



# **BRITISH AMERICAN TOBACCO**

## **SOUTH AFRICA**

Manual prepared in accordance with  
section 51 of The Promotion of Access to  
Information Act 2 of 2000 (“the Act”)

# **British American Tobacco South Africa (Pty) Ltd**

British American Tobacco South Africa (Pty) Ltd is a cigarette manufacturer and distributor and is a private company as defined by the Act. The company is the operating company for the British American Tobacco South Africa group of companies as listed in Annexure 1.

The information listed in this manual is available from the Company by means of a request as prescribed in section 53 of the Act. Requests can be addressed to the Information Officer at the address and / or contact details as indicated in Part 1. If the request is granted, all request fees, as prescribed in section 54 of the Act must be paid to the Company before any request is processed.

The Company reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act. (Ss 62-70).

## **PART 1**

(Information required under section 51(1)(a))

Name of Information Officer: Joe Ralebepa

Postal Address: PO Box 631, Cape Town 8000

Street Address: 34 Alexander st, Stellenbosch 7600

Business Phone: (021) 888 3500

Business Fax: (021) 887 7644

E-mail address: Joe\_Ralebepa@bat.com

## **PART 2**

(Information required under section 51(1)(b) of the Act)

The Human Rights Commissioner must compile a guide in terms of section 10 of the Act and this guide is not yet available.

## **PART 3**

(Information required under section 51(1)(c))

The following records are voluntarily available without a person having to request access in terms of this act

- The Company's website and the information therein is available to anybody who accesses the Internet. The Website address is:  
**<http://www.batsa.co.za>**

## **PART4**

(Information required under section 51(1)(d))

Records are kept in accordance with the following legislation:

- Companies Act 71 of 2008
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act Act 85 of 1993
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Skills Development Levies Act 9 of 1999
- Skills Development Act Act 97 of 1998
- South African Qualifications Authority Act, 1995 Act 58 of 1995
- Manpower Training Act No. 56 of 1981

## **PART 5**

(Information required under section 51(1)(e) of the Act

**A. Central Management**

Management

Admin

**B. Finance**

Director

Management Report

Accounts Management

Tax & Dividends

Internal Audit

Treasury

Insurance

Customs & Excise

Accounting Services

**C. Legal**

Director

Commercial Litigation

Company Secretarial

Trademarks

Legal Data Services

Risk & Security

JSE Secondary Listing

SAM Legal

**D. Human Resources**

Director

Facilities

Remuneration & Benefits

HR Business Facing: Corporate Services

OE & Development Management

Service Delivery

Employee Relations

TalenT

Marketing Skills Development

**E. Marketing**

Director  
DSS  
National Key Accounts  
Trade Marketing & Distribution – National Field Force  
Strategic Planning & Insights  
Marketing Finance  
Business Support  
Enterprise Development  
Consumer Marketing

**F. Operations - Central**

EEMEA HR  
Regional Product Finance  
Regional Packaging  
Regional Portfolio Management  
Regional Blending  
Regional Manager  
Regional Product Development  
Regional Leaf  
Regional Product Centre  
EEMEA Training Centre

**G. Operations – Manufacturing facility (Heidelberg)**

Secretariate  
Security  
Logistics & Planning  
Primary (Admin, Virginia, Non-Virginia, Services, Quality, Technical, Training)  
SMD 1& 2 - Administration  
Box Making Admin  
Box making & Metallising  
Quality Assurance  
Technical (Admin, Electrotechnical, Technical Services, Mechanical)  
Financial  
Human Resources Development  
Human Resources  
Environmental Health & Safety  
Operational Projects  
Secondary Manufacturing Department 1 (Admin, Training, Production, Extension, Technical)  
Secondary Manufacturing Department 2 (Admin, Training, Production Foremen, Extension, Filter, Technical)  
Technical Drawing Office  
AMETC Training Centre  
Box making & Metallising Technical  
Box Making Training  
HRD Production Training

Logistics Leaf Admin  
CORA  
Facilities

- H. Information Technology**
  - Management
  - Geographic Account Manager: Marketing
  - Corporate Services
  - IT Finance
  
- I. Corporate Strategy & Planning**
  - Corporate Strategy & Planning
  
- J. Corporate & Regulatory Affairs**
  - CORA
  - Sustainability
  
- K. Shared Services**
  - Management
  - Accounts Management
  - Accounts Payable
  - General Ledger
  - Accounts Receivable
  - Finance Transformation
  - Compliance Management
  - HR
  - IT
  - Quality Management
  - Intercompany
  - Masterdata
  - Accounting Services Management
  - Customer Accounts Management
  - Finance Service Desk
  - Business Improvement
  - Banking Operations
  - BASS leadership team

## INDEX BAT LEGAL ENTITIES IN SA

Agrega AME (Pty) Ltd
Amalgamated Tobacco Corporation (South Africa) (Pty) Ltd
American Cigarette Company (Overseas) Ltd
Benson & Hedges (Pty) Ltd
British American Tobacco Shared Services AME (Pty) Ltd
British American Tobacco Botswana (Pty) Ltd
British American Tobacco Namibia (Pty) Ltd
British American Tobacco Swaziland (Pty) Ltd
British American Tobacco Southern Africa Markets (Pty) Ltd
British American Tobacco Holdings South Africa (Pty) Ltd
British American Tobacco Manufacturers South Africa (Pty) Ltd
British American Tobacco GSD (SA) (Pty) Ltd
British American Tobacco Properties South Africa (Pty) Ltd
British American Tobacco Services South Africa (Pty) Ltd
British American Tobacco South Africa (Pty) Ltd
Brown & Williamson Tobacco Corporation (Pty) Ltd
Business Venture Investments No 6773 (Pty) Ltd
Business Venture Investments No 216 (Pty) Ltd
Carlton Cigarette Company (Pty) Ltd
Gauloises (Pty) Ltd
Intercontinental Tobacco Company (Pty) Ltd
John Chapman (Pty) Ltd
John Player & Sons (Pty) Ltd
Kentucky Tobacco Corporation (Pty) Ltd
Martins of London (Pty) Ltd
Rembrandt Tobacco Corporation (Overseas) Ltd
Riggio Tobacco Corporation of New York Ltd
Rothmans of Pall Mall, London, Ltd
Stellenbosch Development Company (Pty) Limited
St. Regis Tobacco Corporation Ltd
Thomas Bear's Son & Co (Pty) Ltd
Tobacco Research and Development Institute (Pty) Ltd
W.D. & H.O. Wills (Pty) Ltd
Westminster Tobacco Company (Cape Town & London) (Pty) Ltd
Winfield Tobacco Corporation (Pty) Ltd
Winston Tobacco Company Ltd