

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000  
AND  
THE PROTECTION OF PERSONAL INFORMATION ACT,  
2013**

**MANUAL OF  
ADCOCK INGRAM HOLDINGS LIMITED**

Prepared in accordance with section 51 of the Promotion of Access to Information Act No.2 of 2000 (as amended) and the Protection of Personal Information Act No.4 of 2013.

(In this Manual, all references to sections are to the Promotion of Access to Information Act, 2000 unless otherwise specified)

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## 1. INTRODUCTION

The Promotion of Access to Information Act, No.2 of 2000 (the “**PAIA**”) seeks to give effect to the constitutional right to access information as contained in section 32 of the Bill of Rights. The PAIA seeks to advance the values of transparency and accountability.

The PAIA establishes certain statutory rights of requesters to access records of a private body if:

- that record is required for the exercise or protection of any rights;
- that requester complies with all the procedural requirements; and
- access is not refused in terms of any ground referred to in the PAIA.

The Protection of Personal Information Act, No.4 of 2013 (the “**POPI Act**”) seeks to give effect to the constitutional right to privacy as contained in section 14 of the Bill of Rights. The POPI Act seeks to safeguard personal information by regulating the manner in which it may be processed by public and private bodies.

The POPI Act provides that data subjects have the right to have their personal information processed in accordance with the conditions for the lawful processing of personal information, which are set out in the POPI Act.

One of the requirements specified in the PAIA, is the compilation of an information manual that provides information which includes the types and categories of records held by a private body (this relates to PAIA) as well certain information relating to the processing of personal information (this relates to the POPI Act).

The PAIA and the POPI Act are collectively referred to in this document as the “**Acts**”.

## 2. SCOPE AND PURPOSE OF THE MANUAL

The scope of this manual includes Adcock Ingram Holdings Limited (“**Adcock Ingram “or “Group”**”) as the holding company of a group of companies which the Acts apply to (collectively referred to as the “**Companies**”).

This document serves as the Companies’ information manual and provides reference to the records held by the Companies as well as the personal information processed by the Companies from time to time.

## 3. ABOUT ADCOCK INGRAM

Adcock Ingram is a leading South African pharmaceutical manufacturer, and is listed on the Johannesburg Stock Exchange. Its mission is “*to provide quality products that improve the health and lives of people in the markets it serves*”. Adcock Ingram manufactures, markets, and distributes a wide range of healthcare products and is a leading supplier to both the private and public sectors of the market. In this notice, reference to Adcock Ingram refers to the holding company and its South African subsidiaries.

Adcock Ingram operates through a decentralised, autonomous operating model that consists of four commercial business units in South Africa i.e. Prescription, Consumer, Over-the-counter (OTC) and Hospital. Each business unit is structured to serve specific customer needs and to meet specific regulatory requirements. These commercial divisions are supported by the following shared services:

Distribution, Drug Management and Development, IT and services rendered by the head office. Further general information on Adcock Ingram, its operations and activities can be obtained from its website at [www.adcock.com](http://www.adcock.com)

#### 4. AVAILABILITY OF THE MANUAL

This manual is available for inspection on the Adcock Ingram website at [www.adcock.com](http://www.adcock.com) and during normal business hours at the office of the Company Secretary of Adcock Ingram, at 1 New Road, Midrand, 1682.

#### 5. CONTACT PERSON – INFORMATION OFFICER - SECTION 51 (1)(A)(I)

The responsibility for the administration of, and compliance with the Acts, has been delegated to the Company Secretary and Head of Legal. Requests pursuant to the provisions of the Acts should be directed as follows:

Information Officer : The Company Secretary (Mr Lucky Phalafala)  
Postal address : Private Bag X69, Bryanston, 2021  
Street address : 1 New Road, Midrand, 1682  
Business phone : + 27 (0)11 635 0143  
Business fax : + 27 (0)86 553 0143  
E-mail address : [legal.info@adcock.com](mailto:legal.info@adcock.com)

#### 6. HUMAN RIGHTS COMMISSION / INFORMATION REGULATOR GUIDE - SECTION 51(1) (B) (I)

A Guide has been compiled in terms of Section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, South Africa and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

The Information Regulator is required to update (and make available) the Guide to include information required by persons wishing to exercise any right contemplated in the POPI Act.

The updated Guide will be available from the Information Regulator in the manner prescribed.

#### 7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC - SECTION 51(1)(B)(II)

No notice has been published pursuant to Section 51(1)(b)(ii), regarding the categories of records which are automatically available without having to request access in terms of PAIA.

#### 8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1)(B)(III)

Certain legislation provides that private bodies shall allow certain persons access to specified records,

upon request. Records are available in terms of the legislation detailed in Annexure 3 to this manual (as amended from time to time); however, due to the number of laws applicable to Adcock Ingram, the list of legislation may not be exhaustive.

Note that the information will only be provided in accordance with the requirements stipulated in the relevant pieces of legislation. If a requester believes that a right to access a record exists in terms of the legislation in Annexure 3, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity to consider the request in light thereof.

## **9. RECORDS – CATEGORIES AND SUBJECT OF RECORDS - SECTION 51(1)(B)(IV)**

The information contained in this section is intended to identify the main categories of records held by the Companies and to help the requester to gain a better understanding of the main business activities of the Companies. Further assistance in identifying the records held by the Companies is obtainable from the Information Officer.

Records to which access will be provided in accordance with the PAIA (subject to the restrictions and right of refusal to access provided for in the PAIA) are available in respect of the following (non-exhaustive) aspects of the Companies' businesses and operations:

### **COMPANY RECORDS**

- Documents of incorporation;
- Memorandum and Articles of Association or Memorandum of Incorporation (as applicable);
- Records relating to the appointment of directors / auditor / secretary; and
- Share register and other statutory registers.

### **FINANCIAL RECORDS**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic banking records;
- Asset Register;
- Rental Agreements; and
- Invoices.

### **INCOME TAX RECORDS**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances:
  - VAT;
  - Skills Development Levies;
  - UIF; and
  - Workmen's Compensation.

## PERSONNEL / EMPLOYEE DOCUMENTS AND RECORDS

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary records;
- Salary records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records; and
- Training manuals.

## SAFETY, HEALTH AND ENVIRONMENT (SHE) RECORDS

- SHE Policy; and
- Mandatory SHE records.

## 10. ACCESS REQUESTS

### 10.1. ACCESS REQUEST PROCEDURE - SECTION 53

#### 10.1.1. COMPLETION OF ACCESS REQUEST FORM

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

- a. The Access Request Form, attached as Annexure 1 hereto, must be completed.
- b. Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form, requesters will be required to supply a certified copy of their identification document or a valid passport document, or if a legal entity, a certified copy of the Company Registration Certificate.
- c. Type or print in BLOCK LETTERS an answer to every question.
- d. If a question does not apply, state “N/A” in response to that question.
- e. If there is nothing to disclose in reply to a particular question state “NIL” in response to that question.
- f. If there is insufficient space on the printed form, additional information may be provided on an additional attached folio.
- g. When the use of an additional folio is required, precede each answer with the applicable title.

**Please 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 PAIA.

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

### **10.1.2. SUBMISSION OF ACCESS REQUEST FORM**

The completed Access Request Form, together with a certified copy of the requester's identity document, must be addressed to the Information Officer and submitted via the contact details stated in paragraph 5, as indicated above.

An initial request fee of R57.50 (including VAT) is payable on submission of the Access Request Form.

### **10.1.3. PAYMENT OF FEES**

Payment details can be obtained from the Information Officer indicated above and can be made either via a direct deposit or Electronic Funds Transfer Proof of payment must be supplied via the contact details stated in paragraph 5.

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 as set out in Annexure 2 hereto. The access fee must be paid prior to access being given to the requested record.

### **10.1.4. NOTIFICATION**

The Information Officer will, within 30 (thirty) business days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) business days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the Companies and the information cannot reasonably be obtained within the original 30 (thirty) day period. The requester will be notified in writing should an extension be sought.

## **10.2. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS (CHAPTER 4)**

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 by a third party to any of the Companies if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in

terms of any agreement – the provisions of the PAIA to apply in relation to the rights of the relevant third parties;

- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The commercial activities of the Companies, which may include:
  - Trade secrets of the Companies; and
  - Financial, commercial, scientific or technical information which, if disclosed, would likely cause harm to the financial or commercial interests of the Companies.

### **10.3. APPEAL AGAINST REFUSAL TO GRANT ACCESS**

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, upon notification of the Information Officer's decision (or upon deemed refusal in terms of Section 58 of the PAIA), lodge a complaint to the Information Regulator or apply to court for appropriate relief within the timeframes as prescribed by the PAIA.

## **11. PERSONAL INFORMATION**

### **11.1. PURPOSE OF PROCESSING - SECTION 51(1)(C)(I)**

The purpose for which personal information is processed by the Companies will depend on the nature of the information. In general, personal information is processed by the Companies for business administration purposes, including:

- to carry out actions for the conclusion or performance of a contract;
- to comply with obligations imposed by law;
- to protect the legitimate interests of the data subjects; or
- where it is necessary for pursuing the legitimate interests of the Companies.

The above list is non-exhaustive. Please refer to the Privacy Notice available on the Adcock Ingram website, at [www.adcock.com](http://www.adcock.com), for more information.

### **11.2. CATEGORIES OF DATA SUBJECTS AND INFORMATION - SECTION 51(1)(C)(II)**

The Companies process personal information relating to the following categories of data subjects and information:

#### **CATEGORIES OF DATA SUBJECTS**

- Personnel / employees;
- Consultants;
- Contractors;
- Customers;
- Investors;
- Patients;
- Service providers;
- Suppliers;

- Other third parties with whom the Companies conduct business.

The above list is non-exhaustive.

#### **CATEGORIES OF INFORMATION**

- In respect of natural persons may include: name, identifying number (identity or passport number), date of birth, citizenship, age, gender, race, marital status, language, telephone number(s), email address(es), physical and postal addresses, income tax number, banking information, disability information, employment history, background checks, fingerprints, CVs, education history, remuneration and benefit information, details related to employee performance and disciplinary procedures.
- In respect of juristic persons may include: name, registration number, tax information, contact details, physical and postal addresses, FICA documentation, B-BBEE certificates, payment details (including bank accounts), invoices and contractual agreements.

The above lists are non-exhaustive.

#### **11.3. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED - SECTION 51(1)(C)(III)**

The categories of recipients to whom the Companies may supply the personal information will depend on the nature of the information. In general, such categories of recipients would include:

- Service providers;
- Medical aid, pension or provident funds;
- Auditing and accounting bodies (internal and external);
- Third parties with whom the Companies have contracted for the retention of data;
- Relevant authorities, government departments, statutory bodies or regulators;
- A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

The above list is non-exhaustive.

#### **11.4. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION - SECTION 51(1)(C)(IV)**

The Companies envisage that they may transfer personal information to third parties or other companies in the Group, who are situated in a foreign country and such transfers would be subject to the relevant provisions of the POPI Act.

#### **11.5. INFORMATION SECURITY MEASURES - SECTION 14(1)(C)(V)**

The Companies strive to take appropriate, reasonable technical and organisational measures to secure the integrity and confidentiality of personal information in their possession or under their control.

#### **11.6. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT REGULATION 2 – POPI REGULATIONS**

A data subject may at any time object to the processing of his / her / its personal information

(as contemplated in Section 11(3)(a) of the POPI Act) in the prescribed form attached to this manual as Annexure 4, subject to exceptions contained in the POPI Act.

**11.7. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION –  
REGULATION 3 – POPI REGULATIONS**

A data subject may request that his / her / its personal information be corrected or deleted (as contemplated in Section 24 of the POPI Act) in the prescribed form attached as Annexure 5.

**ANNEXURE 1**

**REQUEST FOR ACCESS TO RECORD**  
[Regulation 7]

**NOTE:**

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

**TO:** The Information Officer


(Address)

E-mail address:

Fax number:

Mark with an "X"

- Request is made in my own name       Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>			
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	
<b>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
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>	

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

the exercise or protection of the aforementioned right:	

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

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requester / person on whose behalf request is made**

-----  
**FOR OFFICIAL USE**

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

\_\_\_\_\_  
**Signature of Information Officer**

**ANNEXURE 2**

**PRESCRIBED FEES IN TERMS OF REGULATION 11**

**PRESCRIBED FEES FOR REPRODUCTION OF RECORDS**

**PLEASE NOTE THAT ALL AMOUNTS LISTED ARE INCLUSIVE OF VALUED-ADDED TAX**

(Section 54(7) of the Promotion of Access to Information, Act No. 2 of 2000)

**[Regulation 11(1)]**

(a)	For every photocopy of an A4-size page or part thereof	R1.27
(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	R0.86
(c)	For a copy in a computer-readable form on compact disc	R80.50
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R46.00
	(ii) For a copy of visual images	R69.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R23.00
	(ii) For a copy of an audio record	R34.50

**PRESCRIBED FEES FOR ACCESS OF RECORDS**

**PLEASE NOTE THAT ALL AMOUNTS LISTED ARE INCLUSIVE OF VALUED-ADDED TAX**

(Section 54(7) of the Promotion of Access to Information, Act No. 2 of 2000)

**[Regulation 11(3)]**

(a)	For every photocopy of an A4-size page or part thereof	R2.00
(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	R2.00
(c)	For a copy in a computer-readable form on compact disc	
	1. If provided by requestor	R40.00
	2. If provided to the requestor	R60.00

- |     |   |   |
|-----|---|---|
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof   | Service to be outsourced and dependent on quotation |
|     | (ii) For a copy of visual images  | Service to be outsourced dependent on quotation     |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof   | R24.00  |
|     | (ii) For a copy of an audio record on flash drive   | R40.00  |
|     | (iii) For a copy of an audio record on compact disk   | R40.00  |
| (f) | To search for and prepare the record for disclosure or part thereof – R145.00 for each hour or part thereof reasonably required for such search and preparation. However the fee cannot exceed R 435.00 |   |
| (g) | Six hours of searching to be exceeded before a deposit is payable   |   |
| (h) | One third of the access fee is payable as a deposit by the requester  |   |
| (i) | The actual postage fee is payable when a copy of a record must be posted to a requester   |   |

### ANNEXURE 3

#### RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1)(b)(iii)

Records are available in terms of the following legislation, as amended from time to time:

Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (and Amendment Bill)  
Accreditation For Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006  
Advertising on Roads and Ribbon Development Act 21 of 1940.  
Basic Conditions of Employment Act 75 of 1997 (and Amendment Act)  
Broad-Based Black Economic Empowerment Act 53 of 2003 (and Amendment Act and Regulations)  
Broad-Based Black Economic Empowerment Revised Codes of Good Practice 2014  
Companies Act 71 of 2008  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Competition Act, No 89 of 1998  
Consumer Protection Act 68 of 2008  
Copyright Act 98 of 1978  
Counterfeit Goods Act 37 of 1997  
Currency and Exchanges Act 9 of 1933  
Customs and Excise Act 91 of 1964  
Customs and Excise Amendment Act 32 of 2014  
Customs Control Act 31 of 2014  
Customs Duty Act 30 of 2014  
Designs Act 195 of 1993  
Drugs and Drug Trafficking Act 140 of 1992  
Electronic Communications and Transactions Act 25 of 2002  
Employment Equity Act 55 of 1998  
Employment Services Act 4 of 2014  
Employment Tax Incentive Act 26 of 2013  
Environment Conservation Act 73 of 1989  
Environmental Legislation – Other:

- Atmospheric Pollution Prevention Act No. 45 of 1965
- National Environmental Management: Biodiversity Act No.10 of 2004
- National Environmental Management: Protected Areas Act No. 57 of 2003
- National Heritage Resources Act No. 25 of 1999

Financial Intelligence Centre Act 38 of 2001 (and Amendment Act)  
Financial Markets Act 19 of 2012  
Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 (and Regulations Relating to Miscellaneous Additives in Foodstuffs)  
Hazardous Substances Act 15 of 1973  
Income Tax Act 58 of 1962  
JSE Listings Requirements  
King Report IV  
Labour Relations Act 66 of 1995 (and Amendment Act)  
Medicines and Related Substances Act 101 of 1965 (and Amendment Act and Regulations)  
Merchandise Marks Act 17 of 1941  
National Credit Act 34 of 2005  
National Environmental Management Act 107 of 1998 (and Amendment Acts)  
National Environmental Management: Air Quality Act 39 of 2004 (and Amendment Act)  
National Environmental Management: Waste Act 59 of 2008 (and Amendment Act)  
National Health Act 61 of 2003

Patents Act 57 of 1978  
Pension Funds Act 24 of 1956  
Pharmacy Act 53 of 1974  
Promotion of Access to Information Act 2 of 2000  
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000  
National Water Act 36 of 1998 (and Amendment Act) Occupational Health and Safety Act 85 of 1993  
Prevention and Combating of Corrupt Activities Act 12 of 2004  
Prevention of Organised Crime Act 121 of 1998  
Protected Disclosures Act 26 of 2000 (and Amendment Bill) Protection of Personal Information Act 4 of 2013  
Public Finance Management Act 1 of 1999  
Regulations on Interception of Communications and the Provisions of Communication Related to Information Act 70 of 2002  
Unemployment Insurance Contributions Act 4 of 2002 Value-Added Tax Act 89 of 1991  
Skills Development Act 97 of 1998  
Skills Development Levies Act 9 of 1999  
State Tender Board Act 86 of 1999  
Tax Administration Act 28 of 2011  
Trade Marks Act 194 of 1993

**PLEASE NOTE:**

Whilst all reasonable endeavours have been made to provide a complete list of applicable legislation above, it is possible that the above list may be incomplete. Wherever it comes to the Companies' attention that existing or new legislation allows a requester access on a basis other than that set out in the PAIA, the above list will be updated.

**ANNEXURE 4**

**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]**

**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.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
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>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>


Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/designated person*

**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]**

**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 the appropriate box 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 THE 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:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	

Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<b>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.</b> <i>(Please provide detailed reasons for the request)</i>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/ designated person*