

## **SAFOMAR HOLDINGS LIMITED**

(Reg No. 1985/00481/07)

### **PROMOTION OF ACCESS TO INFORMATION MANUAL**

Promotion of Access to Information Manual (Manual) for Safomar Holdings (Proprietary) Limited (Registration Number 1985/00481/07) and all its subsidiaries, affiliates, associated companies and operating divisions (individually and collectively referred to herein as “the Group” or “the Company”) as prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA/the Act”) incorporating the provisions of the Protection of Personal Information Act, 2013 (“POPIA”).

#### **1. INTRODUCTION AND PURPOSE**

- 1.1. PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately-held information is required for the exercise and protection of rights.
- 1.2. PAIA aims to underline the importance of access to information by fostering a culture of transparency and accountability. PAIA does this by requiring public and private bodies to create both a manual describing the type of records they hold, and procedures for others to access that information. Where a request is made in terms of PAIA, the body to which the request is made is obliged to give access to the requested information, except where the Act expressly provides that the information may or must not be released.
- 1.3. POPIA promotes the protection of personal information processed by public and private bodies giving effect to everyone’s Constitutional right to privacy. POPIA includes certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA.
- 1.4. The purpose of this PAIA Manual is to provide a description of those records held by and on behalf of the BLT Group; to outline the procedures to be followed as well as the applicable fees when requesting access to any of these records in the exercise of the right of access to information, with a view of enabling requesters to obtain records which they are entitled to in a quick, easy and accessible manner.
- 1.5. Section 9 of PAIA recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
  - 1.6. limitations aimed at the reasonable protection of privacy; commercial confidentiality; effective and efficient governance; and in a manner which balances that right with any other rights, including those rights as enshrined in the Bill of Rights of the Constitution.
  - 1.7. This PAIA Manual complies with the requirements of the guide mentioned in Section 10 of PAIA and recognises that the appointed Information Regulator will be responsible for regulating compliance with PAIA and its accompanying regulations applicable to private and public bodies.

## 2. GROUP OVERVIEW

2.1 The Group and its constituent brands are a business which includes:

- i. Stocking Distributor & Supplier of Aircraft related products, spares, repairs and Services
- ii. Stocking Distributor & Supplier of Aircraft coatings, finishing's, sealants, color matching and mixing of coatings
- iii. Stocking Distributor & Supplier of Industrial coatings, finishing's sealants, color matching and mixing of coatings
- iv. Stocking Distributor & Supplier of Helicopters and Aircraft in commercial, corporate and military markets
- v. Design, manufacture and application of Branding products
- vi. Provider aviation related training accredited with TETA and approved by the SACAA
- vii. Provider of flying training approved by the SACAA
- viii. Provider of Helicopter and Aircraft maintenance approved by SACAA
- ix. Provider of operational services such as crop spraying, game capturing and counting, charter and other services as per our SACAA approval

and any related business related thereto in relation to both individuals and corporate entities.

## 3. SCOPE AND APPLICABILITY

3.1. This manual applies to the Group which comprises of the entities listed in **Schedule 1**.

3.2. The PAIA manual is available at the Safomar Holdings premises situated at Block C, 2 Avalon Road, Westlake View, Modderfontein, 1609 and is also available on each individual company website.

## 4. CONTACT DETAILS [SECTION 51 (1) (A)]

### 4.1. General Information

4.1.1.1.	Name of Company:	Safomar Holdings (Pty) Ltd
4.1.1.2.	Physical Address:	Block C, 2 Avalon Road, Westlake View, Modderfontein, 1609
4.1.1.3.	Postal Address:	P.O Box 6939, Greenstone, 1616
4.1.1.4.	Telephone Number:	(011) 397-6260

### 4.2. Contact Details

4.2.1. The responsibility for administration of, and compliance with, PAIA and POPIA has been delegated to the Information Officer for the Group. Requests pursuant to the provisions of PAIA and/or POPIA should be directed to the Information Officer as follows:

4.2.1.1.	Information Officer:	Nico Duvenage
4.2.1.2.	Physical Address:	Block C, 2 Avalon Road, Westlake View, Modderfontein, 1609
4.2.1.3.	Postal Address:	P.O Box 6939, Greenstone, 1616
4.2.1.4.	Telephone Number:	(011) 397-6260
4.2.1.5.	Email Address:	<a href="mailto:Nico.Duvenage@safomar.co.za">Nico.Duvenage@safomar.co.za</a>

4.2.2.A dedicated Information Officer for the Group and a Deputy Information Officer for each Group entity has been appointed. Contact Details for each of these can be found in **Schedule 2**.

## **5. INFORMATION REGULATORS GUIDE [SECTION 51(1)(B)]**

5.1. An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available from the Information Regulator (established in terms of POPIA). Any enquiries regarding the Guide should be directed to:

5.1.1.The Information Regulator (South Africa)

- 5.1.1.1. 33 Hooff Street, Forum III, 3<sup>rd</sup> floor Braampark, Braamfontein Johannesburg
- 5.1.1.2. Tel: +27(0) 10 023 5207
- 5.1.1.3. E-mail: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)
- 5.1.1.4. Website: <https://www.justice.gov.za/infoereg/>

## **6. AVAILABILITY OF RECORDS IN TERMS OF OTHER LEGISLATION [SECTION 51(1)(D)]**

6.1. A requester is not obliged to request access to information held by the Company in terms of the Act, should there be other legislation that provides a requester with access to such a record held by the Company. Take note that such other legislation (only to the extent that the relevant legislation is applicable and which therefore makes disclosure of records compulsory) may include:

- 6.1.1. Basic Conditions of Employment, No. 75 of 1997;
- 6.1.2. Broad-based Black Economic Empowerment Act, No. 53 of 2003;
- 6.1.3. Companies Act, No. 761 of 2008;
- 6.1.4. Consumer Protection Act, No 68 of 2008;
- 6.1.5. Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- 6.1.6. Competition Act, No. 89 of 1998;
- 6.1.7. Copyright Act, No. 98 of 1978;
- 6.1.8. Electronic Communications and Transactions Act, No 25 of 2002;
- 6.1.9. Employment Equity Act, No. 55 of 1998;
- 6.1.10. Financial Advisory and Intermediary Services Act, No.37 of 2002;
- 6.1.11. Financial Intelligence Centre Act, No. 38 of 2001;
- 6.1.12. General and Further Education and Training Quality Assurance Act, No.58 of 2001;
- 6.1.13. Hazardous Substances Act, No. 15 of 1973;
- 6.1.14. Income Tax Act, No. 95 of 1967;
- 6.1.15. International Financial reporting Standards;
- 6.1.16. King Code of Governance for South Africa,2009(KingIV);
- 6.1.17. Labour Relations Act, No. 66 of 1995;
- 6.1.18. Medical Schemes Act, No. 131 of 1998;
- 6.1.19. Medicines and Related Substances Act, No.15 of 1973;
- 6.1.20. National Credit Act No 34 of 2005;
- 6.1.21. National Environment Management Act, No. 107 of 1998;
- 6.1.22. National Health Act, No. 61 of 2003;
- 6.1.23. Occupational Health and Safety Act No. 85 of 1993;
- 6.1.24. Pension Funds Act No. 24 of 1956;
- 6.1.25. Prevention and combatting of Corrupt Activities Act, No. 12 of 2004;
- 6.1.26. Prevention of Organised Crime Act, No.121 of 1998;
- 6.1.27. Promotion of Access to Information Act No. 2 of 2000;
- 6.1.28. Promotion of Equality and Prevention of Unfair Discrimination Act, No.4 of 2000;
- 6.1.29. Protected Disclosure Act No. 26 of 2000
- 6.1.30. Protection of Personal Information Act, No. 4 of 2013;
- 6.1.31. Regulation of Interception of Communications and Provision of Communication-Related Information Act, No70 of 2002;

- 6.1.32. Skills Development Act, No 97 of 1998;
- 6.1.33. Skills Development Levies Act, No. 9 of 1999;
- 6.1.34. Tax on Retirement Funds Act, No. 38 of 1996;
- 6.1.35. Trade Marks Act, No. 194 of 1993
- 6.1.36. Unemployment Insurance Contributions Act, No. 4 of 2002;
- 6.1.37. Unemployment Insurance Act, No. 63 of 2001; and
- 6.1.38. Value Added Tax Act No. 89 of 1991.

## **7. ACCESS TO RECORDS HELD BY SAFOMAR**

7.1. Below are the categories of records held by the Safomar Group companies. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis, in accordance with the provisions of PAIA.

### **7.2. Company Records**

- 7.2.1. Memorandum of Incorporation
- 7.2.2. Directors' Names
- 7.2.3. Other Documents of Incorporation
- 7.2.4. Minutes of Board of Directors' meetings
- 7.2.5. Proxy Forms
- 7.2.6. Written Resolutions
- 7.2.7. Records relating to appointment of company directors, auditors, secretary, public officers, and/or other officers
- 7.2.8. Share Register, Share Certificates and other Statutory Registers
- 7.2.9. Debt Securities, Share Incentives Schemes or Trusts
- 7.2.10. Shareholders' Agreements
- 7.2.11. Other statutory records
- 7.2.12. COR - Certificate of Registrations
- 7.2.13. Delegation of Authority

### **7.3. Financial Records**

- 7.3.1. Accounting Records
- 7.3.2. Asset Register
- 7.3.3. Bank Accounts
- 7.3.4. Banking Records Financial Statements
- 7.3.5. Financial Agreements
- 7.3.6. Invoices
- 7.3.7. Insurance Policies
- 7.3.8. Rental Agreements
- 7.3.9. Finance Policies and Procedures

### **7.4. Income Tax Records**

- 7.4.1. Customs Records
- 7.4.2. Tax Returns
- 7.4.3. VAT Records
- 7.4.4. PAYE Records
- 7.4.5. Documents issued to employees for income tax purposes
- 7.4.6. Records of payments made to SARS on behalf of employees
- 7.4.7. Regional Services levies
- 7.4.8. Skills Development levies
- 7.4.9. UIF
- 7.4.10. Workmen's Compensation

## 7.5. Personnel Records

- 7.5.1. List of Employees
- 7.5.2. Employee Personal Information
- 7.5.3. Employment Contracts
- 7.5.4. Employment Equity Plan
- 7.5.5. Medical Scheme Records
- 7.5.6. Pension / Provident Fund Records
- 7.5.7. Salaries of Employees
- 7.5.8. Leave Records
- 7.5.9. Internal Evaluations and Performance Reviews
- 7.5.10. Disciplinary Codes and Records
- 7.5.11. Training Records
- 7.5.12. Personal Records provided by personnel
- 7.5.13. Other Statutory Records
- 7.5.14. Employment Policies and Procedures

## 7.6. Agreements and Contracts

- 7.6.1. Standard Agreements
- 7.6.2. Merchant Agreements
- 7.6.3. Customer Contracts
- 7.6.4. Third Party Contracts
- 7.6.5. Non-Disclosure Agreements
- 7.6.6. Memorandum of Understanding
- 7.6.7. Office Management Contracts
- 7.6.8. Supplier Contracts
- 7.6.9. Tender Contracts
- 7.6.10. Software Agreements

## 7.7. Customer and Merchant Records

- 7.7.1. Customer details
- 7.7.2. Merchant details
- 7.7.3. Communications and/or correspondence with customers and merchants
- 7.7.4. Transactional Information
- 7.7.5. Marketing Records and Promotional Materials

## 7.8. Information Technology

- 7.8.1. Computer / Mobile Device documentation
- 7.8.2. Disaster Recovery Plans
- 7.8.3. Asset Registers
- 7.8.4. Information Security Policies, Standards and Procedures
- 7.8.5. Information Technology Systems and User Manuals
- 7.8.6. Information Usage Policy
- 7.8.7. Project Implementation Plans
- 7.8.8. Software Licensing
- 7.8.9. System Documentation and Manuals

## 7.9. Regulatory Permissions and Risk Management

- 7.9.1. Permits
- 7.9.2. Licences
- 7.9.3. Local Authority Approvals
- 7.9.4. Disaster Recovery Framework
- 7.9.5. Health and Safety protocols
- 7.9.6. Inquiries, inspections, examinations by authorities
- 7.9.7. Risk Management Framework and Systems
- 7.9.8. Policies and Procedures

## 7.10. Operational Information

- 7.10.1.1. Such information is required for the day to day running of the company and include, but is not limited to company policies, employee records, permits, licenses, authorisations, approvals and general “housekeeping” information.
- 7.10.1.2. Procurement Policies.
- 7.10.1.3. Governance risk and compliance documents.

## 7.11. Communications

This includes correspondence between people inside and outside of the Company.

- 7.12. Note that the above lists are not exhaustive and may be amended from time to time.
- 7.13. Accessibility to the above records may be subject to the grounds of refusal as set out in this PAIA Manual. Furthermore, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, prior to the Safomar Group giving consideration to access.
- 7.14. Records of a public nature, such as those disclosed on the Safomar Group or subsidiary websites as well as in its annual reports, may be accessed without the need to submit a formal application.
- 7.15. Other non-confidential records, such as statutory records maintained at the CIPC may also be accessed without the need to submit a formal application. Please schedule appointment to view such records with the Information Officer.

## 8. **HOW TO FACILITATE A REQUEST FOR ACCESS TO INFORMATION**

- 8.1. Access to information held by the Group is not automatically available and can be refused by the company on any of the grounds for refusal contemplated in Chapter 4 of Part 3 of the Act.
- 8.2. In order to request access to information held by the company, the person requesting access to such information (hereinafter referred to as the “Requester”) must not only identify the right it is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right but must also comply with all the procedural requirements set out in the Act. Should the Requester be a public body (i.e., state), such person must identify that it is requesting such information in the public’s interest by stipulating adequate reasons.
- 8.3. In order to facilitate such a request for access to information, the requester needs to complete the prescribed access form attached hereto as **Annexure “A”**. Please note that the prescribed access form must be completed in full and failure to do so may result in the process being delayed until such additional information is provided. This request must be made to the Information Officer of the Group by email or delivery to physical address.
- 8.4. The Requestor must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requestor. The Requestor should also indicate which form of access is required and indicate if any other manner is to be used to inform the Requestor and state the necessary particulars to be so informed.
- 8.5. Proof of identity is required to authenticate the request and the Requester. Therefore, in addition to the prescribed access form, Requestors will be required to supply a certified copy of their identification document or any other legally acceptable form of identification.

- 8.6. The Requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 8.7. If a request is made on behalf of another person, the Requestor must then submit proof of the capacity in which the Requestor is making the request to the satisfaction of the head of the private body.
- 8.8. A Requestor who seeks access to a record containing personal information about that Requestor is not required to pay the Request Fee. Every other Requestor, who is not a personal Requestor, must pay the required Request Fee. The Information Officer must notify the Requestor (other than a personal Requestor) by notice, requiring the Requestor to pay the prescribed fee (if any) before further processing the request.
- 8.9. After the Information Officer has made a decision on the request, the Requestor will be notified on the required form.
- 8.10. Requestors will be informed within 30 days of the company's decision to refuse access to the information requested based on any of the grounds for refusal as contemplated in Chapter 4 of Part 3 of the Act. Take note that the 30-day period may be extended for a further 30-day period should more time be required to gather the requested information. The Requester will, however, be notified if the initial 30-day notice period is to be extended for a further 30 days.

## **9. GROUNDS FOR REFUSAL TO ACCESS**

- 9.1. In terms of PAIA access to certain documents may be refused.
- 9.2. Grounds on which the Group may refuse you access include but are not limited to:
  - 9.2.1. Protecting personal information that the Group holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
  - 9.2.2. Protecting commercial information that the Group holds about a third party or the Group (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Group or the third party);
  - 9.2.3. If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
  - 9.2.4. If disclosure of the record would endanger the life or physical safety of an individual;
  - 9.2.5. If disclosure of the record would prejudice or impair the security of property or means of transport;
  - 9.2.6. If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
  - 9.2.7. If disclosure of the record would prejudice or impair the protection of the safety of the public;
  - 9.2.8. The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
  - 9.2.9. Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;

- 9.2.10. Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
  - 9.2.11. The record is a computer programme; and/or
  - 9.2.12. The record contains information about research being carried out or about to be carried out on behalf of a third party of the Group.
- 9.3. If the Group has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try and locate the record.
- 9.4. If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event of the third-party furnishing reasons for the support or denial of access, our designated Group Information Officer will consider these reasons in determining whether access should be granted, or not.

## 10. IN WHAT FORM WE WILL GIVE YOU ACCESS

If your request for access to records of the Group is approved, we will determine how we will provide access to you, unless you have requested access in a specific form.

## 11. HOW MUCH IT WILL COST YOU?

- 11.1. The prescribed fees are as set out in **Annexure B**.
- 11.2. The following applies to requests:
  - 11.2.1. A Requestor is required to pay the prescribed fees before a request will be processed;
  - 11.2.2. 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);
  - 11.2.3. A Requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
  - 11.2.4. Records may be withheld until the fees have been paid.
- 11.3. In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and which will be calculated based on the fee prescribed under the Act.
- 11.4. The Requester will be informed of the access fee or deposit (if any) which is payable for having access to the records and for the search, reproduction and/or preparation work involved, the account details and of the methods in which payment may be made. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.



## **12. REMEDIES AVAILABLE IF REQUEST FOR INFORMATION IS REFUSED**

- 12.1. The decision made by the Group Information Officer or Group Deputy Information Officer pertaining to a request is final, and Requestors will have to exercise such external remedies at their disposal if a request is refused, and the Requestor is not satisfied with the response provided by the Group Information Officer or Group Deputy Information Officer.
- 12.2. A Requestor or third party that is dissatisfied with the Group Information Officer's refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a court for relief. For purposes of PAIA, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

## **13. PROCESSING PERSONAL INFORMATION**

- 13.1. In terms of the POPIA the Group is required to detail how and what personal information we process as well as the purpose for which personal information is processed. This will depend on the nature of the personal information and the particular data subject.
- 13.2. The Group processes many different kinds of personal information and hold information and records on various categories of data subject for effective operation of the Groups business and all aspects of providing our products services. This includes, without being limited to, personal information in relation to employees, contractors, clients, third party service providers, applicants, trainees, suppliers, service providers
- 13.3. The Group may provide personal information to sellers of products or services and to other third parties which are involved in the payment, delivery, purchase and marketing of its products and services.
- 13.4. The Group may also share your information to trusted third party service providers involved in the development and operation of the business and the Groups products and services.
- 13.5. The Group understands and respects the privacy of personal information and has taken all steps to process personal information in accordance with the relevant data protection legislation, including POPIA.
- 13.6. Accordingly, full details of our privacy practices can be found in our Privacy Policy which is available on each individual company website - Refer **Schedule 1**.

## **14. ACTUAL OR PLANNED TRANS BORDER FLOWS OF PERSONAL INFORMATION**

- 14.1. The Group may, in certain circumstances transfer personal information across borders out of South Africa, this may be done with third party cloud storage providers to secure or backup our data, or for technical reasons or where the relevant business of the Group is conducted outside of South Africa.
- 14.2. Personal information will only be transferred by the Group to territories which have similar privacy and data protection laws to South Africa or alternatively will contractually require such compliance with South African privacy standards.

## **15. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES**

- 15.1 The Group employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care and has a security policy as required by POPIA. Measures include:

- 15.1.1. virus protection software and update protocols;
  - 15.1.2. logical and physical access control; and
  - 15.1.3. secure setup of hardware and software making up the IT infrastructure.
- 15.2. Outsourced Service Providers who process Personal Information on behalf of the Group may be contracted to implement security controls. They will at all times do so only in terms of our Privacy Policy.

**16. AVAILABILITY OF THE MANUAL**

The Manual is available for inspection, free of charge, at the offices of the company as set out in 3.2 above as well as each individual company website or alternative copies are available at the Information Regulator, as the case may be. In respect of hard copies, any transmission costs/postage will be for the account of the Requestor.

SIGNED ON BEHALF OF THE GROUP ON THIS <sup>26<sup>TH</sup></sup> DAY OF AUGUST 2021.

  
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**ANNEXURE "A"**

**FORM C**

Request for access to record of private body  
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))  
[Regulation 10]

**A Particulars of private body**

Information Officer:  
Street Address:  
Telephone:  
Email Address:

**B Particulars of person requesting access to the record**

<p>(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.</p>
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Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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Capacity in which request is made, when made on behalf of another person:

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**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:

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Identity number:

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**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. The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

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2 Reference number, if available:

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3 Any further particulars of record:

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**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:

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**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 to the record, if any, will be determined partly by the form in which access is requested.

1 If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2 If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	Copy the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3 If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4 If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

**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.

1 Indicate which right is to be exercised or protected:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 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

## ANNEXURE “B”

### FEE PAYABLE (IF APPLICABLE)

	Rand
For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75
For a copy in a computer readable form:	
Diskette	7.50
Compact disc	70.00
A transcription of visual images, for and A4-size page or part thereof	40.00
For a copy of visual images	60.00
A transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00
To search a record that must be disclosed, per hour or part of the hour	30.00
Where a copy of the record needs to be posted the actual postal fee is payable	

All prices listed below are exclusive of value added tax as set out in the Value Added Tax Act, No. 89 of 1991.

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## **SCHEDULE 1**



**Safomar Aviation (Pty) Ltd**

[Safomar Aviation – Aviation Excellence](#)



**TAU Aerospace and Advanced Technologies (Pty) Ltd**

[TAU Aerospace & Advanced Technologies - Home | Facebook](#)



**Safomar Industrial Brands (Pty) Ltd**

<https://www.sib.co.za> - Home | SIB



**Pical (Pty) Ltd**

<https://www.pical.co.za> - Home | Pical



**Mega Aero Training Academy (Pty) Ltd**

[Mega Aero Training Academy - Home \(matasa.co.za\)](#)



**Safomar Aviation Operations (Pty) Ltd**

[Safomar Aviation Operations – Aviation Excellence \(saosa.co.za\)](#)



**Safomar Aviation Maintenance (Pty) Ltd**

[Safomar Aviation Operations – Aviation Excellence \(saosa.co.za\)](#)



**Wingman Aircraft Maintenance (Pty) Ltd**

[Safomar Aviation Operations – Aviation Excellence \(saosa.co.za\)](#)



## **SCHEDULE 2**

### **Safomar Holding (Pty) Ltd**

Deputy Information Officer: Susara Botha Susara.botha@safomaraviation.co.za

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2 Avalon Road  
Westlake View  
Modderfontein

### **Safomar Aviation (Pty) Ltd**

Deputy Information Officer: Ina Nel Ina.nel@safomaraviation.co.za

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Westlake View  
Modderfontein

### **TAU Aerospace and Advanced Technologies (Pty) Ltd**

Deputy Information Officer: Glenrose Kganyago Glenrose.kganyago@tauaerospace.co.za

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Westlake View  
Modderfontein

### **Safomar Industrial Brands (Pty) Ltd**

Deputy Information Officer: Daniel Shalem Daniel.shalem@sib.co.za

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Westlake View  
Modderfontein

### **Pical (Pty) Ltd**

Deputy Information Officer: Daniel Shalem Daniel.shalem@pical.co.za

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Westlake View  
Modderfontein

**Mega Aero Training Academy (Pty) Ltd**

Deputy Information Officer: Ashley Starke Ashley.starke@matasa.co.za  
Address: Old Safair Admin Building  
Eastern Precinct Road  
OR Tambo International Airport

**Safomar Aviation Operations (Pty) Ltd**

Deputy Information Officer: Michelle Coetzee Michelle.coetzee@safomar.co.za  
Address: The White House  
Rand Airport Rd  
Airport Park  
Germiston

**Safomar Aviation Maintenance (Pty) Ltd**

Deputy Information Officer: Anet Spies Anet.spies@safomaraviation.co.za  
Address: Hanger 18  
Rand Airport Rd  
Airport Park  
Germiston

**Wingman Aircraft Maintenance (Pty) Ltd**

Deputy Information Officer: Anet Spies Anet.spies@safomaraviation.co.za  
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Rand Airport Rd  
Airport Park  
Germiston