



SECTION 51 MANUAL

LAASTEDRIF GROUP PROPRIETARY LIMITED

Reg. No. 2018/275531/07

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A copy of this manual will be available for inspection at the Human Rights Commission, at the Laastedrif Group (Pty) Ltd Registered Office and on the following website:

www.laastedrif.co.za

Updated:
May 2021

LAASTEDRIF GROUP PROPRIETARY LIMITED

REG. NR. 2018/275531/07

A. INTRODUCTION TO LAASTEDRIF GROUP PROPRIETARY LIMITED

Laastedrif Group Proprietary Limited is a private company active in the agriculture industry. Our groups' main activities include diversified primary agriculture, the producing of product, packing and also marketing of the product produced. Some of our subsidiaries and associates are investment companies. Major subsidiaries and associates of Laastedrif Group Proprietary Limited are:

- | | | |
|---------------------------------------|----------|----------------|
| • Laastedrif Agri (Pty) Ltd | Reg. Nr. | 2008/000831/07 |
| • Laastedrif Foods (Pty) Ltd | Reg. Nr. | 2018/275548/07 |
| • Witzenberg Rekenardienste (Pty) Ltd | Reg. Nr. | 2012/203688/07 |

B. SCOPE OF MANUAL

This manual has been prepared in respect of Laastedrif Group Proprietary Limited including the following South African subsidiary companies within the Laastedrif Group of companies:

- Laastedrif Agri (Pty) Ltd
- Laastedrif Foods (Pty) Ltd

C. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER

Mr Pieter Rossouw Cillie
Laastedrif Farm, Ceres, 6835
PO Box 135, Ceres, 6835
Telephone - (023) 316 2366
Fax - (023) 316 2385
Email - prc@cillie.co.za

D. CONTACT DETAILS OF THE INFORMATION OFFICER

Mr Innis Nagel - Group Company Secretary
57 Lyell Street, Ceres, 6835
PO Box 135, Ceres, 6835
Telephone - (023) 316 2366
Fax - (023) 316 2385
Email - innis@cillie.co.za

E. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide is available since August 2003 and updated for May 2021. The Human Rights Commission may be contacted at:

- **Address:** Private Bag 2700, Houghton 2041
- **Telephone:** (011) 877 3600
- **Facsimile:** (011) 403 0625
- **Website:** www.sahrc.org.za
- **E-mail:** PAIA@sahrc.org.za

F. RECORDS KEPT UNDER THE FOLLOWING LEGISLATION

ACCOUNTING AND FINANCE

Income Tax Act, No. 58 of 1962
Value-Added Tax Act, No. 89 of 1991
Regional Services Councils Act, No. 109 of 1985

HUMAN RESOURCES

Basic Conditions of Employment Act, No. 75 of 1997 (Sectorial Determination 13)
Employment Equity Act, No. 55 of 1998
Manpower Training Act, No. 56 of 1981
Skills Development Levies Act, No. 9 of 1999
Unemployment Insurance Act, No. 63 of 2001
National Minimum Wage Act, No. 9 of 2018
Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
Extension of Security of Tenure Act (ESTA) of 1997
Labour Relations Act No. 66 of 1995

ENVIRONMENTAL/ECOLOGY

National Environmental Management Act, No. 107 of 1998

COMPANY SECRETARIAL AND ADMINISTRATION

Companies Act, No. 71 of 2008

SAFETY

Occupational Health and Safety Act, 85/1993 and Regulations

OTHER

Protection of Personal Information Act of 2013
Promotion of Access to Information Act of 2000

Please note that the above may not be an exhaustive list.

G. ACCESS TO THE RECORDS HELD BY LAASTEDRIF GROUP PROPRIETARY LIMITED

Section 51(1)(e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.

The Laastedrif Group Company Secretary, acting under supervision of the head of the body, has been delegated with the task of receiving and coordinating all requests for access to information in terms of the Act. Requests should accordingly be directed to the Secretary at the address referred to in section D, must substantially correspond to the request form in section L and should be specific in terms of the information requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the Laastedrif Group Company Secretary who will assist in identifying the information concerned.

H. RECORDS AVAILABLE ON REQUEST TO ACCESS IN TERMS OF THE ACT

- * ACCOUNTING AND FINANCE
- * COMPANY SECRETARIAL AND ADMINISTRATION
- * TAXATION
- * ENVIRONMENTAL / ECOLOGY
- * HORTICULTURE
- * HUMAN RESOURCES
- * INFORMATION TECHNOLOGY
- * PROPERTY
- * SALES AND MARKETING
- * SECURITY
- * SAFETY AND HEALTH

I. THE REQUEST PROCEDURES

Form of Request

The requester must use the prescribed form to make the request for access to a record. This must be made to the Company Secretary. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the Secretary to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

The requester must identify the right that it 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 [s 53(2)(d)].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee as follows:

- The body concerned must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to Laastedrif Group Proprietary Limited is R50 (Fifty Rand). The requester may lodge an application to the court against the tender or payment of the request fee.
- After the body concerned has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

J. AVAILABILITY OF THE MANUAL OF LAASTEDRIF GROUP PROPRIETARY LIMITED

The manual is available for inspection at the offices of Laastedrif Group Proprietary Limited being 57 Lyell Street, Ceres, 6835, free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

K. PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

	<u>R</u>
(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:	
- Black and white	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy 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

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

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

	<u>R</u>
(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 on a computer or in electronic or machine-readable form:	
- Black and white	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy 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.	

L. PRESCRIBED FORMS

See over the page .

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

- (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.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail 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 of 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:
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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
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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 of the images*	<input type="checkbox"/>	transcription of the images*
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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)
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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"/>	copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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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 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 _____ 21

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