



TRANSNET SOC LTD

INFORMATION MANUAL

**AS REQUIRED BY SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT NO.2 OF 2000)**

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1. INTRODUCTION

- 1.1 This information manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information Act No.2 of 2000 ("the Act").
- 1.2 The Act gives effect to the provisions of Section 32 of the Constitution which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.
- 1.3 The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.
- 1.4 The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of Transnet SOC Ltd ("Transnet") and its Operating Divisions.

2. AVAILABILITY OF THIS MANUAL

- 2.1 This Manual can be accessed on the Company's website at www.transnet.net or by requesting a copy by e-mail from the relevant Deputy Information Officer as provided for in paragraph 4 below.
- 2.2 Section 110 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) makes some amendments to inter alia section 10 and 14 of the Act, which provide for availability of the Manual. By Proclamation No R21 of 2020 published in Government Gazette 43461 dated 22 June 2020, the President has determined that section 110 will come into operation with effect from 30 June 2021. When the amendments in question come into operation, this Manual will be amended accordingly.

3. FUNCTIONS AND STRUCTURE OF TRANSNET

Transnet is a state owned bulk freight transport and logistics company with the South African Government as its sole shareholder. Transnet comprises of its ports, rail, terminals, engineering, and pipeline businesses.

Transnet is made up of the following Operating Divisions:

3.1 Transnet National Ports Authority: (TNPA)

With a total staff complement of 4 168 (including fixed contract employees), the Transnet National Ports Authority ("TNPA") is responsible for the safe, effective and efficient economic functioning of the national port system, which it manages in a landlord capacity. It provides port

infrastructure and marine services at the nine commercial seaports in South Africa, namely the Port of Richards Bay, the Port of Durban, the Port of Saldanha, the Port of Cape Town, the Port of Port Elizabeth, the Port of East London, the Port of Mossel Bay, and the Port of Ngqura, and the Port of Port Nolloth.

TNPA operates within the legislative and regulatory environment created by the National Ports Act, 2005 (Act No. 12 of 2005) ("the NPA"). In line with the provisions of the NPA, the core functions of TNPA are as follows:

- To plan, provide, maintain and improve port infrastructure;
- To provide or arrange maritime-related services;
- To ensure the provision of port services, including the management of port activities and the port regulatory function at all south African ports; and
- To provide aid in navigation and assistance in the manoeuvring of vessels within port limits and along the coast.

3.2 Transnet Port Terminals:

Transnet Port Terminals ("TPT") was established in 2000, when Transnet's then single port division, Portnet, was divided into operations and landlord businesses, namely South African Port Operations (SAPO) which became TPT, and the National Port Authority, which became TNPA. Since its inception, TPT has played a key role in supporting the South African Government export-led growth strategy. Most Southern African import and export commodities are handled through South Africa's seven logistics ports, namely Richards Bay, Durban, Saldanha, Cape Town, Port Elizabeth, East London and Ngqura. TPT handles container sector, mineral bulk, agricultural bulk and Roro sectors.

TPT's major customers represent a broad spectrum of the economy and include the shipping industry, vehicle manufacturers, agriculture, timber and forest products, the mining industry and exporters of minerals, metals and granite.

TPT has a total staff complement of 9 371, including fixed contract employees.

3.3 Transnet Freight Rail:

Transnet Freight Rail ("TFR") is a world class heavy haul freight rail company that specialises in the transportation of freight. With a total permanent staff complement of approximately 26 800 spread throughout the country, TFR maintains an extensive rail network across South Africa that connects with other rail networks in the sub-Saharan region, with its rail infrastructure representing about 80% of Africa's total.

TFR is proud of its reputation for technological leadership beyond Africa as well as within the continent. TFR has positioned itself to become a profitable and sustainable freight railway business, assisting in driving the competitiveness of the South African economy. To this end, TFR also provides total logistics solutions to its customers, e.g. intermodal transport solutions are provided to truck companies.

TFR has Hospitality Service Offerings through the Blue Train. The Blue Train journeys run through a 1600 kilometre route between Pretoria and Cape Town. The Phelophepa Health Train, also operated by TFR, provides medical services to communities who would otherwise struggle to access to health services. It also promotes private sector partnerships with both domestic and international pharmaceutical companies.

3.4 Transnet Pipelines:

Formerly known as Petronet, Transnet Pipelines (“TPL”) is the custodian of the country’s strategic pipeline assets and services two key industries, fuel and gas, by transporting petroleum and gas products over varying distances; and the storage of diesel and petrol at its Tarlton facility in Gauteng. The business handles an annual average throughput of some 17 billion litres of liquid fuel and more than 500 million cubic metres of methane rich gas. The liquid products include crude oil as well as diesel, unleaded petrol and aviation turbine fuels.

TPL owns and operates 3800km of pipeline network that traverses the provinces of KwaZulu-Natal, Free State, Gauteng, North West and Mpumalanga. The network includes a tank farm at Tarlton, with a capacity of 30 million litres which is used mainly for storage and the distribution of liquid fuels into Botswana.

The gas pipeline runs from Secunda to Durban via Empangeni. It has take-off points at Newcastle and Richards Bay as well as along the route between Empangeni and Durban. All TPL pipelines conform to ASME B31.4, an American code of practice, with their diameters designated in inches from six inches (nominally 152 mm) to 24 inches (nominally 607 mm). Pressure in the pipeline network is monitored on a 24 hour-a-day, 365 days-a-year basis at the TPL’s National Operating Centre (NOC) located at Pinetown.

TPL’s total staff complement of 703 permanent and fixed contract employees is deployed across the pipeline network with the business itself being geographically decentralised. The head office is located in Durban, KwaZuluNatal.

TPL customers are all South Africa’s major fuel companies, namely BP, Astron Energy , Engen , , Sasol, Shell and Total. TPL has provided access to the pipelines and storage facilities to emerging Black owned petroleum companies that are entering the petroleum industry.

3.5 Transnet Engineering:

Transnet Engineering (TE), being the advanced manufacturing division Transnet SOC Ltd dedicates its formidable human and capital resources to the research, design, manufacturing and maintenance of locomotives, freight wagons and passenger coaches. Through its seven well equipped, ISO certified factories and workforce of 11 045 qualified personnel (including fixed contract employees), TE extends its railway customer portfolio to Africa and the world.

TE has been servicing the rail industry with provision of rail rolling stock and maintenance for over 150 years. TE is the backbone of South Africa's railway industry with strategic imperatives on being the preferred maintenance and overhaul (MRO) partner for rail and related equipment on the African Continent, an original equipment manufacturer (OEM) of world class rolling stock and logistics equipment, being the leading enterprise in driving Economic Development and Growth in Sub Saharan Africa and being a centre of excellence for Technical and Engineering Skills Development in Africa.

TE core functions include:

- Locomotives Business: TE is Sub-Saharan Africa's leading supplier of alternating current (AC), direct current (DC), diesel, and diesel-electric locomotives, and continues to hold its position in the driver's seat of locomotive design and manufacturing across Africa. In addition to manufacturing locomotives, it also upgrades and maintains existing fleet.
- Coaches Business: TE manufactures and re-manufactures coaches and provides versatile and cost-effective solutions for the design and build of any type of railway car.
- Wagons Business: TE provides innovative technology to meet each customer's unique requirements.
- Maintenance and Services Business: Provides complete and adaptive maintenance offerings or all rolling stock.
- School of Engineering: Provides a well-established, reputable and accredited Training Institution that focuses on the delivery of various competencies in the engineering industry.

4. INFORMATION OFFICERS AND CONTACT DETAILS

4.1 In terms of the Act, the Chief Executive Officer, or equivalent officer, of a public body is designated as the information officer. The details of Transnet's Information Officer are as follows:

The Group Chief Executive,

Transnet SOC Ltd, 9 Country Estate Drive, Waterfall Business Estate, Jukskei View, Midrand.

Tel: 011 - 308 2309

Fax: 011 - 308 2315

Email: Paia2@transnet.net

- 4.2 The Group Chief Executive has, in terms of section 17(3) of the Act, delegated the powers and duties conferred and imposed on him by the Act to the Chief Executives (CEs) of Transnet Operating Divisions, who shall perform functions of deputy information officers for their respective Operating Divisions. Details of Transnet Deputy Information Officers are listed below.

	Transnet Freight Rail	Transnet Engineering	Transnet National Ports Authority	Transnet Port Terminals	Transnet Pipelines
Deputy Information Officer	The Chief Executive: TFR	The Chief Officer: Advanced Manufacturing	The Chief Executive: TNPA	The Chief Executive: TPT	The Chief Executive: TPL
Email Address for PAIA Requests	Paia2@transnet.net	Paia2@transnet.net	TNPAPAIA@transnet.net	Paia2@transnet.net	Paia2@transnet.net
Street Address	Transnet Freight Rail 13-15 Girton Road, Parktown	Transnet Engineering 160 Lynnette Street Kilner Park Pretoria	National Ports Authority 30 Wellington Road Parktown	Transnet Port Terminals 2 nd Floor, Lot 25 Kingsmead Office Park Stalwart Simelane Street Durban	Transnet Pipelines 202 Anton Lembede Street Durban
Phone	0115840500	0123911311	0113519002	0313088301	0313613141
Fax	0117749967	0123911342	0113082312	0313088302	0313611301

- 4.3 The Chief Legal Officer has delegated power to perform functions of Deputy Information Officer in respect of Requests directed to the Transnet Group (and not a particular Operating Division) and Transnet Corporate Centre. Such requests must be directed to the Deputy Information Officer as follows:

Deputy Information Officer	The Chief Legal Officer
Email address	Paia2@transnet.net
Postal Address	PO Box 72501
	Parkview
	2122
Street Address	2 nd Floor, E Wing
	9 Country Estate Drive
	Waterfall Business Estate

	Jukskei View, Midrand
Phone	0113082345
Fax	0113082348

4.4 Transnet has an internal appeal process in terms of Chapter 1 of Part 4 of the Act.

4.5 The Group Chief Executive is the internal appellate body and the “relevant authority” for all contested decisions in PAIA matters. Internal appeals must be directed to the Information Officer at the details provided in clause 4.1 above.

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

A guide to the Act and the rights of requesters is available from the SAHRC or from their website: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at: The South African Human Rights Commission: PAIA Unit; The Research and Documentation Department;

Postal address: Private Bag 2700, Houghton, 2041; Telephone: +27 11 484-8300; Fax: +27 11 484-0582; Website: www.sahrc.org.za; E-mail: paia@sahrc.org.za

6. HOW TO REQUEST ACCESS TO RECORDS HELD BY TRANSNET

The following steps must be considered before submitting a request:

6.1 Step 1: Are you entitled to use the Act to request access?

6.1.1 Please take note of section 7(1) of the Act which states:

"This Act does not apply to a record of a public body or a private body if –

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law."

6.1.2 If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are involved in.

- 6.1.3 Please have regard to section 45 of the Act which entitles Transnet to refuse a request for access to a record if: (a) the request is manifestly frivolous or vexatious; or (b) the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

6.2 Step 2: Does the Information requested exist in the form of a record?

- 6.2.1 Please note that the Act only applies to records which are in existence at the time of receiving the request.
- 6.2.2 The Act does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, the Act cannot be used to obtain reasons for a decision taken by Transnet if such reasons have not been recorded.
- 6.2.3 If you are not sure whether the record exists, please indicate that to Transnet in the relevant request form.

6.3 Step 3: Is the record in the possession or under the control of Transnet?

- 6.3.1 Transnet is a large organisation and the search for records requested may involve substantial time, resources and expenses.
- 6.3.2 The Act provides that the record requested must be in the possession or under the control of Transnet. However, for the purposes of this Act, a record in the possession or under the control of (a) a Transnet official or (b) an independent contractor engaged by Transnet, is regarded as being a record of Transnet. If the requester is not sure whether the record is in the possession or under the control of Transnet, such must be indicated in the relevant request form.
- 6.3.3 As referred to earlier, section 45(b) of the Act entitles Transnet to refuse a request for access to a record if the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

6.4 Step 4: Should you bring the request in terms of Part 2 or 3 of the Act?

- 6.4.1 Transnet is a public body as referred to in subsection (b)(ii) of the definition of a public body in the Act. For purposes of PAIA, Transnet should always be regarded as a public body, even where it does not exercise a “public power”.
- 6.4.4 The provisions of the Act relating to public bodies will therefore always apply to Transnet.

6.5 Step 5: Form of Request

- 6.5.1 As stated above, Transnet is regarded as a public body for purposes of PAIA.
- 6.5.2 Requests for access to records held by Transnet must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 1**.
- 6.5.3 If you wish to type in your information on an MS Word version of the request form, please send an email to the relevant Deputy Information Officer to enable an MS Word version of the request form to be transmitted to you.

7. CONSIDERING YOUR REQUEST

- 7.1 Subject to the provisions of the Act, access to records requested from Transnet will only be given if:
 - 7.1.1 All the procedural requirements set out in the Act relating to a request are met; and
 - 7.1.2 Access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.
- 7.2 The grounds of refusal are outlined in Chapter 4 of Part 2, and include mandatory protection of:
 - 7.2.1 Commercial information of a third party;
 - 7.2.2 Certain confidential information;
 - 7.2.3 Safety of individuals, and protection of property;
 - 7.2.4 Records privileged from production in legal proceedings;
 - 7.2.5 Economic interests and financial welfare of the Republic and commercial activities of public bodies;
 - 7.2.6 Research information of third a party, and protection of research information of a public body; or
 - 7.2.7 Certain information regarding the operations of public bodies.
- 7.3 Transnet may refuse requests that are manifestly frivolous or vexatious or that will lead to a substantial and unreasonable diversion of resources.

7.4 Transnet may also refuse requests that are in breach of other pieces of legislation, e.g. the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

8. PRESCRIBED FEES

8.1 The Act sets out two types of fees, namely a request fee and an access fee, that are required to be paid prior to Transnet accessing the request for information.

8.2 A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester will be required to pay such fee, subject to the exemptions listed below.

8.3 Applicable fees are as follows:-

8.3.1 The fees for reproduction of this manual and records are listed in **Annexure 2**;

8.3.2 The request fee payable by every requestor, other than a personal requestor is listed in Annexure 2;

8.3.3 The access fees payable by a requester referred to section 22(7), unless exempted under section 22(8) of the Act, are listed in Annexure 2.

8.4 The following persons are exempted from paying request and access fees:

8.4.1 A single person whose annual income, after permissible deductions does not exceed R14 712.00 per annum; and

8.4.2 Married persons or a person and his or her life partner whose annual income after permissible deductions does not exceed R27 192.00 per annum.

8.5 Fees are also not payable under the following circumstances:

8.5.1 Where the cost of collecting any fee in respect of the search and preparation of a record for disclosure, exceeds the amount charged, such fee does not apply.

8.5.2 The access fee in respect of the search, preparation and disclosure of records does not apply to the personal record of a requester.

8.5.3 The request and access fees do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the

Maintenance Act No. 99 of 1998 or the regulations made under section 44 of that Act.

9. RECORDS AUTOMATICALLY AVAILABLE

We hereby provide you with a list of record categories that are automatically available to requesters without a person having to request access in terms of the Act, as required by section 15 of the Act.

A: COPIES OF RECORDS AUTOMATICALLY AVAILABLE FOR FREE

No	Description
1	<ul style="list-style-type: none"> • Integrated Report of Transnet SOC Ltd; • Annual financial Statements of Transnet SOC Ltd; and • Sustainability Report of Transnet SOC Ltd.
2	Documentation and information relating to Transnet SOC Ltd which is held by the Registrar of Companies

Copies of all records listed above are only available for free subject to available stock in print at any given time. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

No	Description
1	All documents relating to the incorporation of Transnet SOC Ltd that are retained by the Transnet Corporate Centre.
2	Details of auditors of Transnet SOC Ltd
3	Details of actuaries of the pension scheme and the medical aid funds utilized by Transnet SOC Ltd.
4	Rules of benefit, housing and medical schemes and funds.
5	Newsletters.

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

10. SERVICES AVAILABLE TO THE PUBLIC

10.1 Transnet National Ports Authority:

- 10.1.1 Plans, provides, maintains and improves port infrastructure.
- 10.1.2 Prepares and periodically updates a port development framework plan for each port, which must reflect the Authority's policy for port development and land use within such port.
- 10.1.3 Provides or arranges for road and rail access within ports.
- 10.1.4 Maintains the sustainability of the ports and their surroundings.
- 10.1.5 Regulates and controls the development of ports.
- 10.1.6 Controls land use within ports, and has the power to let land under such conditions as the Authority may determine.
- 10.1.7 Arranges services such as water, light, power, and sewage and telecommunications within ports.
- 10.1.8 Maintains the sustainability of the ports and their surroundings.
- 10.1.9 Regulates and controls the loading, unloading and storage of cargo and the embarkation and disembarkation of passengers.
- 10.1.10 Regulates and controls off-shore cargo-handling facilities.
- 10.1.11 Regulates and controls pollution and the protection of the environment within the port limits.
- 10.1.12 Regulates and controls the enhancement of safety and security within the port limits.
- 10.1.13 Prescribes the limits within which and the levels to which dredging may be carried out in the ports and the approaches thereto.

- 10.1.14 Ensures that adequate, affordable and efficient port services and facilities are provided.
- 10.1.15 Exercises licensing and controlling functions in respect of port services and port facilities.
- 10.1.16 Ensures that any person who is required to render any port services and port facilities is able to provide those services and facilities efficiently.
- 10.1.17 Promotes efficiency, reliability and economy on the part of the licensed operators in accordance with recognized international standards and public demand.
- 10.1.18 Promotes the achievement of equality by measures designed to advance persons or categories of persons historically disadvantaged by unfair discrimination in the operation of facilities in the port environment.
- 10.1.19 Promotes the use, improvement and development of ports.
- 10.1.20 Advises on all matters relating to the port sector, port services and port facilities.
- 10.1.21 Promotes greater representivity, in particular to increase the participation in terminal port operations of historically disadvantaged persons.
- 10.1.22 Exercises the licensing of the erection and operation of off-shore cargo handling facilities and services relating thereto.
- 10.1.23 Discharges or facilitates the discharge of international obligations relevant to ports.
- 10.1.24 Facilitates the performance any function of any organ of state in a port.
- 10.1.25 Promotes research and development in the sphere of port services and facilities.
- 10.1.26 Regulates and controls navigation within port limits and the approaches to the ports.
- 10.1.27 Regulates and controls the entry of vessels into ports, stay, movements or operation in and departures from ports.

10.1.28 Provides or arranges for tugs, pilot boats and other facilities and services for navigation and berthing of vessels in the ports.

10.1.29 Provides, controls and maintains vessel traffic services.

(For information on how to gain access to such services kindly visit Transnet's website at www.transnet.net).

10.2 Transnet Pipelines:

10.2.1 Transnet Pipelines owns, operates, and maintains a network of high pressure petroleum and gas pipelines, and provides transportation and storage of petroleum products.; and

10.2.2 Transnet Pipelines transports petroleum and gas (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.net).

10.3 Transnet Port Terminals:

10.3.1 Manages the operation of South Africa's six (6) major ports;

10.3.2 Attends to the loading and unloading of cargo;

10.3.3 Provides value added services of packaging and unpackaging cargo, in transit storage; and

10.3.4 Has a vision of being the logistics business partner of choice (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.net).

10.4 Transnet Freight Rail:

Transnet Freight Rail's core business lies in freight logistics solutions designed for customers in industry-based business segments, mining, heavy and light manufacturing. TFR maintains an extensive rail network across South Africa that connects with other rail networks in the sub-Saharan region, with its rail infrastructure representing about 80% of Africa's total. (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.net).

10.5 Transnet Engineering:

- 10.5.1 Is an engineering undertaking;
- 10.5.2 Is a leading South African upgrader and refurbisher of rail related products;
- 10.5.3 Refurbishes and upgrades railroad products, locomotives and wagons; and
- 10.5.4 Provides components for rail freight products, and builds rail freight wagons (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.net).

11. YOUR REMEDIES

11.1 A requester (or a third party, where applicable) may seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:

- 11.1.1 refusal or partial refusal of the request for access;
- 11.1.2 the amount of fees required to be paid;
- 11.1.3 the extension of the period within which to deal with the request; or
- 11.1.4 the form of access in which the information will be furnished.

11.2 All legal processes must be served on the Deputy Information Officer who dealt with the request.

12. RECORDS HELD BY TRANSNET

Transnet SOC Ltd maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

12.1 Internal records

The following are records pertaining to Transnet's own affairs:

- Financial records;
- Operational records;

- Intellectual property;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures; and
- Records held by officials of Transnet.

12.2 Employee records

"Employee" refers to any person who works for or provides services to or on behalf of Transnet and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting any work or services for Transnet. This includes, without limitation, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- 12.2.1 Any personal records provided to Transnet by their personnel;
- 12.2.2 Any records a third party has provided to Transnet about any of their personnel;
- 12.2.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
- 12.2.4 Internal evaluation records; and
- 12.2.5 Other internal records and correspondence.

12.3 Work-related records

Work-related information includes the following:

- 12.3.1 Any records a third party has provided to Transnet; and
- 12.3.2 Records generated by or within Transnet pertaining to work or services, including transactional records.

12.4 Other Parties

Records are kept in respect of other parties, including without limitation contractors, suppliers, state departments, service providers. Alternatively, such other parties may possess records which can be said to belong to Transnet. The following records fall under this category:

- 12.4.1 Personnel, work or service related records which are held by another party as opposed to being held by Transnet; and
- 12.4.2 Records held by Transnet pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.



ANNEXURE 1: REQUEST FORM PUBLIC BODIES

This annexure must accompany the cover letter addressed to the relevant Information Officer

A. PARTICULARS OF TRANSNET OR OPERATING DIVISION

The Information Officer: [Name of Deputy Information Officer as indicated above]

Transnet Operating Division _____

Fax number:

Email address: [Email address of Deputy Information Officer as indicated]

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/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: _____

Email address: _____

Capacity in which the 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 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.
- (c) The requester must sign all 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

- | |
|---|
| <ul style="list-style-type: none"> (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fees 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 fee:

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: required	Form in which record is required
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 for 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
2. If record consist of visual images: this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	View images	<input type="checkbox"/>	Copy of the images
<input type="checkbox"/>		<input type="checkbox"/>	transcription of images*



3. If record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
	Printed copy of record*	printed copy of information derived from the record	copy in computer readable form* (floppy, stifty or compact disk)
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

G. NOTICE OF DECISION REGARDING REQUEST OF ACCESS

You will be notified in writing whether you request has been approved/denied. If you wish to be informed thereof 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 _____ on this ___ day of _____ 20__

Signature of requester/ person on whose behalf is made

FOR TRANSNET INTERNAL USE ONLY

Reference number:
 Deputy Information Officer:
 Requester fee (if any): R
 Deposit (if any): R
 Access fee: R

SIGNATURE OF DEPUTY INFORMATION OFFICER

ANNEXURE 2: FEES IN RESPECT OF PUBLIC BODIES

	DESCRIPTION	Rand
1	The fee for a copy of the manual as contemplated in regulation 5 (c) - for every photocopy of an A4-size page or part thereof.	0,60
2	The fees for reproduction referred to in regulation 7 (1) are as follows:	
(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
(c)	For a copy in a computer-readable form on:	
(ii)	Compact disc	40,00
(d) (i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(d) (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	12,00
(e) (ii)	For a copy of audio record	17,00
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2)	35,00
4	The access fees payable by requester referred to in regulation 7 (3) are as follows:	
4.1 (a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on:	40,00
(i)	Compact disc	
		40,00
(d) (i)	For transcription of visual images, for an A4-size page or part thereof	22,00
(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	12,00
(ii)	For a copy of an audio record	17,00

(f)	To search for and prepare the record and disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
4.2	For purposes of section 22 (2) of the Act, the following applies:	
(a)	Six hours as the hours to be exceeded before deposit is payable; and	
(b)	One third of the access fee is payable as a deposit by the requester.	
4.3	The actual postage is payable when a copy of a record must be posted to a requester.	