



**THE PETROLEUM OIL AND GAS CORPORATION OF  
SOUTH AFRICA SOC LIMITD**  
(hereinafter referred to as "**PetroSA**")

**PROMOTION OF ACCESS TO INFORMATION  
MANUAL**  
(“PAIA”)

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## 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) and its subsidiaries.

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 its subsidiaries 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, 021 929 3000 or [petrosa@petrosa.co.za](mailto:petrosa@petrosa.co.za)

## 3. DEFINITIONS

### 3.1 Organisation

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

### 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.

### 3.4 POPIA

Protection of Personal Information Act.

## 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. PetroSA owns a number of subsidiaries, including PetroSA Ghana Limited, PetroSA Equatorial Guinea, PetroSA Rehabilitation Company etc. 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

### 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. Xolile Sizani  
Group Chief Executive Officer

Contact Details

T: +27 21 929 3000

E: [xolile.sizani@petrosa.co.za](mailto:xolile.sizani@petrosa.co.za)

## DULY AUTHORISED COMPANY REPRESENTATIVE

Ms. Nonny Mashika - Dennison  
Group Communications Manager

Contact Details

T: +27 21 929 3000

E: [nonny.mashika@petrosa.co.za](mailto:nonny.mashika@petrosa.co.za)

## POPIA INFORMATION OFFICER

The Group Chief Executive Officer has duly delegated this role to:

Mr L Nene  
Group Chief Corporate Services Officer

Contact Details

T: +27 21 929 3000

E: [linda.nene@petrosa.co.za](mailto:linda.nene@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
- 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
- Protection of Personal Information Act 4 of 2013

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

### **Process to request Personal Information in terms of POPIA**

**S23** of POPIA states that:

*“A data subject, having provided adequate proof of identity, has the right to—*

- 1. request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject; and*
- 2. request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.”*

## Process to correct or destroy Personal Information

S24 of POPIA states that:

*“A data subject may, in the prescribed manner, request a responsible party to—*

- 1. correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or*
- 2. destroy or delete a record of personal information about the data subject that the responsible party is no longer authorised to retain in terms of section 14 of the Act.”*

All requests must be directed or sent to PetroSA to this email address

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

### 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, Mossel Bay and the depots.

#### Physical Address

##### **Cape Town**

151 Frans Conradie Drive  
Parow  
7500

##### **Waterfall City**

1<sup>st</sup> Floor, Building 1 – Waterfall Corporate Campus  
74 Waterfall Drive  
Waterfall City  
2090

##### **Mossel Bay**

Duinzicht Avenue  
Mossel Bay  
6500  
Republic of South Africa

##### **Bloemfontein**

2 Mill Street  
Hamilton  
Bloemfontein  
9301



**Tzaneen**

5 Koedoe Street

Tzaneen

0850

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.

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: 011 877 3600

Fax: 011 403 0668

Email: [ceo@sahrc.org.za](mailto:ceo@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)



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

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**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: \_\_\_\_\_