



PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 ("The Act") AND TO ADDRESS REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 ("POPI")

This manual applies to the British American Tobacco group of companies registered in the Republic of South Africa, having their registered offices at Waterway House South, No 3 Dock Road, Waterfront, Cape Town, South Africa, 8001 ("**BAT South Africa Group**"), which includes:

Company	Registration No	Status
Agrega Eemea (Pty) Ltd	2008/003790/07	Dormant (to be liquidated)
Amalgamated Tobacco Corporation (South Africa) (Pty) Ltd	1958/001487/07	Dormant (Trademark)
American Cigarette Company (Overseas) (Pty) Ltd	1958/003266/07	Dormant (Trademark)
Benson and Hedges (Pty) Ltd	1948/029717/07	Dormant (Trademark)
British American Shared Services Africa Middle East (Pty) Ltd	1995/010311/07	Dormant (to be liquidated)
British American Tobacco East and Southern Africa (Pty) Ltd	1955/001468/07	Active
British American Tobacco GSD (South Africa) (Pty) Ltd	1999/013751/07	Dormant (to be liquidated)
British American Tobacco Holdings South Africa (Pty) Ltd	1995/006947/07	Active (Holding Company)
British American Tobacco Properties South Africa (Pty) Ltd	1995/011898/07	Active (to be liquidated)
British American Tobacco Services South Africa (Pty) Ltd	1958/000324/07	Dormant (Holding company) (Investment holding company of Trademark entities)
British American Tobacco South Africa (Pty) Ltd	1995/009509/07	Active
Brown And Williamson Tobacco Corporation (Pty) Ltd	1955/002236/07	Dormant (Trademark)



A BETTER TOMORROW

Business Venture Investments No 216 (Pty) Ltd	1999/013698/07	Dormant (Trademark)
Carlton Cigarette Company (Pty) Ltd	1957/000380/07	Dormant (Trademark)
John Chapman (Pty) Ltd	1939/012696/07	Active (Trademark- entity receives royalty income)
John Player And Sons (Pty) Ltd	1972/009374/07	Dormant (Trademark)
Kentucky Tobacco Corporation (Pty) Ltd	1938/011881/07	Dormant (Trademark)
Martins Of London (Pty) Ltd	1950/035853/07	Dormant (Trademark)
Rembrandt Tobacco Corporation (Overseas) (Pty) Ltd	1945/019072/07	Dormant (Trademark)
Riggio Tobacco Corporation Of New York (Pty) Ltd	1956/002862/07	Dormant (Trademark)
Rothmans Of Pall Mall London (Pty) Ltd	1950/035854/07	Dormant (Trademark)
St Regis Tobacco Corporation (Pty) Ltd	1963/001651/07	Dormant (Trademark)
Thomas Bear's Son And Company (Pty) Ltd	1902/000453/07	Dormant (Trademark)
Tobacco Research And Development Institute (Pty) Ltd	1965/008155/07	Dormant (Trademark)
Twisp (Pty) Ltd	2014/273628/07	Active
W D And H O Wills (Pty) Ltd	1955/001087/07	Dormant (Trademark)
Westminster Tobacco Company (Pty) Ltd	1914/001404/07	Dormant (Trademark)
Winfield Tobacco Corporation (Pty) Ltd	1959/003946/07	Dormant (Trademark)
Winston Tobacco Company (Pty) Ltd	1971/001874/07	Dormant (Trademark)

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Document Management

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November 2020	1.0	First Release	Penelope Moilwa
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Introduction

The Promotion of Access to Information Act, 2000 (PAIA) gives third parties the right to approach private bodies and the government to request information held by them, which is required in the exercise and/or protection of any rights. On request, the private body or government is obliged to release such information unless the Act expressly states that the records containing such information may or must not be released. This manual informs requestors of procedural and other requirements which a request must meet as prescribed by the Act.

Nature Of Business

The BAT South Africa Group are predominately business of manufacturing and selling cigarettes, tobacco and other nicotine products.

Contact Details

Information Officer : Mr. Andre Joubert

Deputy Information Officer : Mr Franz Hirschberg

Deputy Information Officer : Ms Lynn Visagie

Street Address : Waterway House South
No3 Dock Road
Waterfront,Cape Town
Western Cape
8002

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Cape Town
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8000

Telephone : +27 21 003 6500

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1 Section 10 Guide

A guide to the Act (as contemplated under section 10 of the Act) is available from the body overseeing compliance with POPI and PAIA. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

Any enquiries regarding this guide and its contents should be directed to:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
P.O Box 31533, Braamfontein, Johannesburg, 2017Tel: 012 406 4818
Fax: 086 500 3351
inforeq@justice.gov.za

2 Access To Records Held a BAT South Africa Group company

Records held by a BAT South Africa Group company may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of a BAT South Africa Group company.

Request Procedure

A requester must comply with all the procedural requirements contained in PAIA relating to a request for access to a record. A requester must complete the prescribed form enclosed herewith in Appendix 1 and submit same as well as payment of a request fee and a deposit (if applicable) to the information officer at the postal or physical address or electronic mail address stated herein. The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

- The record or records requested;
- The identity of the requester;
- What form of access is required; and
- The postal address or fax number of the requester.

A requester must state that he or she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.

The Information Officer will process a request within 30 days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that the this time period not be complied with.

The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so required. 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 information officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally to the information officer.

Decision

The company will, within 30 days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect. The 30 day period within which the company has to decide whether to grant or refuse a request, may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company (other than the head office) and the information cannot reasonably be obtained within the original 30 day period. The Information Officer will notify the requester in writing should an extension be necessary.

3 Fees

The Act provides for two types of fees:

A request fee, (which will be a standard fee) and an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs where applicable. When a request is received by the Information Officer, the Information Officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer shall repay the deposit to the requester.

4 Categories Of Records Held by each BAT South Africa Group company: Section 51(1)(E)

Company	Category of Record
Agrega Eemea (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
Amalgamated Tobacco Corporation (South Africa) (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
American Cigarette Company (Overseas) (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements

	<ul style="list-style-type: none"> • Tax Returns • Accounting Records • Banking Records • Asset Register
Benson and Hedges (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
British American Shared Services Africa Middle East (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
British American Tobacco East and Southern Africa (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Documents of incorporation • Memorandum of Incorporation • Minutes of Board of Directors meetings • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Committee meeting records <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements

	<ul style="list-style-type: none"> • Tax Returns • Accounting Records • Banking Records • Bank Statements • Electronic banking records • Asset Register • Purchase Orders / Invoices • PAYE Records • Documents issued to employees for income tax purposes • Records of payments made to SARS on behalf of employees • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Skills Development Levies ○ UIF • Workmen’s Compensation
	<p>Personnel Documents and Records</p> <ul style="list-style-type: none"> • Employment contracts • Employment Equity Plan • Disciplinary records • Salary records • Disciplinary and grievance records • Leave records • Training records • Training Manuals and registers
	<p>Operational:</p> <ul style="list-style-type: none"> • Operational reviews • Vendor records • Guidelines, policies and procedures • Contracts • Customer records and reports • Internal and external correspondence • Records provided by a third party • Insurance records • Marketing campaigns • Communications
<p>British American Tobacco GSD (South Africa) (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation

	<ul style="list-style-type: none"> Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
<p>British American Tobacco Holdings South Africa (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> Documents of incorporation Memorandum of Incorporation Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Share certificates <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
<p>British American Tobacco Properties South Africa (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> Incorporation documents Memorandum of Incorporation Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Minutes & Resolutions Lease Agreement <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
<p>British American Tobacco Services South Africa (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> Incorporation documents Memorandum of Incorporation

	<ul style="list-style-type: none"> • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions
<p>British American Tobacco South Africa (Pty) Ltd</p>	<p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
	<p>Company Records</p> <ul style="list-style-type: none"> • Documents of incorporation • Memorandum of Incorporation • Minutes of Board of Directors meetings • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Committee meeting records
	<p>Financial Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Accounting Records • Banking Records • Bank Statements • Electronic banking records • Asset Register • Purchase Orders / Invoices <p>Personnel Documents and Records</p> <ul style="list-style-type: none"> • Employment contracts • Employment Equity Plan • Disciplinary records • Salary records • Disciplinary and grievance records • Leave records • Training records • Training Manuals and registers

	<p>Operational:</p> <ul style="list-style-type: none"> • Operational reviews • Vendor records • Guidelines, policies and procedures • Contracts • Customer records and reports • Internal and external correspondence • Records provided by a third party • Insurance records • Marketing campaigns • Communications
<p>Brown And Williamson Tobacco Corporation (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>Business Venture Investments No 216 (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>Carlton Cigarette Company (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents

	<ul style="list-style-type: none"> • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
John Chapman (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
John Player And Sons (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
Kentucky Tobacco Corporation (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation

	<ul style="list-style-type: none"> Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
Martins Of London (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> Incorporation documents Memorandum of Incorporation Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
Rembrandt Tobacco Corporation (Overseas) (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> Incorporation documents Memorandum of Incorporation Records relating to the appointment of directors / auditor / secretary / public officer and other officers Share Register and other statutory registers Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> Annual Financial Statements Tax Returns Accounting Records Banking Records Asset Register
Riggio Tobacco Corporation Of New York (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> Incorporation documents Memorandum of Incorporation Records relating to the appointment of directors /

	<p>auditor / secretary / public officer and other officers</p> <ul style="list-style-type: none"> • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>Rothmans Of Pall Mall London (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>St Regis Tobacco Corporation (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records <p>Asset Register</p>
<p>Thomas Bear's Son And Company (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers

	<ul style="list-style-type: none"> • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>Tobacco Research And Development Institute (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
<p>Twisp (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Documents of incorporation • Memorandum of Incorporation • Minutes of Board of Directors meetings • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Committee meeting records <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Bank Statements • Electronic banking records • Asset Register • Purchase Orders / Invoices • PAYE Records • Documents issued to employees for income tax purposes

	<ul style="list-style-type: none"> • Records of payments made to SARS on behalf of employees • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Skills Development Levies ○ UIF <p>Workmen's Compensation</p> <p>Personnel Documents and Records</p> <ul style="list-style-type: none"> • Employment contracts • Employment Equity Plan • Disciplinary records • Salary records • Disciplinary and grievance records • Leave records • Training records • Training Manuals and registers <p>Operational:</p> <ul style="list-style-type: none"> • Operational reviews • Vendor records • Guidelines, policies and procedures • Contracts • Customer records and reports • Internal and external correspondence • Records provided by a third party • Insurance records • Marketing campaigns • Communications
<p>W D And H O Wills (Pty) Ltd</p>	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions <p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records

	<ul style="list-style-type: none"> • Asset Register
Westminster Tobacco Company (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions
	<p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
Winfield Tobacco Corporation (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions
	<p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register
Winston Tobacco Company (Pty) Ltd	<p>Company Records</p> <ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Records relating to the appointment of directors / auditor / secretary / public officer and other officers • Share Register and other statutory registers • Minutes & Resolutions
	<p>Financial & Tax Records</p> <ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register

5 Processing Of Personal Information

For detailed information regarding our processing activities and privacy practices, including the categories of data subjects, type of personal information, purposes for processing personal information, categories of recipients of processing, actual or planned transborder flows, please see our privacy notices:

- Third Parties: Please see [Privacy Notice](#) on our website (www.batsa.com)
- Employees & Contractors: Please see [Employee Privacy Notice](#) on our shared drive

Also available on request from: ESADataPrivacy@bat.com

General Description of Information Security Measures

The BAT South Africa Group employs up to date technology to ensure the confidentiality, integrity and availability of the personal information under its care. Measures include, but are not limited to:

- Firewalls
- Virus protection software and update protocols
- Encryption
- Electronic and physical access control
- Secure setup of hardware and software making up the IT infrastructure
- Outsourced service providers who process personal information on behalf of the BAT South Africa Group are contracted to implement security controls
- Ongoing security awareness training of employees and contractors

6 Remedies Available If Request for Information Is Refused

Internal Remedies

The Company does not have internal appeal procedures. As such, the decision made by the information officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal if a request is refused, and the requestor is not satisfied with the response provided by the information officer.

External Remedies

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a court for relief. For purposes of the Act, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

7 List of Applicable Legislation

Records of the BAT South Africa Group may be kept by or on behalf of the BAT South Africa Group in accordance with the following legislation (some of which legislation may not be applicable to all companies within the BAT South Africa Group):

Basic Conditions of Employment Act 57 of 1997
Broad-based Black Economic Empowerment Act 53 of 2003
Companies Act 71 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Copyright Act 98 of 1978
Currencies and Exchanges Act 9 of 1993
Electronic Communications and Transactions Act 25 of 2002
Employment Equity Act 55 of 1998
Financial Intelligence Centre Act 38 of 2001
Financial Services Board Act 97 of 1990
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Occupational Health and Safety Act 85 of 1993
Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
Prevention of Organised Crime Act 121 of 1998
Prevention and Combating of Corrupt Activities Act 12 of 2004
Promotion of Access to Information Act 2 of 2000
Protected Disclosures Act 26 of 2000
Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
Skills Development Act 97 of 1998
Skills Development Levy Act 9 of 1999
Securities Transfer Tax Act 25 of 2007
Securities Transfer Tax Administration Act 26 of 2007
Trade Marks Act 194 of 1993
Unemployment Insurance Act 30 of 1966
Unemployment Insurance Contributions Act 4 of 2002
Value Added Tax Act 89 of 1991

8 Availability Of The Manual

The manual is available for inspection, on reasonable prior notice, at the office of the company free of charge.

9 Approval

ASSENTED TO ON BEHALF OF THE BAT SOUTH AFRICA GROUP ON THIS 30th DAY OF JUNE 2021.

**Information Officer
Franz Hirschberg**

10 Appendix 1: Prescribed Form C To Be Completed By A Requester

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 <i>ONLY</i> if a request for information is made on behalf of <i>another</i> person.

Full names and surname:

Identity number:

- | | |
|-----|--|
| (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. |

D. Particulars of record

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

F. Form of access to record

<p>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.</p>
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Disability:	Form in which record is required
Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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"/>		<input type="checkbox"/>	transcription of the images*
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
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"/>		<input type="checkbox"/>	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? Postage is payable.</p>			<p>YES NO</p>

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.....20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE