

G7 RENEWABLE ENERGIES (PTY) LTD

(Registration Number: 2007/000331/07)

G7 RENEWABLE ENERGIES (PTY) LTD

MANUAL

in terms of

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF

ACCESS TO INFORMATION ACT

ACT NO.2 OF 2000

Prepared on: 7 December 2015

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1. **INTRODUCTION**

G7 RENEWABLE ENERGIES (PTY) LTD conducts business as a Project Development and Management

2. **COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

| | |
|--------------------------|--|
| Directors: | Nicolas Claude Dominique Marie Rolland Kilian Hagemann Rainer Hagemann Sechaba Notsi Mafa Moletsane |
| Office Manager: | Nicolas Claude Dominique Marie Rolland |
| Postal Address: | 125 Buitengracht Street, 5th Floor, Cape Town, 8001 |
| Street Address: | 125 Buitengracht Street, 5th Floor, Cape Town, 8001 |
| Telephone Number: | 021 300 0612 |
| Fax Number: | 086 514 1735 |
| Email Address | info@g7energies.com |
| Website Address | |

3. **THE ACT**

- 3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 Requesters are referred to the Guide to be compiled by the **South African Human Rights Commission**, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in December 2011.

The contact details of the Commission are:

| | |
|--------------------------|---|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | +27-11-484 8300 |
| Fax Number: | +27-11-484 0582 |
| Website: | http://www.sahrc.org.za |

4. APPLICABLE LEGISLATION

| No. | Ref. | Act |
|-----|----------------|--|
| 1 | No 61 of 1973 | Companies Act |
| 2 | No 98 of 1978 | Copyright Act |
| 3 | No 55 of 1998 | Employment Equity Act |
| 4 | No 58 of 1962 | Income Tax Act |
| 5 | No 66 of 1995 | Labour Relations Act |
| 6 | No 89 of 1991 | Value Added Tax Act |
| 7 | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 8 | No 75 of 1997 | Basic Conditions of Employment Act |
| 9 | No 69 of 1984 | Close Corporations Act |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 11 | No 2 of 2000 | Promotion of Access of Information Act |
| 12 | No 36 of 2005 | Electronic Communications Act |
| 13 | No 108 of 1996 | Constitution of the Republic of South Africa Act |
| 14 | No 12 of 2004 | Prevention and Combating of Corrupt Activities Act |
| 15 | No 121 of 1998 | Prevention of Organized Crime Act |
| 16 | No 4 of 2013 | Protection of Personal Information Act |
| 17 | No 53 of 2003 | Broad-Based Black Economic Empowerment Act |
| 18 | No 71 of 1991 | Business Act |
| 19 | No 89 of 1998 | Competition Act |
| 20 | No 7 of 1988 | Consumer Affairs (Unfair Business Practices) Act |
| 21 | No 68 of 2008 | Consumer Protection Act |
| 22 | No 37 of 1997 | Counterfeit Goods Act |
| 23 | No 195 of 1993 | Design Act |
| 24 | No 63 of 2001 | Unemployment Insurance Act |
| 25 | No 4 of 2002 | Unemployment Insurance Contributions Act |
| 26 | No 102 of 1996 | National Small Business Act |
| 27 | No 57 of 1978 | Patents Act |
| 28 | No 99 of 1978 | Protection of Business Act |
| 29 | No 45 of 1996 | Rationalisation of Corporate Laws Act |
| 30 | No 8 of 2008 | Standards Act |
| 31 | No 194 of 1993 | Trade Marks Act |
| 32 | No 37 of 1961 | Unauthorized Use of Emblems Act |
| 33 | No 73 of 1968 | Usury |
| 34 | No 93 of 1996 | National Road Traffic Act |

| | | |
|----|----------------|---|
| 35 | No 130 of 1993 | Compensation for Occupational Injuries and Diseases Act |
| 36 | No 56 of 1981 | Manpower Training Act |
| 37 | No 78 of 1973 | Occupational Diseases in Mines and Works Act |
| 38 | No 85 of 1993 | Occupational Health and Safety Act |
| 39 | No 97 of 1998 | Skills Development Act |
| 40 | No 9 of 1999 | Skills Development Levies Act |

5. ACCESS TO RECORDS AND AVAILABILITY

| Records | Subject | Availability |
|-----------------------------|-------------------------------|--|
| Administration | • Licenses | NO |
| | • Minutes | YES |
| | • Policies | YES |
| | • Marketing | YES |
| Personnel | • Personnel Files | YES |
| | • Wage Registers | YES |
| | • Statute Returns | YES |
| Financial Information | • Financial Statements | Proprietary (Pty Ltd) - Not required to disclose. Not available. |
| | • Accounting Records | |
| | • Fixed Asset Register | |
| | • Sales Records | |
| | • Cost Records | |
| | • Client Files | |
| | • Client Register | |
| | • Bank Statements | |
| | • Deposit Slips | |
| | • Tax Returns and Assessments | |
| | • VAT Returns | |
| | • Audit Reports | |
| | • Inventory Records | |
| • Statutory Company Records | | |

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the **SOUTH AFRICAN HUMAN RIGHTS COMMISSION** at www.sahrc.org.za or the website of **THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT** (under regulations) at <http://www.doj.gov.za>
- 6.2 Address your request to the **Office Manager**.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 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);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the **SOUTH AFRICAN HUMAN RIGHTS COMMISSION** at www.sahrc.org.za, or the website of **THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT** (under regulations) at <http://www.doj.gov.za/>

SIGNED at Cape Town on 7 December 2015.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned over a horizontal line.

8.

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 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 |
|---|--|----------------------------------|
| <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: | | | |
| | copy of record* | | inspection of record |
| 2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches etc) | | | |
| | view the images | | copy the images |
| | | | transcript of the 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 of 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 payable</p> | | | YES |
| | | | NO |

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.

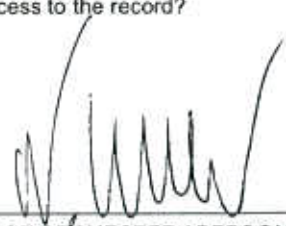
1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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 Cape Town This 7 day of December 2015


SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE