

ACCESS TO INFORMATION MANUAL

Prepared in accordance with section 51 of the Promotion of Access to Information Act, 2 of 2000 (“the Act”)

SASOL KHANYISA PUBLIC (RF) LIMITED

and its subsidiary in which it has a direct interest:

Sasol Khanyisa FundCo (RF) Limited

(collectively referred to as “**the Companies**”)

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1. **Contact details of the duly authorised person (hereinafter referred to as the Information Officer) to whom requests, pursuant to the provisions of the Act, should be made (section 51(1)(a) of the Act):**

The Senior Vice President: Governance, Compliance and Ethics	
Postal address	: P O Box 5486, Johannesburg, 2000
Street address	: Sasol Place, 50 Katherine Street, Sandton, 2090
Business phone	: + 27 (0)10 344 5000
Business fax	: +27 (0)10 788 5092
email address	: paia.requests@sasol.com

2. Introduction

The Act gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.

Section 9 of the Act recognizes that the right to access information is subject to certain justifiable limitations, for instance limitations aimed at, but not limited to:

- the reasonable protection of privacy;
- commercial confidentiality; and
- effective, efficient and good governance.

The purpose of this Manual is to inform a person on how to obtain access to records held by the Companies thereby giving effect to Section 51 of the Act.

3. The section 10 guide on how to use the Act (section 51(1)(b) of the Act):

The Guide is available in each official language free of charge for public inspection at the following places:

- at the South African Human Rights Commission;
- at the office of the head of the national department responsible for government communication: Government Communications and Information Services;
- at places of legal deposit as defined in section 6 of the Legal Deposit Act 54 of 1997;
- all offices of public bodies;
- all Magistrate's offices;
- all post offices; and
- in the Government Gazette.

Any person may request to have a copy of the Guide. Payment for such copy is required at the fee prescribed.

Queries relating to the Guide must be directed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address : Private Bag 2700, Houghton, 2041
Business phone : + 27 11 484 8300
Business fax : + 27 11 484 0582
email address : PAIA@sahrc.org.za
Website : www.sahrc.org.za

4. Access to records held (section 51(1)(c), 51(1)(d) and 51(1)(e) of the Act)

4.1 The latest notice, in terms of section 52(2) of the Act, regarding the categories of records of the companies which are available without a person having to request access (section 51(1)(c) of the Act) : *No description submitted and no notice published.*

4.2 Records are kept and available in terms of the following legislation, as amended from time to time (section 51(1)(d) of the Act):

Broad Based Black Economic Empowerment Act No. 53 of 2003
Companies Act No. 61 of 1973
Competition Act No. 89 of 1998
Constitution of South Africa Act No. 108 of 1996
Electronic Communications Amendment Act No. 1 of 2014
Electronic Communications and Transactions Act No. 25 of 2002
Financial Intelligence Centre Act No. 38 of 2001
Financial Markets Act No 19 of 2012
Income Tax Act No. 58 of 1962
Long-Term Insurance Act No. 52 of 1998
Preferential Procurement Policy Framework Act No. 5 of 2000
Promotion of Access to Information Act No. 2 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
Protected Disclosures Act No. 26 of 2000
Protection of Personal Information Act No 4 of 2013
Securities Transfer Tax Act 25 of 2007
Short-Term Insurance Act No. 53 of 1998
South African Reserve Bank Act No. 90 of 1989
Trademarks Act No. 194 of 1993
Value Added Tax Act No. 89 of 1991

4.3 Records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act), are available in respect to the following aspects of the Companies' businesses and operations:

Branding

- brand policy and standards
- brand and advertising material
- print and audio-visual advertisements

Communications

- documents relating to public communications
- documents relating to internal communications

Company Secretarial Services

- share registers
- memoranda of incorporation
- statutory returns to appropriate authorities
- annual reports
- share certificates
- applicable statutory documents such as, but not limited to, certificates of incorporation and certificates to commence business
- corporate structure diagrams
- corporate calendars

Financial

- accounting records
- audited financial statements
- agreements
- income tax returns
- banking records
- invoices and statements

Insurance

- insurance policies
- claim documents

Internal Audit and Risk Management

- documents relating to generic risk management processes
- audit plans

Investor Relations

- general investor relations communications

Marketing

- promotional material
- audio-visual material
- brochures and advertising material

Procurement and Supply Management

- documents and contracts relating to procurement and supply of commodities and services

5. Procedure for requesting Information

5.1. *Automatic available records*

No records will be made automatically available unless prescribed by legislation or published as such on the Sasol Khanyisa Website.

Automatic available records may be obtained free of charge. Should a need arise for the reproduction of such record, a reproduction fee will be payable.

5.2. **Application Process**

Step 1: Request

Where a person wishes to access information held by the Companies, other than automatic available records, such a person must make a request for access to such information on the prescribed form, attached as **Annexure A**. This form is available on the Companies' website or may be obtained upon request.

The prescribed form must be completed with enough particulars to enable the Information Officer to identify:

- the record (s) requested;
- the identity of the requester;
- which form of access is required, if the request is granted;
- the postal address or fax number of the requester;
- the right the requester is seeking to exercise or protect; and
- an explanation of why the requested record is required for the exercise or protection of that right;

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

The completed form may be submitted in either of the following manners to the Information Officer:

- by hand
- by post
- by facsimile
- by email

An individual who, because of illiteracy or a disability is unable to make a request for access to a record on the prescribed form, may make that request orally. The Information Officer will then reduce the oral request to writing in the prescribed form and provide a copy thereof to the requester.

Request, access and reproduction fees

When the request is received by the Information Officer he/she shall by notice require the requester to pay the prescribed request fee, before further processing of the request.

The access and reproduction fees payable by a requester are as follows:

Item	R
For every photocopy of an A4 size page or part	1,10
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	0,75
For a copy in a computer readable form on:	
▪ stiffy disc	7,50
▪ compact disc	70,00
▪ For a transcription of visual images, for an A4 size page or part thereof	40,00
▪ For a copy of visual images	60,00
▪ For a transcription of an audio record, for an A4 size page or part thereof	20,00
▪ For a copy of an audio record	30,00
To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	

Note that actual postage is payable when a copy of a record must be posted to a requester. The request fee payable by a requester, other than a personal requester, is **R50,00**.

If a search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

The Information Officer person shall withhold a record until the requester has paid the relevant fees.

Step 2: Validation and acknowledgement

The Information Officer validates the request to see whether the required information is available within the companies. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement confirming the status of the request is then forwarded to the requester.

Step 3: Information processing

The Information Officer will process the request within **thirty (30) days**, unless the requester has stated special reasons, which would satisfy such person that circumstances dictate that the above time periods should not be complied with. The 30-day period within which the Information Officer has to decide whether to grant or refuse the request may be extended for a further period of not more than thirty (30) days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original thirty (30) day period. The Information Officer will notify the

requester in writing should an extension be sought.

Step 4: Final Notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the Company.

Step 5: Payment and delivery

Once the payment is received, the information is released to the requester in accordance with Section 60 of the Act.

5.3. Remedies where requests for access to information are refused

The Information Officer will refuse a request for access to information on grounds as stated in terms of the Act

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

Application to Court

A requester or third party, aggrieved by a decision of the Information Officer, to refuse a request for access or taken in terms of section 54, 57(1) or 60 of the Act, may, by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82 of the Act.

6. Availability of the manual

This manual is currently available as follows:

- on the Company website at: sasolkhanyisa.com.
- in hard copy, to be viewed free of charge, at the offices of Sasol Limited (Governance, Compliance and Ethics), Sasol Place, 50 Katherine Street, Sandton, 2196.
- at the offices of the South African Human Rights Commission whose contact details are contained above.

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 Information Officer:

B. Particulars of person requesting access to the record

- | | |
|-----|--|
| (a) | <i>The particulars of the persons who requests access to the record must be given below.</i> |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname : _____

Identity number : _____

Postal address : _____

Fax number : _____

Telephone number : _____

Email address : _____

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

C. Particulars of person on whose behalf request is made

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

Full names and surname : _____
Identity number : _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The **fee payable for access** to record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

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

Reason for exemption from payment of fees:

Form of access to records

<p><i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i></p>			
Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined by the form in which access is requested.</p>			
1.	If the record is in written or printed form		
	<input type="checkbox"/>	copy of record*	<input type="checkbox"/>
			inspection of record
2.	If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	<input type="checkbox"/>	view the images	<input type="checkbox"/>
		copy the images*	<input type="checkbox"/>
			transcription of the images*
3.	If record consists of recorded words or information which can be reproduced in sound:		
	<input type="checkbox"/>	listen to soundtrack (audio cassette)	<input type="checkbox"/>
			transcription of soundtrack* (written or printed documents)
4.	If record is held on computer or in an electronic or machine-readable form:		
	<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>
		printed copy of information derived from the record*	<input type="checkbox"/>
			copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record, do you wish the copy or transcription to be posted to you? Postage is payable			<input type="checkbox"/> YES <input type="checkbox"/> 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.

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:

Date:

Name & Surname:

***Signature of Requester /
Person on whose behalf Request is made***