

BONATLA PROPERTY HOLDINGS LIMITED

Registration Number 1996/014533/06

MANUAL in terms of

The Promotion of Access to Information Act 2/2000

(the "ACT")

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1. INTRODUCTION

Bonatla Property Holdings Limited conducts business as a property investment, services, and manufacturing investment company.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors: Q D'Oliveira (Non-executive Independent) C Douglas N Likotse (Non-Executive Independent) M Nurick (Non-executive Independent) RL Rainier (Non-executive Chairman) W Voigt (FD) NG Vontas (CEO)



Company Secretary: Arbor Capital Company Secretarial (Pty) Ltd, Reg 1998/025284/07 Ground Floor, One Health Building, Woodmead North, Office Park, 54 Maxwell Drive, Woodmead, 2191

Company Postal Address: 31 8th Street Houghton 2198

Company Street Address 31 8th Street Houghton 2198

Telephone Number: 011 442 4944

Fax Number: 011 442 4943

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website:

4. APPLICABLE LEGISLATION

| <u>No</u> | <u>Ref</u> | <u>Act</u> |
|------------------|-------------------|---------------------------------------------------------|
| 1 | No 71 of 2008 | Companies Act |
| 2 | No 98 of 1978 | Copyright Act |
| 3 | No 55 of 1998 | Employment Equity Act |
| 4 | No 95 of 1967 | Income Tax Act |
| 5 | No 66 of 1995 | Labour Relations Act |
| 6 | No 89 of 1991 | Value Added Tax Act |
| 7 | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 8 | No 75 of 1997 | Basic Conditions of Employment Act |
| 9 | No 69 of 1984 | Close Corporations Act |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 11 | No 2 of 2000 | Promotion of Access of Information Act |
| 12 | No 30 of 1996 | Unemployment Insurance Act |
| 13 | No 130 of 1993 | Compensation for Occupational Injuries and Diseases Act |
| 14 | No 9 of 1999 | Skills Development Act |



5. ACCESS TO RECORDS AND AVAILABILITY

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Public Affairs | <ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases | Freely available on web site www.bonatla.com |
| Financial | <ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts | Available on web site see above Available at Company address see above. Ditto Ditto |
| Marketing | <ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents | Limited Information available on web site. (see above) All below available at Company address see above. . |

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to the Company Secretary.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):



- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>



R L Rainier

