Consumer Protection Act
7	No 51 of 1977	Criminal Procedure Act
8	No 9 of 1933	Currency and Exchanges Act
9	No 91 of 1964	Customs and Excise Act
10	No 57 of 2002	Disaster Management Act
11	No 4 of 2006	Electricity Regulation Act

12	No 55 of 1998	Employment Equity Act
13	No 38 of 2001	Financial Intelligence Centre Act
14	No 28 of 2001	Financial Institutions (Protection of Funds) Act
15	No 97 of 1990	Financial Services Board Act
16	No 58 of 1962	Income Tax Act
17	No 66 of 1995	Labour Relations Act, as amended
18	No 101 of 1965	Medicine and Related Substances Control Act
19	No 40 of 2004	National Energy Regulator Act
20	No 107 of 1998	National Environmental Management Act
21	No 85 of 1993	Occupational Health and Safety Act
22	No 2 of 2008	Promotion of Access Information Act
23	No 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
24	No 5 of 2000	Preferential Procurement Policy Framework Act
25	No 12 of 2004	Prevention and Combating of Corrupt Activities Act
26	No 121 of 1998	Prevention of Organised Crime Act
27	No 26 of 2000	Protected Disclosure Act
28	No 4 of 2013	Protection of Personal Information Act
29	No 1 of 1999	Public Finance Management Act
30	No 25 of 2007	Securities Transfer Tax Act
31	No 26 of 2007	Securities Transfer Tax Administration Act
32	No 9 of 1999	Skills Development Levies Act
33	No 97 of 1998	Skills Development Act
34	No 6 of 1999	Statistics Act
35	No 28 of 2011	Tax Administration Act
36	No 47 of 1937	The Deeds Registries Act
37	No 4 of 2002	Unemployment Contributions Act
38	No 89 of 1991	Value Added Tax Act

7 RECORDS HELD BY THE COMPANY AND AVAILABLE ONLY ON REQUEST

7.1 The Company maintains certain Records as outlined in this paragraph 7. However, please note that Recording a category or subject matter in this Manual does not imply that a Request for access to such Records would be granted.

7.2 All Requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA.

7.3 If the Record Requested contains information about a third party, the Company is obliged to inform them of such Request. This serves to allow the third party the opportunity to respond by either granting consent to the access Request or to provide reasons why the Request should be denied. The reasons provided by the third party either for consent or denying access will be considered by the Information Officer in making a final decision regarding whether access should be granted or refused.

7.4 All Records in the possession of the Company that contain Special Personal Information shall only be provided to the person to whom the Special Personal Information pertains. In the event that the Requester is not the subject of the Special Personal Information then the Requester must submit proof of consent to Request such Record for their use on behalf of the Data Subject.

7.5 The Company processes certain categories of information. The information is classified and grouped according to the Records relating to the following categories (1) Company Records; (2) Personnel Records; (3) other parties' Records.

7.6 Company Records

7.6.1 The types of Records the Company keeps in respect of the Company includes –

7.6.1.1 Financial Records;

7.6.1.2 Operational Records;

7.6.1.3 Company secretarial Records;

7.6.1.4 Records pertaining to intellectual property of the Company;

7.6.1.5 Information technology and systems Records;

7.6.1.6 Marketing Records;

7.6.1.7 Databases;

7.6.1.8 Internal correspondence;

7.6.1.9 Statutory Records;

7.6.1.10 Internal policies and procedures;

7.6.1.11 Records held by officials of the Company;

7.6.1.12 Legal documentation and correspondence;

7.6.1.13 Agreements and contracts; and

7.6.1.14 Records pertaining to the fixed property of the Company.

7.7 Personnel Records

7.7.1 Please note these Records can only be Requested by the person the Record pertains to.

7.7.2 This includes –

7.7.2.1 Any Personnel Records provided to the Company by its Personnel;

7.7.2.2 Any Records a third party has provided to the Company about any of its Personnel;

7.7.2.3 Conditions of employment and other Personnel-related contractual and quasi-legal Records;

7.7.2.4 Internal evaluation Records and other internal Records pertaining to Personnel;

7.7.2.5 Correspondence relating to the Personnel; and

7.7.2.6 Training schedules and material.

7.8 Other parties' Records

7.8.1 The Company keeps Records in respect of other parties including (without limitation): its banks, auditors, legal advisors and consultants, suppliers, service providers, customers, and general market conditions.

7.8.2 In addition, such other parties may possess Records which can be said to belong to the Company. The following Records fall under this category:

7.8.2.1 Personnel, customer, or private body Records which are held by another party as opposed to being held by the Company; and

7.8.2.2 Records held by the Company pertaining to other parties, including without limitation, financial Records, correspondence, contractual Records, Records provided by the other party, and Records third parties have provided about the contractors or service providers..

7.9 Please note that access to the above Records may be subject to a ground for refusal (set out in paragraph 8 below), including, that the Records are subject to confidentiality provisions or necessitate permission from a third party.

8 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

8.1 The Company may legitimately refuse to grant access to Records that fall within certain categories. The grounds to refuse access to a particular Record/s include –

8.1.1 Records contain Personal Information of a third party and must be protected from unreasonable disclosure, including Records of a deceased person;

8.1.2 Records contain third party commercial information that must be protected from unreasonable disclosure, including Records that contain –

8.1.2.1 trade secrets; and/or

8.1.2.2 financial, commercial, scientific or technical information, the disclosure of which would cause or would likely cause harm to the commercial or financial interests of that third party;

8.1.3 disclosure of a Record would result in a breach of duty of confidence owed in terms of an agreement to a third party;

8.1.4 disclosure of a Record would result in an individual's life being endangered;

8.1.5 disclosure of a Record would prejudice or impair the security of property;

8.1.6 disclosure of a Record would prejudice or impair the protection of a person under witness protection;

8.1.7 disclosure of a Record would prejudice or impair public safety;

8.1.8 disclosure of a Record is privileged in terms of legal proceedings, unless such privilege has been waived;

8.1.9 disclosure of a Record would harm the commercial and financial interests of the Company, including Records that contain –

8.1.9.1 trade secrets; and/or

8.1.9.2 financial, commercial, scientific or technical information;

8.1.10 disclosure of a Record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition; and

8.1.11 disclosure of the research of the Company or a third party on behalf of the Company would expose the Company or such third party or the researcher or the subject matter of the research to serious disadvantage.

8.1.12 Requests for information that are, in the Company's reasonable opinion, manifestly frivolous or vexatious or which involve an unreasonable diversion of resources.

8.2 In the event that the Requested Record cannot be located and it is believed that the Record does not exist, then the Company will inform the Requester by way of affidavit or affirmation of the reason for delay or inability to locate the Record.

9 REMEDIES AVAILABLE IN REFUSAL OF A REQUEST FOR INFORMATION

9.1 The Company does not have its own internal appeal procedures. A decision made by an Information Officer is final.

9.2 When a Requester is not satisfied by a decision made by the Information Officer of the Company, for example for refusing access, for imposing fees, or for extending the time period in which the response is due, the Requester may apply to the appropriate court for relief within 180 days of receiving the decision.

9.3 The decision of the Company will be reviewed by a court, and a decision will be made by the courts as to whether or not to provide access to the Requested Records.

9.4 Access to information cases may be heard before the Magistrates' Courts as a court of first instance.

10 PROCESSING OF PERSONAL INFORMATION

10.1 Background

10.1.1 The POPI Act gives effect to the constitutional right to privacy, regulates the manner in which Personal Information may be processed and provides rights and remedies to protect Personal Information

10.1.2 The primary purpose of the POPI Act and this paragraph 10 is to regulate the collection and processing of Personal Information in order to prevent unauthorised access and usage of such information.

10.1.3 The secondary purpose of this paragraph 10 is to establish the requirements and conditions for the collection, distribution and retention of Personal Information, in line with the prescripts of the POPI Act and the PAIA.

10.1.4 The Information Officer named in paragraph 3.4 is responsible for ensuring compliance with the POPI Act.

10.2 Purpose of Processing

The Company uses Personal Information for the following purposes:

10.2.1 Administration of agreements;

10.2.2 Detecting and prevention of fraud, crime, money laundering and other malpractice;

10.2.3 Performing due diligence in respect of projects;

10.2.4 In connection with legal proceedings;

10.2.5 Employee administration;

10.2.6 Keeping accounts and Records; and

10.2.7 Complying with legal and regulatory requirements.

10.3 Categories of Data Subjects and their Personal Information

The Company may possess Records relating to shareholders, suppliers, service providers, employees, and customers:

Entity Type	**Personal Information Processed**
Juristic persons/entities	Names of contact persons; name of legal entity; physical and postal addresses and contact details; financial information; registration

	number; founding documents; tax related information; authorised signatories; directors; beneficiaries; ultimate beneficial owners; B-BBEE information; confidential information and correspondence.
Intermediaries/Advisors	Names of contact persons; name of legal entity; physical and postal addresses and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; directors; beneficiaries; ultimate beneficial owners; B-BBEE information; confidential information and correspondence.
Contracted service providers	Names of contact persons; name of legal entity; physical and postal addresses and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; directors; beneficiaries; ultimate beneficial owners; B-BBEE information.
Directors	Gender; pregnancy status; marital status; race; age; language; educational information; financial information; employment history; ID numbers; physical and postal address; contact details; criminal behaviour; well-being.
Customers	Names of contact persons; name of legal entity; physical and postal addresses and contact details; financial information; registration number; tax related information; authorised signatories; directors; beneficiaries; ultimate beneficial owners; B-BBEE information.
Shareholders	Names of contact persons; name of legal entity; physical and postal addresses and contact details; financial information; registration number; tax related information; directors; beneficiaries; ultimate beneficial owners; B-BBEE information.

10.4 Categories of Recipients for Processing the Personal Information

10.4.1 The Company may supply the Personal Information of its customers, shareholders, directors, employees and other service providers, to the extent required, to service providers who render the following services:

10.4.1.1 Capturing and organising of data;

10.4.1.2 Storing of data;

10.4.1.3 Conducting due diligence checks; and

10.4.1.4 Outsourced administering of services (such management services and company secretarial).

10.5 Planned transborder flows of Personal Information

10.5.1 None

10.6 Information security measures

10.6.1 The Company strives to ensure the security, integrity and privacy of Personal Information submitted to it.

10.6.2 While no data transmission over the Internet can be guaranteed to be totally secure, the Company will endeavour to take all reasonable steps to protect Personal Information submitted to it or via its online services.

10.6.3 The Company employs up to date technology to ensure the confidentiality, integrity, and availability of the Personal Information under its care. The following methods of protection are in place to ensure Personal Information disclosed to the Company is protected –

10.6.3.1 Internal server hard drives are protected by firewalls;

10.6.3.2 Password protection is active on computers that may contain Personal Information thereby limiting access to authorised Personnel only;

10.6.3.3 Physical security measures are in place such as the limitation of access to the building (and the completion of a visitor registration form when entering premises). Employees are given access cards/codes, and no-one is allowed to enter the premises without authorisation;

10.6.3.4 Personal information can only be accessed by the representatives of Energy Infrastructure Management Services Proprietary Limited in its capacity as service provider;

10.6.3.5 The Company has site back-up and archiving facilities. Third parties who provide these services are obligated to respect the confidentiality of any Personal Information;

10.6.3.6 Virus protection software and updated protocols;

10.6.3.7 Secure setup of hardware and software making up the IT infrastructure; and

10.6.3.8 Outsourced service providers who process Personal Information on behalf of the Company are contracted to implement security controls.

10.7 Retention of Personal information

10.7.1 Where the Company collects and processes Personal Information for a specific purpose, it will not keep it for longer than is necessary to fulfil that purpose, unless:

10.7.1.1 Further retention is required by law;

10.7.1.2 The Company reasonably requires it;

10.7.1.3 Retention is required by a contract between the parties; and/or

10.7.1.4 The Data Subject consents to further retention.

10.7.2 Once the purpose for collection and processing have been fulfilled, the Personal Information will be destroyed in accordance with the POPI Act.

10.7.3 In order to protect information from accidental or malicious destruction when the Company deletes information from its servers, it may not immediately delete residual copies from its servers or remove information from its backup systems. Copies of correspondence that may contain Personal Information is stored in archives for Record keeping and back-up purposes only.

10.7.4 Where the law requires the Company to keep Personal Information post its use for a specified period of time, all Personal Information will be kept securely for the duration specified by law.

11 AMENDMENTS TO THIS MANUAL

11.1 The Company will amend this Manual periodically, to ensure compliance with all legislation that impacts the matters dealt with herein.

11.2 Data subjects are advised to check the Company website periodically to ascertain whether any changes have been made. The Company will communicate any material changes to the policy on their websites.

Annexure A

FORM C – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

REPUBLIC OF SOUTH AFRICA

FORM C
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

The Head: Isaac Koloi Mmushi
The Designated Information Officer: Isaac Koloi Mmushi
Physical Address: P O Box 23101, Claremont, 7735
Postal Address: 2nd Floor Fernwood House, The Oval, 1 Oakdale Road, Newlands, 7700
Email: **privacy@zeerustsolar.co.za**

(a) The particulars of the person who Requests access to the Record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the Request is made, if applicable, must be attached.

Full names and surname: ……

Identity number: | | | | | | | | | | | | | |

Postal address: ……

Telephone number: (……) …….. Fax number: (……) ……..

E-mail address: ……

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

B. 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: | | | | | | | | | | | | | |

C. 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:

……..

……..

……..

……..

D. Fees

(a) A Request for access to a Record, other than a Record containing Personal Information about yourself, will be
(b) processed only after a Request fee has been paid.
(c) You will be notified of the amount required to be paid as the Request fee.
(d) 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.
If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

……..

……..

……..

E. Form of access to Record

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 below,

state your disability and indicate in which form the Record is required.

Disability:	Form in which Record is

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

NOTES:
(a) Compliance with your Request for access in the specified form may depend on the form in which the Record is available.
(b) Access in the form Requested may be refused in certain circumstances. In such a case you will be informed if 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

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 of the images*		transcription of the images*	
3. If Record consists of Recorded words or information which can be reproduced in sound:						
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
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* (stiffy or compact disc)	

*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

F. 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:

……..

……..

……..

2. Explain why the Record Requested is required for the exercise or protection of the aforementioned right:

……..

……..

……..

G. 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 ……..……year …….

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

Annexure B

PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES

1 PAIA sets out two types of fees –

1.1 An access fee; and

1.2 A Request fee.

2 When the Information Officer receives a Request, he or she will inform the Requester to pay the applicable fee before the Information Officer processes the Request (if not already done so).

3 Request Fee

3.1 The Request fee payable by a Requester, other than a personal Requester is R50.00.

3.2 The Request fee is non-refundable.

3.3 The Request fee must be paid before the Request is considered.

4 Access fee

4.1 An access fee is payable by all Requesters (including a personal Requester), once a Request has been granted.

4.2 This pertains to the actual fees which have to be paid by the Requester for the delivery of their Records in the case of private bodies.

4.3 The fee for a copy of the Manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

4.4 The access fees payable by a Requester, other than a personal Requester are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
(c)	For a copy in a computer-readable form on –	
	Stiffy disc	R7,50
	Compact disc	R70,00
(d)	(i) for the transcription of visual images, for an A40size or part thereof	R40,00

	copy of visual images	R60,00
(e)	(i) For a transcription of an audio Record, or an A4-size page or part thereof	R20,00
	(ii) For a copy of an audio Record	R30,00
(f)	To search for and prepare the Record for disclosure For each hour or part of an hour reasonably required for such search and preparation.	R30,00 for each hour or part thereof

5 Exceptions

5.1 If the Information Officer, Deputy Information Officer or Head thinks that the collection and reproduction of documents will take longer than six hours, he or she will inform the Requester (by formal notice) that one third of the access fee is payable upfront as a deposit.

5.2 If the Record is not provided in the form Requested, the access fee that is charged to the Requester will not exceed the fee that would have been charged if access were granted in the form Requested. However, this rule does not apply when an alternate form is required because information had to be severed from the Record.