

## **Nampak Limited**

Manual prepared in terms of Section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("the Act").

1. Nampak Limited, company registration number 1968/008070/06, is a public company listed on the JSE Securities Exchange South Africa, with its registered address at Nampak House, Hampton Office Park, 20 Georgian Crescent East, Bryanston.
2. The manual is prepared and published on behalf of the following companies in the Nampak group of companies:
  - Nampak Glass (Pty) Ltd
  - Nampak Limited
  - Nampak Liquid Cartons (Pty) Ltd
  - Nampak Metal Packaging Limited
  - Nampak Paper Limited
  - Nampak Products Limited
  - Nampak Tissue (Pty) Ltd
  - Malbak Limited
  - Metal Box South Africa Limited
  - Southern Paper Industries (Pty) Ltd

3. All requests for information in terms of this manual should be addressed to:

Ms Nondyebo Mqulwana

P O Box 69983

Bryanston, 2021

Nampak House

Hampton Office Park

20 Georgian Crescent East

Bryanston

Telephone No: 011 719 6326

Fax No: 011 463 8291

Email: [Nondyebo.mqulwana@nampak.com](mailto:Nondyebo.mqulwana@nampak.com)

4. The Human Rights Commission has compiled a guide containing information on how to exercise any right contemplated in the Act. The guide is available from:

The South African Human Rights Commission

PAIA Unit

The Research & Documentation Department

Private Bag 2700

Houghton

2041

Telephone No: 011 484 8300

Fax No: 011 484 0582

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

5. Records are kept in terms of the following legislation:

The Companies Act, 71 of 2008

The Income Tax Act, 58 of 1962

The Value-added Tax Act, 89 of 1991

The Stock Exchanges Control Act, 1 of 1985

The Occupational Health & Safety Act, 85 of 1993

The Employment Equity Act, 55 of 1998

The Labour Relations Act, 66 of 1995

The Basic Conditions of Employment Act, 75 of 1997

Unemployment Insurance Act, 63 of 2001

Skills Development Levies Act, 9 of 1999

Compensation for Occupational Injuries & Diseases Act, 130 of 1993

Customs & Excise Act, 91 of 1964

6. No notice has been published to date in terms of Section 52(2) of the Act.

7. Details of the subjects on which records are held and the categories of records held on each subject are the following:

7.1. A description of the subjects of the records held by the body and the categories in which these subjects are classed:

7.1.1. Company Secretarial

- Company documents including the Memorandum of Incorporation
- Registers
- Minute Books
- Statutory returns
- Powers of attorney
- Share certificates

#### 7.1.2. Agreements

Agreements with customers, suppliers, service providers and other parties.

#### 7.1.3. Moveable and immoveable property

- Title Deeds
- Lease Agreements
- Hire Agreements
- Hire-purchase Agreements
- Credit Sale Agreements
- Ordinary and conditional Sale Agreements

#### 7.1.4. Intellectual property

- Trade marks
- Patents

- Designs
- Know-How
- Licensing Agreements

7.1.5. Insurance

- Policies
- Insurance claim files

7.1.6. Taxation

- Income tax files

7.1.7. Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Agreements
- Forms and applications
- Training records
- Workplace and Union agreements and records
- Benefit arrangements rules and records

7.1.8. Finance and accounting

- Accounting records

- Financial statements
- Reports and returns
- Banking details and bank statements
- Debtors / creditors statements and invoices
- Annual financial statements

7.1.9. Operations

- Permits, licenses, consents, approvals, authorisations, applications and registrations
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Security documents

7.1.10. Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans

7.1.11. Administration

- Intranet
- Correspondence with internal and external parties.

7.2. Other information as may be prescribed:

Not applicable.

#### 8. Requesting procedures

A person who wants access to the records of any of the identified entities must complete the necessary request form.

The request form can be accessed on [www.nampak.co.za](http://www.nampak.co.za) or [www.sahrc.org.za](http://www.sahrc.org.za). If a person needs assistance to obtain the form or on any other matter, please contact Ms Mqulwana at the telephone number provided in clause 1.

The completed request form must be sent to the address or fax number provided in clause 1 and marked for the attention of Ms Mqulwana.

All the pertinent sections must be completed fully, failing which the process will be delayed while Ms Mqulwana requests such additional information.

Ms Mqulwana will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. The fee structure applicable to the private bodies can be accessed at [www.sahrc.org.za](http://www.sahrc.org.za) or [www.doj.co.za](http://www.doj.co.za) under “Regulations”.

NOTE: Access to certain records may be denied on the grounds set out in the Act.

#### 9. Availability of the manual

Copies of this manual are available for inspection, free of charge, at the offices of Nampak Limited; copies are also available from the South African Human Rights Commission; from the Government Printer and on our website ([www.nampak.co.za](http://www.nampak.co.za)).