



MERENSKY TIMBER (PTY) LIMITED
(2005/033139/07)

SINGISI FOREST PRODUCTS (PTY) LIMITED
1968/010589/07

(referred to collectively as the “Merensky Group”)

PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

DATE OF COMPILATION: 06/2023



TABLE OF CONTENTS

1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO” | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.6 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |



2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and



2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE MERENSKY GROUP

3.1. Chief Executive Officer

Name: Johan de Graaf
Tel: +27 (0)10 590 4408
Email: johandg@merensky.co.za

3.2. Information Officer

Name: Masechaba Sandamela-Chifunyise
Tel: +27 (0)10 590 4408
Email: masechabas@merensky.co.za

3.3 Company Addresses:

Registered Address: 9 Eton Road Parktown Johannesburg 2193

Postal Address: P O Box 52288 Saxonwold 2132

Website: www.merenskytimber.com

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages and in braille.

- 4.3. The aforesaid Guide contains the description of-
- 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50;
 - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and

- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 4.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - 4.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - 4.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
 - 4.3.10. the regulations made in terms of section 92.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.5. The Guide can also be obtained-
- 4.5.1. upon request to the Information Officer;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
- 4.6 A copy of the Guide is also available for public inspection during normal office hours.

5. CATEGORIES OF RECORDS OF THE MERENSKY GROUP WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

- a) PROMOTION OF ACCESS TO INFORMATION
 - i) PAIA Manual – available on website

- b) Broad-based Black Economic Empowerment
 - i) BBBEE Certificate – available upon request

- c) DATA PROTECTION
 - i) Data Privacy Policy – available on website

6. DESCRIPTION OF THE RECORDS OF THE MERENSKY GROUP WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Association;
- (iv) Certificate to Commence Business;
- (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (vi) Proxy Forms; (if these have been lodged)
- (vii) Proxy Forms used at Court convened meetings; (If such meetings have been held)
- (viii) A Register of Allotments – after a person ceased to be a member;
- (ix) Register of Members;
- (x) Index of Members;
- (xi) Register of Mortgages and Debentures and Fixed Assets;
- (xii) Register of Directors' shareholdings;
- (xiii) Register of Directors and Certain Officers;
- (xiv) Directors' Attendance Register;
- (xv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvi) Books of Account regarding information required by the Companies Act, 2008; and
- (xvii) Supporting schedules to books of account and ancillary books of account.

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers; and
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee;
- (iv) Date of birth of each employee;
- (v) Wage register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases); and
- (xvi) Expense accounts.

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Relocation policy;
- (vii) Housing scheme;
- (viii) Disability scheme;
- (ix) Funeral insurance scheme;
- (x) Group personal accident;
- (xi) Group life;

- (xii) Micro loan scheme;
- (xiii) Employee stock purchase plan; and
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and investment sub-committee;
- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports; and
- (vi) Annual accounts.

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Records of assessment and air monitoring;
- (iii) Records of training given to employees in respect of exposure to noise;
- (iv) Records of assessment and monitoring for noise exposure;
- (v) Medical surveillance records in respect of noise exposure;
- (vi) Records and results of tests for noise exposure of employees;
- (vii) Records of training of employees in respect of noise exposure;
- (viii) Safety management systems, data and audits;
- (ix) Permits, licences, approvals and registrations for operations of sites and business;
- (x) Emergency response plans;
- (xi) Environmental impact assessments;
- (xii) Environmental management programs and systems; and
- (xiii) Details of air emissions discharges.

(g) FIXED PROPERTY

- (i) Title Deeds;
- (ii) Leases;
- (iii) Building Plans; and
- (iv) Mortgage Bonds or other encumbrances to fixed property.

(h) MOVEABLE PROPERTY

- (i) Asset Register;



- (ii) Finance and Lease Agreements;
- (iii) Notarial Bonds; and
- (iv) Deeds of Pledge.

(i) INTELLECTUAL PROPERTY

- (i) Patents, patent applications and inventions;
- (ii) Trademarks, trade names and protected names;
- (iii) Copyrights;
- (iv) Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements; and
- (v) Litigation and other disputes involving intellectual property.

(j) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials;
- (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- (iii) Agreements with shareholders, officers or directors;
- (iv) Acquisition or disposal documentation;
- (v) Agreements with contractors and suppliers;
- (vi) Agreements with customers;
- (vii) Warranty agreements;
- (viii) Sale agreements;
- (i) Distributor, dealer or agency agreements;
- (ii) Restraint agreements;
- (iii) Agreements with governmental agencies; and
- (iv) Purchase or lease agreements.

(k) TAXATION

- (i) Copies of all Income Tax Returns and other tax returns and documents;

(l) LEGAL

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;



- (ii) Settlement agreements; and
- (iii) Material licences, permits (timber and water) and authorisations.

(m) INSURANCE

- (i) Insurance policies;
- (i) Claim records; and
- (ii) Details of insurance coverages, limits and insurers.

(n) TRANSPORTATION

- (i) Transportation rights;
- (i) Permits;
- (ii) Transportation System Delivery Plan; and
- (iii) Transportation, Warehouse and Storage Contracts.

(o) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) WAN and LAN installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilisation of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licences; and
- (xiii) Audits.

(p) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;



- (vi) Public Relations Policies and Procedures; and
- (vii) Domestic and Export Orders;

(q) CREDIT INFORMATION

- (i) Applications to open New Accounts;
- (ii) Standard Terms and Conditions;
- (iii) Account Managers Reports and Motivations;
- (iv) Credit Information Reports;
- (v) Trade References;
- (vi) Customer Contracts and Agreements;
- (vii) Customers Audited Financials;
- (viii) Customers Managed Accounts
- (ix) Customer Correspondence; and
- (x) General.

(r) RESEARCH AND DEVELOPMENT

- (i) Brochures; and
- (i) Timber Research Priorities.

7. PROCESSING OF PERSONAL INFORMATION

The Merensky Group is committed to complying with applicable laws wherever it does business. This is vital to the Merensky Group's continued success in an increasingly regulated global marketplace, and also reflects its commitment to conduct business in accordance with the highest legal and ethical standards. The purpose and scope under which it will process personal information is provided for in its Data Protection and Privacy Policy which establishes uniform standards of conduct for handling of information covered by the applicable data privacy and protection laws.

7.1 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race, performance

7.2 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Applicants for employment; employees; alumni.	Human Resources/Payroll department Line management Exco
Customers	Marketing department Credit Department Employees working on client mandates
Contractors / Service providers	Exco Procurement Logistics

7.3 Purpose for processing

Data subject category	Data subject category Broad description of purposes of processing
Applicants for employment; employees; alumni	To carry out actions for the consideration of an application for employment; To carry out actions necessary for the performance of the employment contract; To ensure compliance with an obligation

Data subject category	Data subject category Broad description of purposes of processing
	imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied
Customers	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied
Vendors	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied

8. AVAILABILITY OF THE MANUAL

8.1 A copy of the Manual is available-

8.1.1 on www.merenskytimber.com ;

8.1.2 from the head office of the Company for public inspection during normal business hours;

8.1.3 from the Information Regulator upon request.

8.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.



9. UPDATING OF THE MANUAL

The head of the Company will on a regular basis update this manual.

Issued by

Information Officer