

**MANUAL**  
**In terms of Section 51 of the Promotion of Access to**  
**Information Act**

**GRINDROD LIMITED**

**INTRODUCTION TO GRINDROD LIMITED**

Grindrod Limited is a public company listed on the JSE Limited in the transport and logistics sector. Major subsidiaries and associates of Grindrod Limited are:

Grincor Shipping Holdings Limited  
Grindrod (South Africa) (Pty) Limited  
Grindrod Freight Investments (Pty) Limited  
Grindrod Travel (Pty) Ltd  
Grindrod Management Services (Pty) Limited  
Grindrod Trading (Pty) Limited  
Grindrod Ships Agencies (Pty) Limited  
Grindrod Freight Services (Pty) Limited  
Grindrod Holdings (South Africa) (Pty) Limited  
Grindrod Property Holdings Limited  
Grindrod Mozambique Lda  
Grindrod Bank Limited  
GFS Holdings Limited  
Island View Shipping (Pty) Limited  
Oreport Holdings (Pty) Limited  
Ocean Africa Container Lines (Pty) Limited  
Röhlig-Grindrod (Pty) Limited  
Unicorn Calulo Bunker Services (Pty) Limited  
Unicorn Calulo Shipping Services (Pty) Limited

**CONTACT DETAILS OF THE INFORMATION OFFICER/  
PERSON APPOINTED AS THE HEAD**

Mr Craig Anthony Robertson – Company Secretary  
2<sup>nd</sup> Floor, Quadrant House, 115 Margaret Mncadi Avenue, Durban, 4001  
P O Box 1, Durban, 4000  
Telephone – (031) 304 1451  
Fax – (031) 305 2848  
Email – craigr@grindrod.co.za

## **SECTION 10 GUIDE**

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission - PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone – (011) 484 8300

Fax – (011) 484 0582

Website – [www.sahrc.org.za](http://www.sahrc.org.za)

Email – PAIA@sahrc.org.za

## **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

These records comprise any records that are required to be made available in terms of the Road Transport Act, Companies Act No. 61 of 1973 and the listing requirements as laid down by the JSE Securities Exchange South Africa, and amended from time to time.

## **RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT**

The Annual Report of Grindrod Limited

Share Dealing Policy

Dissemination of Price Sensitive Information

Records covered under the Companies Act and the Listings Requirements of the JSE Securities Exchange South Africa

## **RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT**

Employee Contracts

Supplier Contracts

Client Contracts

Share Option Schemes

Pension and Provident Fund Details

Documentation on Taxation

Shareholders Agreements

Confidentiality Agreements

Restraint of Trade Agreements

Lease Agreements

Sale Agreements

Acquisition Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before Grindrod Limited will allow access thereto.

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## **REQUEST PROCEDURES**

### **Form of Request**

To request a document not in terms of the Act the requester must address the request to the Information Officer/Head in writing, in the prescribed form available from the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za)

A requester who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed fees.

### **AVAILABILITY OF THE MANUAL OF GRINDROD LIMITED**

The manual is available for inspection at the offices of Grindrod Limited being, Quadrant House, 115 Victoria Embankment, Durban, 4001, free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette. Interested parties can also view the manual, which includes the prescribed fees and forms on the website being [www.grindrod.co.za](http://www.grindrod.co.za).

### **PRESCRIBED FEES**

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) Stiffy disc	7,50
(ii) Compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio records	30,00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
1. (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
2. For purpose of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) One third of the access fee is payable as a deposit by the requester.	
3. The actual postage is payable when a copy of a record must be posted to a requester.	

### **PRESCRIBED FORMS**

See attached.

**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: .....

Email 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 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 particular 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 <b>fee payable for access</b> to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. |
| (c) | 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:	
Mark the appropriate box with an <b>X</b> . <u>NOTES:</u>			
(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 case you will be informed if access will be granted in another form.			
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
<b>1. If the record is in written or printed form:</b>			
Copy of record*	<input type="checkbox"/>	Inspection of record	<input type="checkbox"/>
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):			
View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>
			Transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)	<input type="checkbox"/>
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>
			Copy in computer-readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>		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 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
**SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS MADE**