

|  |  |  |  |
| --- | --- | --- | --- |
| **PROCEDURE NUMBER** | | **:** | **ERM/PR/000/004** |
| **REVISION** | | **:** | **00** |
| **CONTROL DATE** | | **:** | **2014/04/08** |
| **AUTHORISED BY** | **NN NOKWE-MACAMO** | |  |
|  | **GCEO** | |  |
| AUTHORISATION DATE |  | |  |

|  |  |  |
| --- | --- | --- |
| **ORIGINATOR** | **L NENE** |  |
|  |  |  |
| **APPROVED BY** | **K LARKIN**  **PZ LUTHULI** | **CRCO**  **VP:CA&SS** |

|  |
| --- |
| **TITLE** |
| Promotion of Access to Information Manual |

|  |
| --- |
| **PURPOSE** |
| 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). |

|  |  |  |
| --- | --- | --- |
| **DOCUMENT CONTROL** | | DOCUMENT NO:  **ERM/PR/000/004** |
| **DOCUMENT REVISION CONTROL** | | |
| PAGE  NUMBER/S | CHANGE LOCATED | DATE OF ISSUE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ROUTING SLIP FOR LAST REVISION NUMBER** | | | |
| ROLE | NAME | POSITION | REVIEW DATE |
| REVIEWER 1 | P Tolom | Compliance & Risk Analyst | 19/09/2013 |
| REVIEWER 2 | L Tromp | Forensic Manager |  |
| REVIEWER 3 | K Reddy | Client Manager – Internal Audit |  |
| REVIEWER 4 | M Bovana | Corporate SHEQ Manager |  |
| REVIEWER 5 | Kerry Larkin | Chief Risk & Compliance Officer |  |
| REVIEWER 6 | Zama Luthuli | VP: Corporate Affairs and Shared Services |  |
| REVIEWER 7 | E Luus | IS Compliance Manager |  |
| REVIEWER 8 |  |  |  |
| REVIEWER 9 |  |  |  |
| REVIEWER 10 |  |  |  |
| REGULATORY SECTION |  |  |  |
| QUALITY |  |  |  |
| LEGAL | Candice Gabriel | Senior Legal Advisor |  |
| INTERNAL AUDIT | Crystal Abdoll | Chief Internal Auditor |  |

TABLE OF CONTENTS

**PAGE**

1. PURPOSE 4

2. REQUEST TO ACCESS INFORMATION 4

3. DEFINITIONS 4

4. BACKGROUND 4

5. company contact details 5

6. Head of company 6

7. maintenance of records 6

8. REQUEST PROCEDURE 8

**9. AVAILABILITY OF RECORDS 8**

**10. FEES 9**

# 11. DETAILS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION 10

# 12. APPENDIX 1: REQUEST FOR ACCESS TO INFORMATION FORM 11

# 

# 

# 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.

# 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

# 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.

# 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.

# 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

# HEAD OF THE COMPANY

Ms NN Nokwe

Group Chief Executive Officer

Contact Details

T: +27 21 929 3000

F: +27 21 929 3144

E: [nosizwe.nokwe@petrosa.co.za](mailto:nosizwe.nokwe@petrosa.co.za)

**DULY AUTHORISED COMPANY REPRESENTATIVE**

Ms PZ Luthuli

Vice President: Corporate Affairs & Shared Services

Contact Details

T: +27 21 929 3000

F: +27 21 929 3144

E: zama.luthuli@petrosa.co.za

# 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 0f 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

# 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

# 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.

# 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.

**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

# 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.

# 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

**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:**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **ID Number** |  |
| **Address** |  |
| **Contact Number(s)** |  |

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

**If Yes:**

|  |  |
| --- | --- |
| **Capacity you are acting** |  |
| **Name** |  |
| **Surname** |  |
| **ID Number** |  |
| **Address** |  |
| **Contact Number(s)** |  |

**What record is required?:**

|  |
| --- |
|  |

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