

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

SECTION 51 MANUAL

TAQUANTA INVESTMENT HOLDINGS (PTY) LTD

("TAQUANTA")

1. Overview

Taquanta is a privately owned company and has the following subsidiaries:

- i. Taquanta Asset Managers (Pty) Ltd
- ii. Taquanta Securities (Pty) Ltd
- iii. Gallium Management Company (Pty) Ltd

Taquanta is a private body as defined in the Act.

This manual serves to inform members of the public of the categories of information that we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, when such information is required by someone to protect his/her rights.

The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from Taquanta as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requester is advised to contact our Information Officer(s) should he / she require any assistance in respect of the use of this manual and/or requesting of documents / information from Taquanta

The following words in this manual shall mean:-

""the Act"" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations.

“the/this manual” shall mean this manual together with all annexures thereto as available at the offices of Taquanta.

“Taquanta” shall mean Taquanta Investment Holdings (Pty) Ltd, and its subsidiaries.

“SAHRC” shall mean the South African Human Rights Commission.

2. Particulars in terms of the Section 51 Manual

Contact details (in terms of Section 51(1)(a) of the Act) for Taquanta	
Chief Executive Officer/Managing Director:	Justin Kretzschmar
Information Officer :	Garth Munnik
Street Address:	7th Floor, Newlands Terraces, 8 Boundary Road, Newlands, Cape Town, South Africa, 7700
Postal Address:	P O Box 23540, Claremont, South Africa, 7735
Telephone:	+27 21 681 5152
Website:	www.taquanta.co.za
E-mail:	garthm@taquanta.com

3. Availability of this Manual

A copy of this Manual is available –

- At our reception desk at our offices located at 7th Floor, Newlands Terraces, 8 Boundary Road, Newlands, Cape Town, South Africa, 7700
- On request from our Information Officer
- On our website: www.taquanta.co.za

4. The section 10 Guide on how to use the Act (in terms of Section 51(1)(b))

In terms of section 10 of the Act, the SAHRC is required to compile, in each official language, a guide to the Act to assist people in exercising their rights under the Act. This guide is available from the SAHRC. The SAHRC may be contacted at:

<i>The South African Human Rights Commission (SAHRC): PAIA Unit The Research and Documentation Department</i> Postal address:	Private Bag 2700 Houghton 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

5. Categories and Types of Records held by Taquanta

We hold records in the categories listed below. The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.

- **Internal records relating to our business**, which includes our business's founding and other documents, minutes and policies; annual and other reports; financial records; operational records, policies and procedures; contracts; licences, trademarks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; insurance policies and records; etc.
- **Employee records**, which includes records relating to temporary employees, fixed term employees, part-time employees, permanent employees, associates, contractors, partners, directors, executive directors, non-executive directors. It includes personal files and similar records, records that third parties have provided to us about their personnel; employment contracts, conditions of employment; workplace policies; disciplinary records; termination

records; minutes of staff meetings; performance management records and systems and all employment-related records and correspondence.

- **Client records**, which includes client lists; agreements; consents; needs assessments; financial and accounts information; research information; evaluation records; profiling; and similar information.
- **Supplier and service provider records**, which includes supplier registrations; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contracts.
- **Technical records**, which includes manuals, logs, electronic and cached information, product registrations, product dossiers, statutory body records, approvals, conditions and requirements, trade association information and similar product information.
- **Third party information**, which may be in our possession but which would be subject to the conditions set in relation to such possession and use or purpose limitations.
- **Environment and market information**, which include information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors that affect the business, professional and healthcare environment.

6. Records Available in terms of any other Legislation

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should not be read as being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

The Companies Act 71 of 2008; Income Tax Act 58 of 1962; Value Added Tax Act 89 of 1991; Labour Relations Act 66 of 1995; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003.

7. How to request access to records held by Taquanta?

Requests for access to records held by Taquanta must be made on the request forms in the Act, or from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law, and can change from time to time. The fee list is attached to this document.
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice (www.justice.gov.za) under “PAIA” and “forms”.
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- If the requester is acting on behalf of someone else, the signature of the other person as the one who is authorised the request to be made.
- The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc.) s/he wants to access the information.
- If the record is part of another record, the requester will only access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on the grounds stipulates in the Act. One cannot, for example, access another person’s confidential information, or trade or commercial secrets of a business.

An answer on a request for information must be made within 30 days of the request and if not granted and the requester is not satisfied, s/he can approach the courts within 30 days.

8. Other information as may be prescribed in terms of Section 51(1)(f)

In terms of this Section, the Minister may publish a notice prescribing any other information that companies will have to disclose.

ANNEXURE:

FEEES IN RESPECT OF RECORDS REQUESTED FROM PRIVATE BODIES

1. 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.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

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(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.