ALEXKOR SOC LIMITED

(Registration Number: 1992/006368/30)

MANUAL PREPARED IN ACCORDANCE WITH SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000

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Company Secretary	Messina Incorporated Attorneys
Chairperson: Social, Ethics and Human Resources Committee	Dr. Jonty Tshipa Recommended for approval
Chairperson: Board of Directors	Ms. Dineo Peta Approved at Board meeting (22 October 2025) and delegated to General Mine Manager for signature

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1. INTRODUCTION

The Promotion of Access to Information Act No. 2 of 2000 ("PAIA") was passed by Parliament and came into force in 2001. This legislation gives effect to the constitutional right of access to information and ensures that individuals and organisations can obtain information held by both public and private bodies, provided that such access is necessary for the exercise of protection of any rights.

Alexkor SOC Limited is required, in terms of section 14 of the PAIA, to compile a manual that provides for information on the categories of records it holds, as well as the process for requesting access to information.

2. DEFINITIONS

In this Policy, the following definitions apply:

2.1. "**Board**" means the board of directors of Alexkor SOC Limited;

2.2. "**Company**" means Alexkor SOC Limited;

2.3. "**Consent**" means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information;

2.4. "**Data Subject**" means the Person to whom Personal Information relates, and for purposes of this Policy;

2.5. "**Deed of Settlement**" means the Deed of Settlement concluded between the Richtersveld Community, the Company and the Government of the Republic of South Africa;

2.6. "**De-identify**" means to delete any information that identifies the Data Subject, can be used or manipulated by a reasonably foreseeable method to identify the Data Subject or can be linked by a reasonably foreseeable method to other information that identifies the Data Subject;

2.7. "**Deputy Information Officer**" means the persons referred to in clause 4.2 below;

2.8. "**Information Officer**" means the Chief Executive Officer of the Company, alternatively any person acting in that capacity, as referred to in clause 4.1 below;

2.9. "**Information Regulator**" means the Information Regulator established in terms of section 39 of POPIA;

2.10. "**Operator**" means a person who processes Personal Information for the Company in terms of a contract or mandate, without coming under the direct authority of the Company;

2.11. "**PAIA**" means the Promotion of Access to Information Act No. 2 of 2000, as amended;

2.12. "**Person**" means a natural person or a juristic person;

2.13. "**Personal Information**" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

2.13.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

2.13.2. information relating to the education or the medical, financial, criminal or employment history of the person;

2.13.3. any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

2.13.4. the biometric information of the person;

2.13.5. the personal opinions, views or preference of the person;

2.13.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

2.13.7. the views or opinions of another individual about the person;

2.13.8. the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person;

2.13.9. and includes "Special Personal Information" referred to in section 26 of the POPIA such as religion, race or ethnic origin, criminal record, trade union membership, health, medical records or biometric information of a Data Subject.

2.14. "**PFMA**" means the Public Finance Management Act No. 1 of 1999;

2.15. "**POPIA**" means the Protection of Personal Information Act No. 4 of 2013, as amended;

2.16. **"Privacy Notice"** means a privacy notice describing how your Personal Information is used by the Company as a result of a person's engagement with the Company;

2.17. "**Processing**" means any operation or activity or any set of operations, whether by automatic means, concerning Personal Information, including:

2.17.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

2.17.2. dissemination by means of transmission, distribution or making available in any other form; or

2.17.3. merging, linking as well as restriction, degradation, erasure or destruction of Personal Information;

2.18. "**PSJV**" means the Pooling and Sharing Joint Venture, a joint venture between Alexkor SOC Limited and the Richtersveld Mining Company;

2.19. "**Responsible Party**" mean the Company as a private body, who alone or in conjunction with others, determines the purpose of and means for processing Personal Information.

3. DESCRIPTION OF THE COMPANY

The Company was established in terms of the Alexkor Limited Act No. 116 of 1992, as amended by the Alexkor Amendment Act No. 29 of 2001. The Company is a listed schedule 2 public entity wholly owned by the government through the Minister of Mineral and Petroleum Resources, being the shareholder representative.

3.1. Functions

The Company has two business units, being the PSJV, and the Alexkor corporate unit. The PSJV is responsible for the mining operation, which is the core business of the Company, and which exploits a large land-based diamond resource and extensive diamondiferous marine deposits along rivers, on beaches and in the sea along the north-west coast of South Africa. These activities are complemented by geology, exploration, ore reserve planning, rehabilitation and environmental management.

The Company is further required, in terms of the Deed of Settlement, to provide residential and guest house services, community services, including upgrades to the Alexander Bay township and improving municipal infrastructure, outside engineering services, external transport services as well as the management of considerable investment funds and traditional support services, such as information systems and human resources. The Company is also seeking to augment its economic diversification through the planned development of the Boegoebaai port and the government's green hydrogen project.

In addition to its mining operations and other various business activities, the Company is investing energy in nurturing a mutually-beneficial relationship with the community known as the Richtersveld. The two parties came together with the 2011 inception of the PSJV, which is an unincorporated joint venture that followed a 2003 land claim by the Richtersveld community. The Richtersveld is home to a great number of the Company's stakeholders, who are key to helping the Company engender the local economic development South Africa needs, while satisfying its shareholder's imperative of growth and prosperity.

3.2. Structure

Internally, the Company's governance is entrusted to the Board, which currently comprises of seven independent non-executive directors. In terms of the Company's Board Charter, the Board delegates authority to the Chief Executive Officer, while the responsibilities of the Board and management remain separate. Specifically, the Chairperson of the Board is responsible for ensuring the integrity and effectiveness of the Board and its committees, while the Chief Executive Officer is responsible for the effective management and running of the business in terms of strategies and objectives approved by the Board.

The company secretarial function of the Company are currently outsourced to a third-party service provider, due to capacity constraints within the Company.

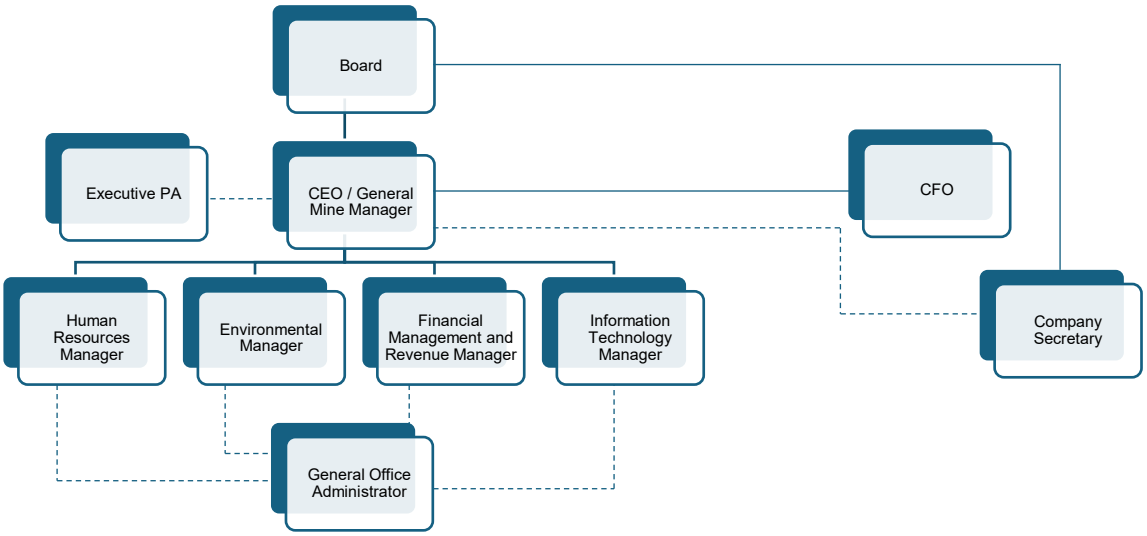

Image 1: Internal Governance Structure

As a result of its 51% shareholding in PSJV, the Company forms part of a complex institutional arrangement, which is governed by two documents, being the Unanimous Resolution and Deed of Settlement.

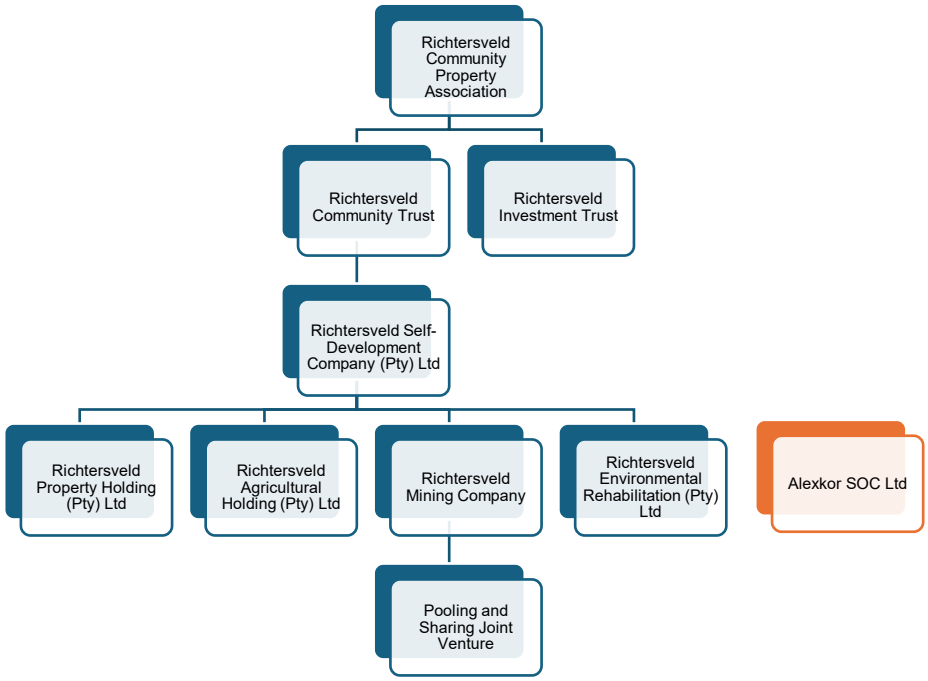

Image 2: Relationship between Alexkor SOC Ltd, Richtersveld Mining Company and Pooling and Sharing Joint Venture in terms of Unanimous Resolution and Deed of Settlement

3.3. **Access to Services**

Alexkor is primarily involved in diamond mining and related services, and offers the following key operations and services:

3.3.1. Diamond mining: Alexkor is known for both onshore alluvial and offshore marine diamond mining in the Northern Cape, along the northwest coast of South Africa. It operates in partnership with the Richtersveld Mining Company in the PSJV, which allows local communities to economically participate in mining operations.

3.3.2. Diamond sales and marketing: Alexkor is involved in sorting, valuing and marketing the diamonds recovered through its contractor-based mining operations.

3.3.3. Community development: As part of the land restitution settlement with the Richtersveld community, Alexkor is involved in various socio-economic development initiatives, such as housing, infrastructure projects, education, training and skills development and job creation.

3.3.4. Environmental rehabilitation: Alexkor is also responsible for the rehabilitation of previously-mined areas, a key requirement under South African mining and environmental laws.

3.3.5. Members of the public can access Alexkor's services by contacting the Company using the contact details at paragraph 4 below.

3.4. **Participation**

Persons may participate in or influence the formulation of policy or the exercise of powers or performance of duties by the Company in the following manners:

3.4.1. by consultation;

3.4.2. making representations;

3.4.3. discussions and/ or workshops with government departments;

3.4.4. stakeholder workshops and/ or fora.

4. KEY CONTACT DETAILS

The contact details of the Information Officer and Deputy Information Officer of the Company, appointed in terms of section 17(1) of the Act, are set out below.

4.1. **Information Officer**

Name	Godfrey Mothapo
Designation	General Mine Manager
Postal Address	Private Bag X5 Orange Road Alexander Bay 8290
Street Address	Alexkor Mine Orange Road Alexander Bay Northern Cape South Africa
Telephone	+27 11 253 9567

	Email	godfreym@alexkor.co.za

4.2. **Deputy Information Officers**

4.2.1.	Name	Carbyn Goosen
	Designation	Information Technology Manager
	Postal Address	Private Bag X5 Orange Road Alexander Bay 8290
	Street Address	Orange Road Alexander Bay 8290
	Telephone	+27 27 831 8310
	Fax	+27 86 531 6783
	Email	carbyng@alexkor.co.za
4.2.2.	Name	Divan de Wet
	Designation	Human Resources Manager
	Postal Address	Private Bag X5 Orange Road Alexander Bay 8290
	Street Address	Orange Road Alexander Bay 8290
	Telephone	+27 27 831 8310
	Fax	+27 86 531 6783
	Email	divandw@alexkor.co.za
4.2.3.	General Enquiries	information@alexkor.co.za

5. SECTION 10 GUIDE

The Information Regulator has compiled a guide in terms of section 10 of the PAIA, which contains information for any person who wishes to exercise any right contemplated in the PAIA and is available in all of the official languages.

The abovementioned guide is available from the Information Regulator, whose details are as they appear below.

Postal Address	PO Box 31533 Braamfontein Johannesburg 2017
Street Address	54 Maxwell Drive

	Woodmead Johannesburg 2191
Telephone	+27 10 023 5200
Website	www.inforegulator.org.za
Email	enquiries@inforegulator.org.za

6. CATEGORIES OF INFORMATION AUTOMATICALLY AVAILABLE TO THE PUBLIC

In terms of section 15(1) of the PAIA, the information officer of a public body must, on a periodic basis not less frequently than once each year, submit to the Information Regulator a description of the categories of records of the public body that are automatically available without a person having to request access in terms of the PAIA.

In accordance with Regulation 4(3) of the regulations to the PAIA, the Information Officer has compiled a notice of the categories of records contemplated in section 15(1) of the PAIA that are automatically available without a requester having to request access thereto. The description is available on the Company's website and for inspection at the Company's head office during normal office hours.

All information automatically available without a person having to request access in terms of the PAIA is available on the Company's website at www.alexkor.co.za

7. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

A schedule of the records available in terms of any other legislation is annexed hereto at Annexure "**A**".

8. SCHEDULE OF RECORDS HELD

A schedule of the records which must be formally requested, by way of lodging a request form, is annexed hereto at Annexure "**B**".

It should be noted that while the records listed in Annexure B may be formally requested, access to parts of these records or the whole record may be refused on legal grounds.

9. HOW TO SUBMIT A REQUEST FOR ACCESS TO RECORDS

9.1. Request Procedure

To facilitate the timely processing of your request, the requester must kindly adhere to the following:

9.1.1. Complete the access request form at the end of Annexure B in BLOCK LETTERS and submit this form together with the request fee.

9.1.2. Address the request to the contact persons as indicated above as per his/her address, fax number, or electronic mail address.

9.1.3. Provide sufficient details to enable the Information Officer to identify:

9.1.3.1. the record(s) requested;

9.1.3.2. the requester (and if an agent is lodging the request, proof of capacity);

9.1.3.3. the form of access required;

9.1.3.4. the postal address or fax number of the requester in the Republic;

9.1.3.5. if the requester wishes to be informed of the decision in any manner in addition to be informed in writing) the manner and particulars thereof;

9.1.3.6. 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.

9.1.4. If the provided space on Annexure B is inadequate, please continue on a separate folio and attach it to Annexure B. Please note, the requester must sign all the additional folios.

9.1.5. The completed access request form with a copy of the identity document of the requester must be submitted via conventional mail, e-mail or fax.

9.2. **Prescribed Fees**

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

9.2.1. Payment and banking details can be requested from the Information Officer as indicated above and must be processed via electronic fund transfer.

9.2.2. A requestor is required to pay the prescribed fees (R100.00, including VAT) before a request will be processed;

9.2.3. If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

9.2.4. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;

9.2.5. If a deposit has been paid in respect of a request for access which has been refused, the information officer concerned must repay the deposit to the requester;

9.2.6. If the request for access is successful an access fee will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees;

9.2.7. Records may be withheld until the fees have been paid.

9.2.8. The fee structure is available on the website of the Information Regulator at www.inforegulator.org.za.

9.3. **Processing of Requests**

9.3.1. The Company will within 30 (thirty) days of receipt of the request decide whether to grant or decline the request. Written reasons for declining a request will be given to the requester.

9.3.2. In the event of the request being voluminous, or the request requiring a search for information held at another office and/or the information cannot reasonably be obtained within the initial 30 (thirty) day period, the Company will notify the requester in writing, should an extension be required.

10. ANY OTHER INFORMATION AS MAY BE PRESCRIBED

Not applicable.

11. AVAILABILITY OF THE PAIA MANUAL

A copy of this PAIA Manual is available to the public for inspection as follows:

Information Regulator	Contact details are available on the Information Regulator's website at www.inforegulator.org.za
The Company	On the Company's website at www.alexkor.co.za At the Company's head office, which is as follows: Orange Road Alexander Bay 8290

12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

12.1. Mandatory protection of the privacy of a third party who is a natural person, involving the unreasonable disclosure of personal information about that third party;

12.2. Mandatory protection of commercial information of a third party, if the record contains:

12.2.1. Trade secrets of the third party;

12.2.2. Financial, commercial, scientific or technical information, that if disclosed could cause harm to the financial or commercial interests of the third party;

12.2.3. Information supplied in confidence by the third party to the Company, that if disclosed could put the third party at a disadvantage in negotiations or prejudice the third party in commercial competition;

12.3. Mandatory protection of certain confidential information of a third party, that if disclosed would result in a breach of confidence in terms of an agreement;

12.4. Mandatory protection of the safety of individuals and protection of property;

12.5. Mandatory protection of records privileged from production in legal proceedings;

12.6. Commercial information of the Company, which may include:

12.6.1. Trade secrets;

12.6.2. Financial, commercial, scientific or technical information, that if disclosed could cause harm to the financial or commercial interests of the Company;

12.6.3. Information, that if disclosed could put the Company at a disadvantage in negotiations or prejudice the third party in commercial competition;

12.7. Mandatory protection of research information of a third party and protection of research information of the Company

13. REMEDIAL ACTION

A requester whose request has been refused by the Company, or a third party, may submit a complaint to the Information Regulator, if not satisfied by the decision of the Company. Such a complaint must be lodged within 180 (one hundred and eighty) days of receipt of the decision from the Company.

The complaint must be made in writing and a complaint form must be completed, either manually or online, using Form 5, available on the Information Regulator's website at https://inforegulator.org.za/

Aggrieved requesters are also entitled to approach any competent court for relief.

14. POPIA

14.1. Application and Scope

This Policy applies to Alexkor, a listed Schedule 2 public entity in terms of the PFMA, and governs the collection, processing, storage and protection of personal information in compliance with the POPIA.

This Policy applies to all the Company's operations and activities in South Africa and to the extent legally required in other jurisdictions, as well as to all employees, contractors and representatives of Alexkor who handle personal information in the course of their duties, to third-party service providers who process personal information on behalf of Alexkor and to any individual or entity whose personal information is collected, stored or processed by Alexkor, including but not limited to customers, suppliers, stakeholders and the general public.

The Company processes Personal Information of the individuals and corporate entities with whom it works in order to operate and carry out its operations and activities.

The Company regards the lawful and proper processing of Personal Information as crucial to successful service delivery and essential to maintaining confidence between the Company and those Persons who deal with it.

14.2. Lawful Processing of Personal Information

14.2.1. Accountability: a responsible party is responsible for implementing and complying with conditions for lawful processing of Personal Information.

14.2.2. Processing limitation: a responsible party must have good reason for processing information.

14.2.3. Purpose specification: Personal Information must be processed for the purpose for which it was collected. A responsible party must ensure that the Data Subject is aware of the purpose of the collection of Personal Information.

14.2.4. Further processing limitation: A responsible party must ensure that if the Personal Information is further processed, the further processing must be compatible with the original purpose for which it was initially collected.

14.2.5. Information quality: A responsible party must ensure the Personal Information it processes is correct and complete.

14.2.6. Openness: A responsible party must process Personal Information in a way that allows the Data Subject to know what is happening to their Personal Information.

14.2.7. Security safeguards: A responsible party must provide proper and reasonable security measures for the protection of Personal Information.

14.2.8. Data subject participation: A responsible party must communicate with the Data Subject about processing and must allow the Data Subject to correct or update their information.

14.3. Purpose of Processing Personal Information

As specified in clause 14.2.3 above, Personal Information must only be processed for the purpose for which it was collected, and the Data Subject must be aware of such purpose.

Alexkor, as a responsible party, processes Personal Information for purposes related to the functions or activities of Alexkor, including the following:

14.3.1. employee management and human resources purposes, including recruitment and hiring, payroll, benefits such as medical aid and pensions, health and safety compliance and training;

14.3.2. health, safety and environmental compliance purposes, including occupational health monitoring, incident reporting, access control and security and emergency response;

14.3.3. regulatory and legal compliance purposes, including labour law compliance, tax and financial regulations and mining and environmental regulations;

14.3.4. supplier and contractor management purposes, including vendor registration, bid evaluations and security vetting;

14.3.5. community and stakeholder engagement purposes, including corporate social responsibility programs and public consultations;

14.3.6. sales and marketing purposes, including customer relations, marketing and communications.

14.4. **Categories and Rights of Data Subjects**

14.4.1. The Company generally processes personal information relating, but not limited to, the categories of Data Subjects set out in Annexure "**D**" hereto.

14.4.2. The Company may process the Personal Information of the following categories of Data Subjects, which include current, past and prospective Data Subjects, including but not limited to employees, job applicants, directors and management, suppliers, service providers and contractors, individuals captured by CCTV, access control registers, visitors to any premises of the Company and purchasers.

14.4.3. Recipients of Personal Information may include, but are not limited to, regulatory bodies, statutory bodies and other organs of state, law enforcement agencies, judicial commissions of inquiry, employees of the Company, family and representatives of the person whose Personal Information the Company is processing, suppliers and services providers to whom the Company has a written contractual relationship with requiring them to have access to Personal Information, third-party verification agencies, collections agencies, banks and other financial institutions, anyone making a successful application for access in terms of the PAIA, research and academic institutions, employment and recruitment agencies, medical aid schemes, insurance service providers, trade unions and psychometric assessment report.

14.4.4. The Company shall ensure that it makes Data Subjects aware of their rights, as appropriate and specifically with regards to the following:

14.4.4.1. The right to access Personal Information: Data Subjects have the right to establish whether the Company holds Personal Information related to them, including the right to request access to that Personal Information.

14.4.4.2. The right to have Personal Information corrected or deleted: Data Subjects also have the right to ask the Company to update, correct or delete their Personal Information on reasonable grounds.

14.4.4.3. The right to object to the processing of Personal Information: Data Subjects have the right on reasonable grounds to object to the processing of their Personal Information. The Company will consider such requests and the requirements of POPIA and may cease to process such Personal Information and may, subject to statutory and contractual record-keeping requirements, also destroy the Personal Information.

14.4.4.4. The right to object to direct marketing: Data Subjects have the right to object to their Personal Information being used for the purposes of direct marketing by means of unsolicited electronic

and non-electronic communications.

14.4.4.5. The right to complain to the Information Regulator: Data Subjects have the right to submit a complaint to the Information Regulator regarding infringements of any of their rights protected under the POPIA and to institute civil proceedings against alleged non-compliance with the protection of their Personal Information.

14.4.4.6. The right to be informed: Data Subjects have the right to be informed that their Personal Information is being collected by the Company and should also be notified in any situation where the Company reasonably believed that the Personal Information of Data Subjects has been accessed by unauthorised person/s.

14.5. **General Description of Information Security Measures**

The Company deploys up-to-date technology to safeguard confidentiality and ensure integrity of Personal Information under its control. The Company's information security measures include:

14.5.1. Firewalls;

14.5.2. Encryptions;

14.5.3. Logical access control;

14.5.4. Physical access control;

14.5.5. Secure hardware and software; and

14.5.6. Confidentiality and data privacy clauses in agreements concluded with suppliers and service providers.

14.6. **Transborder Flows of Personal Information**

The Company adheres to section 72 of the POPIA, which provides that Personal Information may only be transferred out of the Republic of South Africa if:

14.6.1. the recipient country must be subject to a law similar to the POPIA with regards to the protection of Personal Information; or

14.6.2. the Data Subject consents to the transfer of their Personal Information; or

14.6.3. transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party;

14.6.4. transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party in the interests of the Data Subject; or

14.6.5. the transfer is for the benefit of the Data Subject, but it is impractical to obtain consent from the Data Subject.

14.7. **Objection to the Processing of POPIA by a Data Subject**

Section 11(3) of the POPIA provides that a Data Subject may, at any time, object to the processing of his, her or its Personal Information, subject to the provisions of section 38(1), which states that Personal Information that is processed for the purpose of discharging a relevant function, is exempt from section 11(3) and (4).

MR. GODFREY MOTHAPO
GENERAL MINE MANAGER
ALEXKOR SOC LIMITED
DATE: 23 January 2026

ANNEXURE A
RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

No.	Ref	Act
1	No 26 of2005	Auditing Professions Act
2	No 75 of1997	Basic Conditions of Employment Act
3	No 53 of 2003	Broad Based Black Economic Empowerment
4	No 45 of 2002	Collective Investment Schemes Control Act
5	No 71 of2008	Companies Act
6	No 61 of1973	Companies Act (those sections not yet repealed)
	No 130 of 1993	Compensation for Occupation Injuries and Diseases Act
8	No 89 of1998	Competition Act
9	No 108 of 1996	Constitution of South Africa Act
10	No 98 of 1978	Copyright Act
11	No 47 of 1937	Deeds Registries Act
12	No 25 of2002	Electronic Communications and Transactions Act
13	No 55 of 1998	Employment Equity Act
14	No73of1989	Environment Conservation Act
15	No 37 of2002	Financial Advisory and Intermediary Services Act
16	No 38 of2001	Financial Intelligence Centre Act
17	No 60 of2000	Firearms Control Act
18	No 18 of1969	Formalities in Respect of Leases of Land Act
19	No 95 of 1967	Income Tax Act
20	No 66 of 1995	Labour Relations Act
21	No 52 of 1998	Long Term Insurance Act
22	No 103 of 1997	National Building Regulations and Building Standards Act
23	No 92 of 1996	National Road Traffic Act
24	No 85 of 1993	Occupational Health and Safety Act
25	No 57 of1987	Patents Act
26	No 4 of 1956	Pension Funds Act
2	No 2 of 2000	Promotion of Access to Information Act
28	No 4 of2000	Promotion of Equality and Prevention of Unfair Discrimination Act
29	No 4 of 2013	Protection of Personal Information Act
30	No 26of2000	Protected Disclosures Act
31	No 70 of2002	Regulation of Interception of Communications and Provision of Communication Related Information Act
32	No 25 of 1964	Sales and Service Matters Act
33	No 36 of2004	Securities Services Act
34	No 53 of 1998	Short Term Insurance Act
35	No 97 of 1997	Skills Development Act
36	No 9 of 1999	Skills Development Levy Act
37	No 90 of 1989	South African Reserve Bank Act
38	No 12 of *1999*	Tobacco Products Control Act
39	No 194 of1993	Trade Marks Act
No.	Ref	Act
40	No 40 of 1949	Transfer Duty Act
41	No 63 of 2001	Unemployment Insurance Act

ALEXKOR

ANNEXURE B
SCHEDULE OF RECORDS HELD

No.	Ref	Act
1	**Client Service Records**	Client Annual Financial Statements Client Audit Files Client Business Information Client Contracts Client Correspondence Client Reports Client Statutory and Tax Records Forensic Investigations Legal Documentation Project Plans Proposal and Tender Documents Risk Management Records Methodologies Working Papers
2	**Corporate Governance**	Codes of Conduct Corporate Social Investment Records Enterprise Wide Risk Management Records Executive Committee Meeting Minutes Governing Board Meeting Minutes Legal Records
3	**Finance and Administration**	Accounting Records Agreements Annual Financial Statements Banking Records including: Bank Statements Paid Cheques; and Electronic Banking Records Asset Register Invoices and Statements Management Reports SARS Returns Statistics SA Returns Tax Records and Returns Rental Agreements VAT
4	**Human Resources**	Accounting and Payroll Records B-BBEE Statistics Career Development Records Employment Equity Reports General Terms of Employment Leave Reports Letters of Employment Disciplinary Records Salary Records PAYE Records and Returns Growth Conversation Records Employee Information Personnel Files Policies and Procedures Retirement Benefit and Medical Aid Records Returns to UIF
5	**Information Management and Technology**	Service Level Agreements (SLAs) Equipment Register Information Policies, Standards, Procedures and

		Guidelines
6	**Training and Development**	Training Material Training Records and Statistics SETA Records Surveys and Results
7	**Marketing and Communication**	Agreements Brand Information Management Client Relationship and Information (CR/I) Communication Strategies New Business Development
8	**Operations**	Sales Data Access Control Records Agreements Archival Administration Documentation General Correspondence Insurance Documentation Service Level Agreements Travel Documentation Vehicle Registration Documents
9	**Secretarial Services**	Corporate Structure Diagrams Annual Reports Applicable Statutory Documents, such as but not limited to Certificates of Incorporation Minutes of Board of Directors Meetings Records relating to the Appointment of Directors/ Auditor/ Secretary/ Public Officer and other officers Memoranda and Articles of Association Memoranda of Incorporation Share Certificates Share Registers Shareholder Agreements Statutory Returns to Relevant Authorities

FORM 2

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 *(when made on behalf of another person)*				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made *(if applicable):*				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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.)*

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD
*(Mark the applicable box with an "**X**")*

Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
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	

FORM OF ACCESS *(Mark the applicable box with an "**X**")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive*(including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	

MANNER OF ACCESS *(Mark the applicable box with an "**X**")*	
Personal inspection of record at registered address of public/private body *(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)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	
Preferred language *(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)*	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED *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.*	
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:	

FEES	
a) A request fee must be paid before the request will be considered. *b) You will be notified of the amount of the access fee to be paid.* *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	

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** ***(Please specify)***

Signed at _____ this _____ day of _____ 20 _____

_____

Signature of Requester / person on whose behalf request is made

---

FOR OFFICIAL USE

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

_____

Signature of Information Officer

ANNEXURE D
CATEGORIES OF DATA SUBJECTS

TYPE OF DATA SUBJECT	PERSONAL INFORMATION PROCESSED BY ALEXKOR
Natural Persons	Names Physical and postal addresses Dates of birth Tax-related information Identity and passport numbers Confidential correspondence Email addresses Telephone numbers Medical information Criminal records Employment history Biometric information Information relating to race, gender, sex, marital status, nationality, language, ethnicity, colour and disability Information relating to education Pension Fund records Performance appraisals Disciplinary records Leave records Training records Remuneration and salary records Medical aid records Banking and financial records
Juristic Persons	Names Contact details Physical and postal addresses Tax-related information Ultimate beneficial ownership information Identifying/ registration numbers Email addresses

	Confidential correspondence Financial information Legal opinions Information relating to service providers Information relating to employees Information relating to legal proceedings