



SECTION 51 MANUAL FOR

SERITI RESOURCES HOLDINGS PTY LTD

Registration Number: 2015/305867/07

("Seriti")

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF

ACCESS TO INFORMATION ACT NO.2 OF 2000

("the Act")

FOR

**SERITI RESOURCES HOLDINGS PROPRIETARY LIMITED AND ITS SUBSIDIARY
COMPANIES**

NAME	CONTACT DETAILS
SERITI RESOURCES HOLDINGS PTY LTD Registration Number: 2015/305867/07	Anlia Visser Company Secretary 3 on Glenhove, Cnr Tottenham and Glenhove, Melrose Estate, Rosebank, 2196 Tel: +27 11 047 7000 Email address: anlia.visser@seritiza.com
SERITI COAL PTY LTD Registration number: 2016/416619/07	Anlia Visser Company Secretary 3 on Glenhove, Cnr Tottenham and Glenhove, Melrose Estate, Rosebank, 2196 Tel: +27 11 047 7000 Email address: anlia.visser@seritiza.com
SERITI NEW LARGO PTY LTD Registration number: 2016/416658/07	Anlia Visser Company Secretary 3 on Glenhove, Cnr Tottenham and Glenhove, Melrose Estate, Rosebank, 2196 Tel: +27 11 047 7000 Email address: anlia.visser@seritiza.com
THABONG COAL PTY LTD Registration number: 2015/305867/07	Anlia Visser Company Secretary 3 on Glenhove, Cnr Tottenham and Glenhove, Melrose Estate, Rosebank, 2196 Tel: +27 11 047 7000 Email address: anlia.visser@seritiza.com
SERITI POWER PROPRIETARY LIMITED Registration Number: 1963/000537/07	Anlia Visser Company Secretary 3 on Glenhove, Cnr Tottenham and Glenhove, Melrose Estate, Rosebank, 2196 Tel: +27 11 047 7000 Email address: anlia.visser@seritiza.com

INTRODUCTION

Seriti and its subsidiary companies trades in the importation and exportation of bulk commodities including metals, minerals, ferro alloys, carbon products, plastics, rubber and chemicals and operates principally in South Africa.

PART 1 – Contact Details

Chairperson:

Dr A Mokgokong

Designated Information Officer:

Anlia Visser anlia.visser@seritiza.com

Address:

5th Floor
 Worley Parsons Building
 39 Melrose Boulevard
 Melrose Arch
 Melrose, Johannesburg, 2076

Postal address:

P O Box 639, Northlands, 2116

Telephone number: +27 11 047 7000
Website: www.seritiza.com

PART 2 – The Official Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. Any enquiries relating to the Guide should be directed to:

Post : South African Human Rights
Commission Promotion of Access to Information Act
Unit Research and Documentation Department
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

PART 3 – Voluntary Disclosure and Automatic Availability of Certain Records (Section 52 (1))

The following categories of records are automatically available for inspection, purchase or photocopying. In other words, you do not need to request this information in terms of the Act. Request forms for these categories of information are also available from our information officer, whose contact details appear in Part 1 of this manual. Some of the information is available on the website at www.Seritiza.com.

- Code of Ethics

PART 4 – Information Available in Terms of Other Legislation (Section 51 (1) (d))

Where applicable to Seriti's operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997;
- Broad-Based Black Economic Empowerment Act No. 53 of 2003;
- Companies Act No. 71 of 2008;
- Competition Act No. 89 of 1998;
- Consumer Protection Act No. 68 of 2008;
- Employment Equity Act No. 55 of 1998;
- Income Tax Act No. 58 of 1962;

- Labour Relations Act No. 66 of 1995;
- Mineral and Petroleum Resources Development Act No. 28 of 2008;
- National Credit Act No. 34 of 2005;
- National Environmental Management Waste Act No. 59 of 2008;
- Precious Metals Act No. 37 of 2005;
- Prevention and Combating of Corrupt Activities Act No. 12 of 2004;
- Promotion of Access to Information Act No.2 of 2000;
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000;
- Skills Development Levies Act No. 9 of 1999;
- Stamp Duties Act No. 77 of 1968;
- Stock Exchanges Control Act No. 1 of 1985;
- Transfer Duty Act No. 40 of 1949;
- Unemployment Insurance Act No. 63 of 2001;
- Unemployment Insurance Contribution Act No. 4 of 2002; and
- Value-Added Tax Act No. 89 of 1991.

PART 5 – Information Available (Section 51 (1) (e))

We hold the following categories of information:

5.1 Company Secretarial

- Company statutes;
- Registers;
- Minutes of meetings;
- Statutory returns; and
- Circulars and reports issued to members

5.2 Legal

- Legal agreements and contracts

5.3 Human Resources

- Policies and procedures;
- Employee information, including employee agreements;
- Personnel files;
- Skills development programmes; and
- Health and safety records

5.4 Financial

- Accounting records;
- Fixed asset registers;
- Financial statements and management accounts;
- Income tax records and returns;
- VAT records and returns;
- Bank statements and cheques;
- Debtors' invoices and statements; and
- Creditors' invoices, statements and related payment supporting documents.

5.5 Intellectual Property

- Trademarks;
- Copyright;
- Patents; and
- Licenses.

5.6 Marketing

- Market information;
- Public customer information – product brochures;
- Product sales records; and
- Customer database.

5.7 Immovable and movable property

- Title deeds of land owned;
- Agreements for the lease or sale of properties; and
- Leases in respect of vehicles and equipment.

5.8 Insurances

- Insurance policies.

PART 6 – Availability of Manual

The Manual is available for inspection at Seriti's registered office free of charge. Copies are also available with the SAHRC.

PART 7 – Manner of Access

If you wish to request access to any of the above categories of information, you are required to complete a request form. The prescribed forms for requests to private bodies are available from:

- Seriti's information officer (whose contact details are in Part 1 of this Manual);
- The SAHRC website (www.sahrc.org.za); and
- The department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

**ANNEXURE
“A”**

**FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE
BODY**

(Section 53 (1) of the Promotion to Access to Information Act,
2000 (Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of Private
Body**

The Head:

.....
.....
.....

B. Particulars of Person Requesting Access to the Record

- (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:

.....Postal code:

Telephone number:Fax number:

E-mail 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 name 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.

Description of record or relevant part of the record:

.....

.....

.....

.....

Reference number, if available:

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 a 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 for exemption.

Reason for exemption from payment of fees:

.....

.....

F. 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
.....
.....

Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request 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 requested.

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
View the images	Copy of the images*	Transcription of the images*					
3. If record consists of recorded words of information which can be reproduced in sound:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Listen to the soundtrack (audio printed cassette) or Transcription of soundtrack* (written or printed document)							
4. If record is held on computer or in an electronic machine-readable form:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						

G. 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 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:

H. 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.....20.....

.....
**SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE**

ANNEXURE “B”

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of Manual

Should an individual require a copy of the private body’s manual, a fee of R1.10 is chargeable for every photocopy of an A4-size page or part thereof.

2. Reproductions Fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from a private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

3. Access Fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other Fees

- 4.1 A request fee³ of R50.00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part I of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30.00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable. 4.5

¹ Section 52(3) and Regulation 1(1).

² Section 54(7) and Regulation 11(3).

³ Section 54(1) and Regulation 11(2). ⁴ Annexure “A”, Part III, Item 4(1)(f). ⁵ Section 54(2)

**PART III
FEES IN RESPECT OF 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:

	R
(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 compact disk	70.00
(d) (i) For a transcription of visual images, for an A4-sized 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 request referred to in Regulation 11 (2) is 50.00
4. The access fees payable by a requester referred to in Regulation 11 (3) are as follows:
 - (1) (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 compact disk 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
 - (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. 30.00
 - (2) For purposes of Section 54 (2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester.



M S TEKE
CHIEF EXECUTIVE OFFICER