

**DANGOTE CEMENT SOUTH AFRICA (PTY) LTD
TRADING AS SEPHAKU CEMENT**

Registration Number of Company:

2004/034277/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")



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1. **INTRODUCTION**

DANGOTE CEMENT SOUTH AFRICA (PTY) LTD trading as Sephaku Cement. Sephaku Cement (Pty) Ltd changed its name to Dangote Cement South Africa (Pty) Ltd on 27 October 2015 and is a mining and exploration and the production of cement company.

2. **COMPANY CONTACT DETAILS (Section 51 (1) (a))**

Directors:

ALIKO DANGOTE
MARCUS OLAKUNLE ALAKE
DEVAKUMAR VICTOR GNANADOSS EDWIN
ONNE VAN DER WEIJDE
RONALD SIBONGISENI NTULI
ABDULLAHI SARKI MAHMOUD
PIETER FREDERICK FOURIE (CEO)
DR LELAU MOHUBA
NEIL ROBUS CRAFFORD-LAZARUS
SULEIMAN OLADAPO OLARINDE

Information Officer/s: Mr P.F. Fourie/Mrs J. Bennette

Postal Address: P.O. Box 68149, Highveld, Centurion, 0169

Street Address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.

Telephone Number: 012-684 6300

Fax Number: 012-684 6409

Email: jbennette@sepcem.co.za/pfourie@sepcem.co.za

3. **THE ACT (Section 51(1) (b))**

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041



Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c))

No	Ref	Act
1	2008	Companies Act
2	2008	Consumer Protection Act
3	1962	Income Tax Act
4	1991	Value Added Tax Act
5	2011	Tax Administration Act
6	No 4 of 2002	Unemployment Insurance Contributions Act
7	No. 75 of 1997	Basic Conditions of Employment Act
8	No. 85 of 1993	Occupational Health and Safety Act
9	No. 55 of 1998	Employment Equity Act
10	No. 66 of 1995	Labour Relations Act
11	No. 53 of 2003	Broad Based Black Economic Empowerment Act
12	No. 36 of 1998	National Water Act
13	No. 29 of 1996	Mine Health and Safety Act

5. SCHEDULE OF RECORDS (Section 51 (1) (d))

Company secretarial, operational, legal, financial, human resources, health and safety and information technology records. **Availability – request in terms of PAIA.**

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za (see attached form 'C').
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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. PRESCRIBED FEES (Section 51 (1) (f))

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

- A requestor is required to pay the prescribed fees 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.
- Refused requests:
 - ✓ Requesters whose requests for information under PAIA have been refused are advised that the company has no internal remedies and that the decision of the Chief Executive Officer of any application thereto is final.
 - ✓ Requesters who are respectively dissatisfied with the refusal of their application or with the information disclosed may, within 30 (thirty) days of the respective notification thereto or disclosure, whichever is applicable, approach the relevant court of law for relief.



P.F. FOURIE
CEO
DATE: 4 MAY 2017