



BRIMSTONE
INVESTMENT CORPORATION LIMITED

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

THIS MANUAL APPLIES TO INFORMATION HELD BY:

**BRIMSTONE INVESTMENT CORPORATION LIMITED
REGISTRATION NUMBER: 1995/010442/06**

AND ITS SUBSIDIARIES AND AS CHANGED FROM TIME TO TIME

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission and from our Website.

SECTION 51 MANUAL FOR BRIMSTONE INVESTMENT CORPORATION LIMITED AND SUBSIDIARIES

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1. INTRODUCTION

Brimstone Investment Corporation Limited is a black controlled and managed investment company incorporated and domiciled in the Republic of South Africa employing in excess of 4 600 employees in its subsidiaries and in excess of 24 000 in its associates and companies in which it has invested. Brimstone seeks to achieve above average returns for its shareholders by investing in wealth creating businesses and entering into strategic alliances to which it contributes capital, innovative ideas, management expertise, impeccable empowerment credentials and a value driven corporate identity.

2. CONTACT DETAILS

Section 51(1)(a) required information

Name of Body	Brimstone Investment Corporation Limited
Contact person	Tiloshani Moodley
Telephone	021 683 144
E-mail	POPI@brimstone.co.za
Physical Address	No 1 Mariendahl Lane Boundary Terraces First Floor, Slade House Newlands 7725
Postal Address	P O Box 44580 Claremont 7735
Telephone	+27 21 683 1444
Fax	+27 21 683 1285
Website	www.brimstone.co.za

3. SECTION 10 GUIDE ON HOW TO USE THE ACT IN TERMS OF SECTION 51(1) (b)

3.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards: -

- i. how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regards;
- ii. how to lodge a court application against a decision of a head of a private body;
- iii. what fees are payable for accessing documentation; and

iv. information that has been voluntarily disclosed by the private body.

3.2 The contact details of the **South African Human Rights Commission** are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

e-mail: PAIA@sahrc.org.za

4. INFORMATION REQUESTS

In terms of Chapter 1 section 50 of the Act, any person may request access to information from Brimstone Investment Corporation Limited provided that:

- 4.1 The record is required for the exercise or protection of any rights;
- 4.2 The requestor complies with the procedural requirements as defined in the Act for a request to access a record;
- 4.3 Access to a record is not refused on any ground for refusal as contemplated in the Act.

5. FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 5.1.1 The head of the private body must notify the requester (other than a personal requestor) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- 5.1.2 The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee
- 5.1.3 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 5.1.4 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION IN TERMS OF SECTION 51(1)(d)

Where applicable and insofar as the requestor complies with the requirements set out in the relevant Act, the requestor may also request information that is available in terms of other legislation such as the following:-

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Copyright Act No. 98 of 1978
- Currency and Exchanges Act No. 23 of 1996
- Employment Equity Act No. 55 of 1998
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 95 of 1967
- Insurance Act No. 27 of 1943
- Labour Relations Act No. 66 of 1995
- Long-term Insurance Act No. 52 of 1998
- Pension Funds Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985
- Short Term Insurance Act No. 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001

7. RECORDS AVAILABLE ON REQUEST IN RESPECT TO THE REQUIREMENTS OF ACT NO. 2 OF 2000

7.1 Administration

- Minutes of board meetings
- Minutes of management meetings
- Minutes of shareholders meetings / Annual General meetings

7.2 Human Resources

- Remuneration records and policies
- Bursary policy
- Service Agreements
- Employment Conditions and Policies
- Employee Records

7.3 Share Registration Documents

- Share Registers
- Share Certificates

7.4 Finances and Accounting Records

- Financial records and reports
- Accounting records
- Audit records and report

7.5 Information Technology

- Systems and User Manuals

8. RECORDS WHICH ARE AUTOMATICALLY AVAILABLE WITHOUT HAVING TO MAKE A REQUEST IN THE PRESCRIBED FORM

- Integrated Report
- All information contained on the Brimstone Investment Corporation Limited website.

9. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

In terms of Chapter 3 section 55 of the Act, Brimstone Investment Corporation Limited shall take all reasonable steps to find the record requested and if there are reasonable grounds for believing that the records is in the private body's possession but cannot be found; or does not exist, Brimstone Investment Corporation Limited shall notify the requestor as prescribed by affidavit or affirmation.

10. DECISION ON REQUEST AND NOTICE THEREOF

In terms of Chapter 3 section 56 of the Act, Brimstone Investment Corporation Limited will respond to the request as soon as possible within the 30 days timeframe as per the provisions prescribed in the Act and notify the requestor on its decision thereto.

11. GROUNDS FOR REFUSAL AND OR GRANT ACCESS TO RECORDS

In terms of Chapter 4 of the Act, Brimstone Investment Corporation Limited reserves the right to refuse and or grant access to records in accordance with the sections and subsections of this chapter.

12. THIRD PARTY NOTIFICATION AND INTERVENTION

In terms of chapter 5 of the Act Brimstone Investment Corporation Limited will take all reasonable steps to inform a third party within 21 days of a request received that pertains to them in the manner so prescribed in this chapter. Brimstone Investment Corporation Limited will ensure mandatory protection of privacy of third party who is a natural person.