

MANUAL

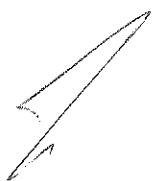
OF

**FRASER ALEXANDER HOLDINGS
PROPRIETARY LIMITED**

**REGISTRATION NUMBER:
2005/028628/07**

INCLUDING

**FRASER ALEXANDER (PTY) LTD
Registration Number: 2005/028043/07**



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MANUAL IN TERMS OF SECTION 51 - PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000

1. INTRODUCTION TO BUSINESS

Fraser Alexander was founded at the turn of the century to provide a tailings disposal service to the fledgling gold mining industry on the Witwatersrand. In those days, the removal of tailings in coco pans was the only service offered by the Group's founders, Fred and Fraser Alexander. Since then, Fraser Alexander's commitment to innovation and technology advancement has enabled it to raise the practice of mine residue management to a science.

As its tailings business grew, Fraser Alexander added other core businesses to its portfolio of operations. The Fraser Alexander Group of companies now comprises four complementary businesses.

1.1. Overview of Businesses

Fraser Alexander conducts its business through its four operating divisions: Bulk Mech, Construction, Tailings and Mineral Processing with centralised support services provided by Group Services.

1.2. Corporate Information

Secretary and registered office

L J Gomes
1 Marlin road Jet Park
Boksburg
1459

Bankers

The Standard Bank of South Africa Limited
Absa Bank Limited
Nedbank Limited
Firstrand Group Limited

Auditors

KPMG Inc
KPMG Crescent
85 Empire Road
Parktown
2193

Legal advisors

Brink Cohen Le Roux
BCLR House
19 West Street
Houghton
2198



2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

This manual has been compiled in accordance with the Promotion of Access to Information Act of 2000 (the Act) and applies to all the identified entities.

The Group Managing Director of Fraser Alexander has delegated his powers in terms of the Act to the Group Secretary, who will handle all requests in terms of this Act on his behalf.

Fraser Alexander Group Services will deal with all requests relating to any of the entities listed below:

ENTITIES

Fraser Alexander Holdings (Pty) Ltd 2005/028628/07 and subsidiaries	Nature of business	Percentage holding		Co. Registration No.
		2010 %	2011 %	
<i>Fraser Alexander (Pty) Ltd and subsidiaries</i>	1	100	100	2005/028043/07
<i>Fraser Alexander Investments (Pty) Ltd and subsidiaries</i>	2	100	100	1998/019978/07

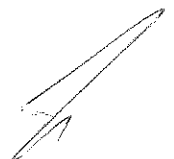
1. Operating company
2. Dormant

3. CONTACT DETAILS

Group Secretary
Fraser Alexander Group Services (Pty) Ltd
P O Box 14700
Witfield
1467

1 Marlin Road
Jet Park
Boksburg
1459

Telephone: +27 11 929 3600
Fax: +27 86 606 6510
Email: liliang@fraseralexander.co.za



4. THE ACT

4.1. The Guide referred to in Section 10 of the Act

In terms of Section 10 of the Act, the South African Human Rights Commission has compiled a guide to help people who wish to exercise any rights granted in the Act. The Guide will be available for inspection at the South African Human Rights Commission who can be contacted at:

PAIA Unit

The Research and Documentation Department

Physical address: 29 Princess of Wales Terrace
Cnr York and St Andrews Street
Parktown

Postal address: Private Bag X2700
Houghton
2041

Telephone: +27 11 877 3600
Fax: +27 11 403 0625
Website: www.sahrc.org.za
Email: dmalesa@sahrc.org.za

4.2. The latest notice in terms of Section 52 (2)

At this stage no notice has been published on the categories of records that are automatically and readily available to a person without having to request access on terms of the Act.

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(d))

Information available in terms of other legislation are as follows:

- a. Basic Conditions of Employment Act 75 of 1997
- b. Companies Act 71 of 2008
- c. Compensation of occupational Injuries and diseases Act 130 of 1993
- d. Competition Act 89 of 1998
- e. Consumer Affairs Act 23 of 1999
- f. Credit Agreements Act 75 of 1980
- g. Criminal Procedure Act, Act 51 of 1977
- h. Debt Collectors Act 114 of 1998
- i. Electronic Communications and Transactions Act 25 of 2002
- j. Employment Equity Act 55 of 1998
- k. Income Tax Act 58 of 1962
- l. Labour Relations Act 66 of 1995
- m. Occupational Health and Safety Act 85 of 1993
- n. Prevention of Organised Crime Act 121 of 1998
- o. Skills Development Act 97 of 1997

- p. Skills Development Levies Act 9 of 1999
- q. Unemployment Insurance Act 63 of 2001
- r. Value Added Tax Act 89 of 1991

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requestor access on a basis other than that set out in the Act, we shall immediately update the list.

6. ACCESS TO RECORDS AND AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection at the reception desk of Fraser Alexander (Pty) Ltd, free of charge, copies are also available from the South African Human Rights Commission and from the website at www.fraseralexander.co.za.

Requests for information in terms of the Act must be in the prescribed form together with the prescribed fees and must include:

- Indicate the form of access required
- Specify a postal address or fax number in South Africa, or an email address
- Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
- Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
- Provide proof of the capacity in which you are acting, if requesting access on behalf of another

Once complete, you can mail it to:

The Company Secretary
Fraser Alexander (Pty) Ltd
P O Box 14700
Witfield
1467

We will be deemed to have received the mail once it is delivered to our offices.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

**8. SUBJECTS AND CATEGORIES OF RECORDS HELD BY FRASER ALEXANDER:
SECTION 51(1)(e)**

A COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- 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

B FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records /Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

C INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Regional Services Levies
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

D PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

SIGNED ON THIS ²⁹..... DAY OF DECEMBER 2011

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines, positioned above a horizontal line.

JAAP SMIT NEL
GROUP MANAGING DIRECTOR

FORM C

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 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

- | |
|--|
| <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 of</i> 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> |
|--|

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>
--

Disability:	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 of20...

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE