



Growth the natural outcome

A GUIDE TO ACCESSING OUR INFORMATION

OUR MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT

AFGRI LIMITED

(REGISTRATION NO: 1995/004030/06)

and its following subsidiary companies:-

Operational Subsidiaries

AFGRI Operations Limited 1995/005872/06
ACIB Administrators Proprietary Limited 2004/005060/07
Betakilo Garage Proprietary Limited (Hold licence) 1990/003019/07
AFGRI Animal Feeds Western Cape Proprietary Limited 2003/018164/07
AFGRI Animal Feeds Eastern Cape Proprietary Limited 2002/027704/07
AFGRI Australia Proprietary Limited CAN 103619067 Incorporated in Australia
T&H Walton Stores Proprietary Limited CAN 008686002 Incorporated in Australia
Gorham Corporation Proprietary Limited CAN 9354554 Incorporated in Australia
AFGRI Inputs Australia Proprietary Limited CAN 107626728 Incorporated in Australia
AFGRI Corporation Limited 44914 Incorporated in Zambia
AFGRI Leasing Services Limited 69619 Incorporated in Zambia
AFGRI DHP Holdings Proprietary Limited 2001/024121/07
AFGRI Insurance Brokers Proprietary Limited 2004/005030/07
AFGRI Equipment Proprietary Limited 2002/028217/07
Afritech Proprietary Limited 5294797 (joint Venture) Incorporated in UK
AFGRI Western Cape Proprietary Limited 2001/024151/07
AFGRI Tobacco Proprietary Limited 2004/013196/07
AFGRI Zimbabwe Equipment (Pvt) Ltd 3738/2011 Incorporated in Zimbabwe
AFGRI Grain Marketing Proprietary Limited 1963/007478/07
Clark Cotton Africa Limited 15534/2217 Incorporated in Mauritius
Clark Cotton Zambia Limited 35318 Incorporated in Zambia
AFGRI Poultry Proprietary Limited 2001/015025/07
Midway Chix Proprietary Limited 2000/015281/07
Waltmerwe Park Proprietary Limited 2001/003473/07
Crystal Holdings Proprietary Limited 1996/013252/07
Deposita Systems Proprietary Limited (Unlisted Associate) 2004/003415/07
Dormanko 30 Proprietary Limited 2001/028012/07
SiloCert Proprietary Limited 2003/024402/07 (Unlisted Associate)
GroCapital Financial Services Proprietary Limited 2003/014468/07
GroCapital Financial Services SPV 2008/009585/07
GroCapital Broking Services Proprietary Limited 2001/026001/07

Laeveld Corporate Investments Limited 1997/012946/06
Profert Sentraal Proprietary Limited (Joint Venture) 2001/010102/07
LTP Holdings Proprietar Limited (Unlisted Associate) 2003/012696/06
Main Street 301 Proprietary Limited 2005/009297/07
Natal Agricultural Co-operation Limited K/6/3/3/0159
Natal Agri Proprietary Limited 2001/024064/07
Nedan Proprietary Limited 2003/018160/07
New Amalfi Silos Proprietary Limited (Joint Venture) 2002/015408/07
Partrite Proprietary Limited 1984/008252/07
Basfour 711 Proprietary Limited 1999/025829/07
Partmaster Proprietary Limited 1999/003900/07
Collateral Management International Proprietary Limited 2001/024489/07
Ronin Grain Management Solutions Proprietary Limited (Unlisted Associate) 2002/019647/07
Salsti Proprietary Limited 2000/026631/07
Tsunami Crop Care Proprietary Limited 2000/027346/07
Lane Limited (Tsunami Zambia) 57824 Incorporated in Zambia
Tsunami Plant Protection Proprietary Limited 2004/020524/07
Tsunami Crop Laeveld Proprietary Limited 2004/023052/07
AFGRI Crop Proprietary Limited (Tsunami Malawi) 7537 Incorporated in Malawi
Hyper Agrochemicals Zimbabwe Incorporated in Zimbabwe

Investment & Property Companies

AFGRI Limited Trust IT6656/1995
Agri Sizwe Empowerment Trust IT9911/2004
OTK Investment House Proprietary Limited 1989/006764/07
The AFGRI Group Executive Share Award Trust IT 3356/10
AFGRI Charitable Trust IT15105/06
Izitsalo Employee Investments Proprietary Limited 2004/024831/07
AFGRI Employment Empowerment Trust IT 15104/06

Dormant Companies

AFGRI Fund Management Proprietary Limited 2004/021765/07
AFGRI Fresh Cut Proprietary Limited 2000/023622/07
AFGRI Lab Proprietary Limited 2000/026696/07
AFGRI Quality Standards Proprietary Limited 2002/028214/07
Vunisa Cotton Proprietary Limited 1993/007305/10
JL Clark Cotton Company Proprietary Limited 1994/000002/07
Clark Cotton Uganda Limited 50988 Incorporated in Uganda
Clark Cotton Mozambique Limited 11944 Incorporated in Mozambique
Clark Cotton Swaziland Proprietary Limited 4 of 1965 Incorporated in Swaziland
Daybreak Properties Springs Proprietary Limited 1994/000239/07
Daybreak Superior Marketing Proprietary Limited 1994/003136/07
Superior Foods Proprietary Limited 1997/005355/07
Telsek Beleggings 1001 Proprietary Limited 1995/013936/07
Deposita Rentals Proprietary Limited 2005/006757/07
Nolko Proprietary Limited 1975/000948/07
OTK Egg Investment Proprietary Limited 1998/012686/07
Sentraal Oos Korporatief Beperk 1997/009996/06
Techniland Proprietary Limited 2000/026800/07
Labwork Proprietary Limited 1998/007995/07
Far City Property Holdings Proprietary Limited 2006/003891/07
Golf Car World Proprietary Limited 2003/018182/07
Capstone 151 Proprietary Limited 2000/029067/07
Lima Kilo Proprietary Limited 1976/000021/07
LK Bousentrum Proprietary Limited 1998/021267/07
Mila Nutri Proprietary Limited 2001/024147/07
Natalagri Grain Proprietary Limited 2000/026055/07
Nedan Agri Business Proprietary Limited 1996/003251/07
Nedan Oil Mills Proprietary Limited 1992/006859/07
Cotton Seed Processors Proprietary Limited 1997/012512/07
Wheatfield Investments No 34 Proprietary Limited 1999/010606/07

(collectively “AFGRI” or ‘we’)

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Preamble

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual, giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

AFGRI is a leading South African business offering a wide range of inputs and services to farmers, processors and users of agricultural products. AFGRI is listed on the JSE Limited and has a number of subsidiaries within the Republic of South Africa, which also form part of this manual.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to

ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual and the annexures are also available on our website at www.AFGRI.co.za.

Section A – Our details

Full Name	:	AFGRI Limited and the subsidiary companies listed on pages 1 to 4.
Registered Address	:	12 Byls Bridge Boulevard, Highveld Ext 73, Centurion
Postal Address	:	PO Box 11054 Centurion 0046
Telephone Number	:	+27 11 063 2347
CEO	:	CP Venter
Designated Information Officer	:	R van Heerden
Email address	:	robyn.vanheerden@afgri.co.za
Website	:	www.AFGRI.co.za

Section B –The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officer and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post : South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone : (011) 877 3600

Fax : (011) 403 0625

Website : <http://sahrc.org.za>

Email : PAIA@sahrc.org.za

Section C – Information available in terms of the Act

Note: It is recorded that the accessibility of the documents listed herein below may be subject to the grounds of refusal set out in the Act.

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Associates;
- (iv) Certificate to Commence Business;
- (v) Shareholders Minute Book, CM25 and CM26, as well as Resolutions passed at general/shareholder meetings;
- (vi) Proxy Forms;
- (vii) Proxy Forms used at Court convened meetings;
- (viii) A Register of Allotments – after a person ceased to be a member;
- (ix) Register of Members;
- (x) Index of Members;
- (xi) Register of Directors' shareholdings;
- (xii) Register of Directors and Certain Officers;
- (xiii) Directors' Attendance Register;
- (xiv) Branch Register;
- (xv) Annual Financial Statements for AFGRI Limited, including:
 - (a) Annual accounts;
 - (b) Directors' report;
 - (c) Auditor's report.

(b) ACCOUNTING RECORDS

- (i) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange, specifically with regard to the requesting person.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Remuneration paid to employees;
- (iii) Employment equity plan;
- (iv) Collective agreements;
- (v) Determinations made in terms of the Wage Act;
- (vi) Records of strikes, lockouts or protest action;
- (vii) Industrial training records.

(d) OTHER EMPLOYEE RECORDS

- (i) Pro forma Employee contracts;
- (ii) Group HR Policy & Procedures manual;
- (iii) Group personal accident;
- (iv) Group life;
- (v) Micro loan scheme.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Subject of a separate and independent Manual in terms of the Act and available at the Sanlam offices.

(f) INTELLECTUAL PROPERTY

- (i) Patents, patent applications and inventions;
- (ii) Trademarks, trade names and protected names;
- (iii) Copyrights;
- (iv) Agreements relating to intellectual property such as license agreements;
- (v) Litigation and other disputes involving intellectual property.

(g) SALES AND MARKETING

- (i) Brochures, Newsletters and Advertising Materials.

2. **Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure “A” hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- our website;
- the SAHRC website (www.sahrc.org.za); or
- the Department of Justice and Constitutional Development website (www.doj.gov.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Credit Agreement Act No. 75 of 1980
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Financial Markets Control Act No. 55 of 1989
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Road Transportation Act No. 74 of 1977
- Short-term Insurance Act No. 53 of 1998
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Agricultural Produce Agents Act No. 12 of 1992
- Machinery and Occupational Safety Act No. 6 of 1983
- National Payment System Act No. 78 of 1998
- National Water Act No. 36 of 1998
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

SECTION E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters / magazines.
2. Booklets.
3. Pamphlets / Brochures.
4. Annual Reports.
5. Other literature intended for public viewing.

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 No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

.....
.....
.....

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) The particulars of the person who request access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|---|

Full names and surname:.....

.....

Identity number:.....

Postal address:.....

.....

Fax number:.....

Email address:.....

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

1. Description of record or relevant part of the record:

.....

.....

.....

2. Reference number, if available:.....

3. 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 for 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 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:				
	Copy of record		Inspection of record	
2. If record consists of visual images: (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)				
	View the image		Copy the images*	Transcriptions of the images*
3. If record consists of a recorded words or information which can be reproduced in sound:				
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disc)

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p>	<p>YES</p>	<p>NO</p>
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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 folio.**

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 of20

.....

**SIGNATURE OF A REQUESTER /
PERSON ON WHO'S BEHALF
REQUEST IS MADE**

Annexure “B”

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1.10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other fees

4.1 A request fee³ of R50.00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.

1. Section 51(3) and Regulation 1(1).

2. Section 54(7) and Regulation 11(3).

- 4.2 A search fee may be charged at a rate of a R30.00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time take to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable⁴.
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2) © is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) 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) stifty disc.....	7.50
(ii) compact disc.....	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40.00

3. Section 54(1) and Regulation 11(2).
4. Annexure "A", Part III, Item 4(1)(f).

(ii) For a copy of visual images.....	60.00
(e) (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

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

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1)(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 in a computer or in electronic or machine-readable form.....	0.75
(c) For a copy in a computer-readable form on:	
(i) Stiff disc.....	7.50
(ii) Compact disc.....	70.00
(d) (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) (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 and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) One third of the access fee is payable as a deposit by the requester.	

(3) The actual postage is payable when a copy of a record must be posted to a requester.	
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