

# PAIA MANUAL

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, Act No. 2 of 2000 ("the act")



NASPERS

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 ("THE ACT")

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## 1. INTRODUCTION

- 1.1 The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from Naspers as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requester is advised to contact Gillian Kisbey-Green should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of documents / information from Naspers.
- 1.4 The following words will bear the following meaning in this manual –
  - "**Act**" - the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
  - "**manual**" - this manual together with all annexures thereto as available at the offices of Naspers from time to time;
  - "**Naspers**" - Naspers Limited, and various of its subsidiaries as set out in part 10, page 13 and further of this manual;
  - "**Republic**" – the Republic of South Africa;
  - "**SAHRC**" shall mean the South African Human Rights Commission.

## 2. CONTACT DETAILS

*Section 51(1)(a) of the Act*

<b>2.1 Name of body:</b>	Naspers Limited
<b>2.2 Chief Executive Officer:</b>	Bob van Dijk
<b>2.3 The appointed information Officer:</b>	Gillian Kisbey-Green
<b>2.4 Registered address:</b>	40 Heerengracht Cape Town 8001
<b>2.5 Postal address:</b>	P.O. Box 2271 Cape Town 8000
<b>2.6 Telephone:</b>	+27 11 575 2804
<b>2.7 Fax:</b>	+27 21 406 3753
<b>2.8 E-mail:</b>	cosec@naspers.com

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

#### *Section 51(1)(b) of the Act*

- 3.1** A guide has been compiled by the SAHRC in terms of section 10 of the Act. It contains information required by a person wishing to exercise any right contemplated by the Act. It is available in all of the official languages.
- 3.2** The guide is available for inspection, inter alia, at the offices of the SAHRC at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website [www.sahrc.org.za](http://www.sahrc.org.za).
- 3.3** Contact details of the South African Human Rights Commission:
- **Address:** PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041
  - **Telephone:** +27 11 877 3825
  - **Fax:** +27 11 403 0625
  - **Website:** [www.sahrc.org.za](http://www.sahrc.org.za)
  - **E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

*Section 51(1)(c) of the Act*

At this stage no notice(s) has / have been published.

## **5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

### *Section 51(1)(d) of the Act*

Naspers keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- 5.1** Companies Act, Act No. 71 of 2008
- 5.2** Income Tax Act, Act No. 58 of 1962
- 5.3** Value-Added Tax Act, Act No. 89 of 1991
- 5.4** Customs and Excise Act, Act No. 91 of 1964
- 5.5** Basic Conditions of Employment Act, Act No. 75 of 1997
- 5.6** Employment Equity Act, Act No. 55 of 1998
- 5.7** Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
- 5.8** Insolvency Act, Act No. 24 of 1936
- 5.9** Occupational Health and Safety Act, Act No. 85 of 1993
- 5.10** South African Reserve Bank Act 90 of 1989
- 5.11** Labour relations Act 66 of 1995
- 5.12** Skills Development Act 97 of 1998
- 5.13** Skills Development Levies Act 9 of 1999
- 5.14** Unemployment Insurance Act 63 of 2001
- 5.15** Unemployment Insurance Contributions Act 4 of 2002
- 5.16** Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 5.17** Copyright Act 98 of 1978
- 5.18** Trade Marks Act 194 of 1993
- 5.19** Arbitration Act 42 of 1965
- 5.20** Consumer Protection Act 68 of 2008
- 5.21** Electronic Communications and Transactions Act 25 of 2002
- 5.22** Electronic Communications Act 13 of 2000
- 5.23** Protection of Personal Information Act 4 of 2013

## **6. DOCUMENTS / INFORMATION HELD BY NASPERS IN TERMS OF THE ACT**

*Section 51(1)(e) of the Act*

### **6.1 Webpage**

The Naspers Webpage ([www.naspers.com](http://www.naspers.com)), accessible to anyone with access to the internet, has the following categories:

- Group profile (including but not limited to strategy, footprint, history, directors, and management)
- Operational Structures (internet, video entertainment and media)
- Investor Centre (including but not limited to current information, results centre, financial reporting, shareholder information and contact information)
- Governance and sustainability (including but not limited to sustainable focus, remuneration, people, environment and policies)
- Media (press releases, SENS and logo library)

### **6.2 Other**

The documents / information listed herein below pertain to the day-to-day management of the business of Naspers:

- Standard Employment Contracts
- Employment Equity Plan & Report
- Naspers Personnel Report
- Staff Handbook
- Human Resources Policies and Procedures
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Documentation with regard to share option schemes
- Other commercial contracts
- Company policies
- Constitutive documentation
- Statutory records
- Financial records

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

### **6.3 Automatically available records**

- The records listed in below are automatically available without having to submit a formal request to access the information in terms of PAIA.



- Reproduction fees may be levied at the discretion of Naspers in accordance with reproduction costs, preparation and time required to search and prepare disclosures.
- Naspers will provide you with a written estimate of the fee before providing the services.
- Automatically available records:
  - Public Product Information – freely available on website
  - Public Corporate Records
  - Media Releases
  - BEE Certificates
  - Product information
  - Media releases
  - Published financial records which are generally available to the public

## **7. PROCEDURE FOR OBTAINING ACCESS TO INFORMATION**

- 7.1** A request for access to information must be made in the prescribed form (Form C) to the appointed information officer indicated above. See clause 11 below for the prescribed form, which can also be found on [www.sahrc.org.za](http://www.sahrc.org.za).
- 7.2** All required text fields in "Form C" must be completed in full and in a legible form. The form (as well as any additional pages attached thereto) must be signed by the person submitting the form.
- 7.3** Requesters must provide sufficient details to enable Naspers identify:
- the record(s) requested;
  - the requester (and if an agent is lodging the request, proof of capacity);
  - the form of access required;
  - the postal address or fax number of the requester in the Republic;
  - if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - 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.
- 7.4** Once "Form C" has been submitted, the appointed information officer will notify the requester of the prescribed fee (if any) payable before further processing the request.
- 7.5** The information officer shall within 30 days, after the request is received, notify the requester whether the request has been granted/or refused, as well as provide the requester with any additional fees which may be levied. This additional fee would be for the reproduction, preparation and time, reasonably required to search and prepare the disclosure.

## 8. OTHER INFORMATION

*Section 51(1)(f) of the Act*

### 8.1 Prescribed Fees

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

- A requestor is required to pay the prescribed fees (R50,00) before a request will be processed.
- 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).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

## **9. AVAILABILITY OF THE MANUAL**

### *Section 51(3) of the Act*

- 9.1** This manual is available for inspection at the offices of Naspers, free of charge.
- 9.2** Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Naspers.
- 9.3** The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and Naspers ([www.naspers.com](http://www.naspers.com)) and may be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC does not include the request forms or fee structure (set out on pages 16 and further of this manual). The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)).

**10. VARIOUS SUBSIDIARIES OF NASPERS**

**10.1 Naspers Group**

Company	Registration number
Heemstede Beleggings Proprietary Limited	1994/005106/07
Homefind24 Proprietary Limited	2008/019235/07
Intelprop Proprietary Limited	2000/031856/07
MIH Ecommerce Proprietary Limited	1998/005309/07
MIH Holdings Proprietary Limited	1993/005613/07
MIH Treasury Services Proprietary Limited	2007/014128/07
Naspers Limited	1925/001431/06
Naspers Properties Proprietary Limited	2003/006411/07
PayU Payments Solutions Proprietary Limited	2009/017393/07
Socralogix Proprietary Limited	2009/015882/07
Tencent Africa Services Proprietary Limited	2015/445517/07
Tonephor Proprietary Limited	2008/023215/07

**10.2 Media24 Group** (this group has its own PAIA manual on its website [www.media24.com](http://www.media24.com))

Company	Registration number
Media24 Holdings Proprietary Limited	2006/021408/07

**10.3 Takealot Group** (this group has its own PAIA manual on its website [www.takealot.com](http://www.takealot.com))

Company	Registration number
Takealot Online (RF) Proprietary Limited	2006/021408/07

**10.4 Autotrader Group** (this group has its own PAIA manual on its website [www.autotrader.co.za](http://www.autotrader.co.za))

Company	Registration number
The Car Trader Proprietary Limited	2013/115404/07

**11. FORM OF REQUEST**

*Section 53(1) of the Act*

**FORM C**

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

Section 53(1) of the Promotion of 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.

- a) Full names and surname:
- b) Identity number:
- c) Postal address:
- d) Fax number:
- e) Telephone number:
- f) E-mail address:
- g) 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 names 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.

c) 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 for the record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			

	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record"
			copy in computer readable form* (stiffy or 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.			YES
			NO

**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 the additional folios.

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:

**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



## 12. PRESCRIBED FEES

**12.1** 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.

**12.2** The fee for reproduction referred to in regulation 11(1), is 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:	
(i) compact disc	70,00
d) For a copy of an image:	
(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) For a copy of an audio record	
(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

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

**12.4** The access fees payable by a requester referred to in regulation 11(3) 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:	
(i) compact disc	70,00
d) For a copy of an image:	
(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) For a copy of an audio record	
(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 the record for disclosure	R30,00 for each hour or part of an hour reasonably required for such search and operation

**12.5** For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- One third of the access fee is payable as a deposit by the requester.

**12.6** The actual postage is payable when a copy of a record must be posted to a requester.