



**PetroSA**

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**T MABASO** **Group Communications Manager**

<b>TITLE</b>
Promotion of Access to Information Manual

<b>PURPOSE</b>
The purpose of this Manual is to assist people wishing to access information in terms of Section 51 of the Promotion of Access to Information Act 20 of 2000, from the Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA).

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	1 of 13

<b>DOCUMENT CONTROL</b>		<b>DOCUMENT NO: ERM/PR/000/004</b>
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**CONTROLLED  
2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	2 of 13

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>1. PURPOSE</b>	<b>4</b>
<b>2. REQUEST TO ACCESS INFORMATION</b>	<b>4</b>
<b>3. DEFINITIONS</b>	<b>4</b>
<b>4. BACKGROUND</b>	<b>4</b>
<b>5. COMPANY CONTACT DETAILS</b>	<b>5</b>
<b>6. HEAD OF COMPANY</b>	<b>6</b>
<b>7. MAINTENANCE OF RECORDS</b>	<b>6</b>
<b>8. REQUEST PROCEDURE</b>	<b>8</b>
<b>9. AVAILABILITY OF RECORDS</b>	<b>8</b>
<b>10. FEES</b>	<b>9</b>
<b>11. DETAILS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION</b>	<b>10</b>
<b>12. APPENDIX 1: REQUEST FOR ACCESS TO INFORMATION FORM</b>	<b>11</b>

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	3 of 13

## **1. PURPOSE**

The purpose of this Manual is to assist persons wishing to access information in terms of the Promotion of Access Information Act (PAIA), promulgated in March 2001 from the Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA).

This manual is not exhaustive nor does it comprehensively deal with every procedure provided for in the Act. Requesters are therefore advised to familiarise themselves with the provisions of the Act.

The manual provides an overview of records held by PetroSA and the processes that needs to be adopted to access such records.

## **2. REQUEST TO ACCESS OF INFORMATION**

All requests for access to information (other than information freely available to the public) should be directed to the Head of the Organisation: Group Chief Executive Officer, 011 929 3000 or petrosa@petrosa.co.za

## **3. DEFINITIONS**

### **3.1 Organisation**

The Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA).

### **3.2 Person**

Refers to a natural or juristic person.

### **3.3 Head**

**In terms of the Act:**

**'head'** of or in relation to a juristic person means-

- (i) the chief executive officer or equivalent officer of the juristic person or any, person duly authorised by that officer; or
- (ii) the person who is acting as such or any person duly authorised by such acting person.

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	4 of 13

#### 4. BACKGROUND

The Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA) is the national oil company of the Republic of South Africa registered as a commercial entity under South African law. The company holds a portfolio of assets that spans the petroleum value chain, with all operations managed according to world-class safety and environmental standards. PetroSA was formed in 2002 upon the merger of Soekor E and P (Pty) Limited, Mossgas (Pty) Limited and parts of the Strategic Fuel Fund.

The core business activities of PetroSA are:

- The exploration and production of oil and natural gas;
- The participation in, and acquisition of, local as well as international upstream petroleum ventures;
- The production of synthetic fuels from offshore gas at one of the world's largest Gas-to-Liquid (GTL) refineries in Mossel Bay, South Africa;
- The development of domestic refining and liquid fuels logistical infrastructure; and
- The marketing and trading of oil and petrochemicals.

#### 5. COMPANY CONTACT DETAILS

##### Company

The Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA)

##### Physical address

151 Frans Conradie Drive

Parow

7500

Republic of South Africa

##### Postal address

Private Bag X5

Parow

7499

Republic of South Africa

##### Telephone Number

+27(0) 21 929 3000

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	5 of 13

Fax Number:

+27(0) 21 929 3144

Email: [petrosa@petrosa.co.za](mailto:petrosa@petrosa.co.za)

Website: [www.petrosa.co.za](http://www.petrosa.co.za)

**6. HEAD OF THE COMPANY**

Mr K Zono any holder of the same position  
Acting Group Chief Executive Officer

Contact Details

T: +27 21 929 3000

F: +27 21 929 3144

E: [kholly.zono@petrosa.co.za](mailto:kholly.zono@petrosa.co.za)

**DULY AUTHORISED COMPANY REPRESENTATIVE**

Mr T Mabaso or any holder of the same position  
Group Communications Manager

Contact Details

T: +27 21 929 3000

F: +27 21 929 3144

E: [thabo.mabaso@petrosa.co.za](mailto:thabo.mabaso@petrosa.co.za)

**7. MAINTENANCE OF RECORDS**

**7.1 Records in terms of Section 51(1) (d))**

The Company also maintains records in terms of the following legislations (**please note that this is not an exhaustive list**):

- Public Finance Management Act 1 of 1999
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Gas Act 48 Of 2001
- Hazardous Substances Act

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	6 of 13

- Mine, health and Safety Act
- Mineral and Petroleum resources Development Act
- National Environmental Management Act
- National Key Points Act
- Petroleum Pipelines Act 60 of 2003
- Petroleum Products Amendment Act 2 of 2005
- Prevention of Corrupt Activities Act
- Protected Disclosures Act
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## **7.2 Maintenance of records in terms of Section 51(1) (e)**

The following is a list of operational records maintained by PetroSA and is utilised in the day to day running and administration of the company:

- Accounting records
- Information Technology
- Intellectual Property

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	7 of 13

- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Procedures
- Work Instructions
- Standards
- Directives
- Minutes of Meetings
- Administrative information

## 8. REQUEST PROCEDURE

A request to access information must be made in writing using the attached Request Form as set out in **Annexure 1** of this manual. The request form must be marked for the attention of the **Head or duly authorised company representative** and may be posted, emailed or faxed to the contact details noted in Section 5 & 6 above. The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, provide an explanation of which the requested record is required for the exercise or protection of that right and proof of the capacity in which the requester is requesting the information.

On receipt of a written request, the Head or duly authorised company representative will, in writing and as soon as it is reasonably practicable but within 30 days of such receipt, notify the requestor of the following information when the request has been granted:

- Of any fees payable, if any (see fee section below);
- The form in which the access will be granted; and
- That the requestor may lodge an application with a court against the access fee or form of access granted.

On receipt of a written request, the Head or duly authorised company representative will, in writing and as soon as it is reasonably practicable but within 30 days of such receipt, notify the requestor of the following information when the request has been denied:

- State adequate reasons for the refusal; and

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	8 of 13



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- State that the requestor may lodge an application with a court against the refusal of the request and the procedure for lodging the application.

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

A person who requires a copy of this manual can access it on PetroSA's website [www.petrosa.co.za](http://www.petrosa.co.za) or alternatively a hard copy may be obtained free of charge at any of our offices in Cape Town, Sandton and Mossel Bay.

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	9 of 13

## **Physical Address**

### **Cape Town**

151 Frans Conradie Drive  
Parow  
7500

### **Sandton**

1 Protea Place  
Cnr Friedman and Protea Drive  
Sandton  
2146

### **Mossel Bay**

Duinzicht Avenue  
Mossel Bay  
6500  
Republic of South Africa

This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at any of our offices located at the above mentioned addresses.

Copies of this manual may also be requested from the South African Human Rights Commission at the address indicated below.

The South African Human Rights Commission (PAIA Unit)  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041  
Phone: 011 484 8300

## **10. FEES**

A fee will be required by the head (contact person) before further processing of the request in terms of S54 of the Act.

A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused.

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	10 of 13

*This document might have been superseded since printing. Refer to SAP DMS for the latest revision.*

A portion of the access fee (not more than one third) may be required before the request is considered.

The head may withhold a record until the requester has paid the applicable fees.

## **11. DETAILS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has compiled a guide containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide to this Act may be accessed at the SAHRC website at the address noted below.

The contact details of the Commission are:

The South African Human Rights Commission (PAIA Unit)  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041  
Phone: 011 484 8300  
Fax: 011 484 0582  
Email: PAIA@sahrc.org.za  
Website:www.sahrc.org.za

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	11 of 13

**ANNEXURE 1**



151 Frans Conradie Drive  
Parow  
7500  
[petrosa@petrosa.co.za](mailto:petrosa@petrosa.co.za)  
**T: 021 929 3000**  
**F: 021 929 3144**

**REQUEST TO ACCESS OF INFORMATION FORM: 2013**

**Personal Information of requestor:**

<b>Name</b>	
<b>Surname</b>	
<b>ID Number</b>	
<b>Address</b>	
<b>Contact Number(s)</b>	

**Is this request made on the behalf of a third party:**                      **Yes / No**

**If Yes:**

<b>Capacity you are acting</b>	
<b>Name</b>	
<b>Surname</b>	
<b>ID Number</b>	
<b>Address</b>	
<b>Contact Number(s)</b>	

**What record is required?:**

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**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	12 of 13

**What form of access do you require?:**

**Information regarding the right that is to be protected:**

**Manner in which you would like to be informed of the decision on the request:**

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For official use:*

Date Received: \_\_\_\_\_

Received by whom: \_\_\_\_\_

**CONTROLLED**  
**2016/04/28**

DOCUMENT NO.	REVISION	ISSUE DATE	PAGE
ERM/PR/000/004	00	2014/04/08	13 of 13