MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000
("the Act")
For

MAERSK SOUTH AFRICA (PTY) LTD
(Registration no. 1992/005770/07)

Company Overview

Maersk South Africa (Pty) Ltd acts as an agent on behalf of the Shipping Line: A.P. Moller –
Maersk A/S (Incorporated in Denmark) South African Registration Number: 2012/072372/10
trading as Maersk Line and Safmarine.

Part I
(Information required under Section 51(1)(a) of the Act)

Name of Body: Maersk South Africa (Pty) Ltd

Physical Address: Maersk South Africa (Pty) Ltd
Safmarine Quay, Clocktower Precinct, V and A Waterfront
Cape Town
Western Cape
8001

Postal Address: P.O. Box 27
Cape Town
8000

Information Officer: Marie-Elize Luyt

Telephone No: (021) 408 6482

Fax no: (021) 408 6682

Email: marie-elize.luyt@maersk.com

Part II
(Information required under Section 51(1)(b) of the Act)

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights
Commission. It contains information required by a person wishing to exercise any right,
contemplated by the Act. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the offices of the Human Rights Commission
at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its
website at www.sahrc.org.za
Part III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

No notice has been published in terms of Section 52.

Part IV

(Information required under Section 51(1)(d) and (e) of the Act)

Records are kept in accordance with such other legislation as is applicable to Maersk South Africa (Pty) Ltd, which includes, but is not limited to, the following legislation:

- Companies Act Number 71 of 2008;
- Insolvency Act 24 of 1936
- Unemployment Insurance Act 63 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act No. 24 of 1936
- Insurance Act No 27 of 1943
- Value Added Tax Act 89 of 1991;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Occupational Health and Safety Act 85 of 1993;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 9 of 1999;
- Medical Schemes Act 131 of 1998;
- Electronic Communications and Transactions Act 25 of 2002
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act 9 of 1933
- Financial Intelligence Centre Act 38 of 2001

Part V

(information required under section 51(1)(e) of the Act)

A: Records held by Maersk South Africa (Pty) Ltd

i. Operational Information

Records relating to the operational, commercial and financial interests of Maersk South Africa (Pty) Ltd including but not limited to:
• Commercial Contracts;
• Company policies and directives;
• Client database;
• Company Secretarial Information;
• Human Resources Information (including internal policies and procedures, employee contracts and records);
• Insurance Policies;
• Operating policies and procedures;
• Records relating to the company’s marketing and business plans, systems and procedures;
• Requisitions, permits, licenses, authorisations, approvals, applications and consents required for the day to day operations of Maersk South Africa (Pty) Ltd;
• Minutes of meetings;

ii. Communications

Correspondence between persons within and without the company not covered by the records described in (i) above including, but not limited to formal letters; e-mails; faxes; memos and notice board announcements.

B. The Request Procedure

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

i. Form of Request

• The requester must use the attached prescribed form being FORM C Regulation 10 of the Act to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of Maersk South Africa (Pty) Ltd.

• The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in South Africa. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

• The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.

• If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.
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 required request fee:

- The Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.

- The fee that the requester must pay is R50. The requester may lodge an application to court against the tender or payment of the request fee.

- After the Information Officer has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

- If the request for information has been refused, the requester may refer to the Act for available remedies.

Part VI

(Other information as may be prescribed under Section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Part VII

(Availability of manual under Section 51(3))

- This manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Maersk South Africa (Pty) Ltd and at www.maerskline.com;

- Copies may also be requested from the South African Human Rights Commission;

Part VIII

(prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za) under the "regulations" section as well as the SAHRC website (www.sahrc.org.za).
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

(b) 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.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Form in which record is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark the appropriate box with an X.</td>
<td></td>
</tr>
</tbody>
</table>

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 to 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:

   - 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 of the images
   - transcription of the images

3. If record consists of recorded words or information which can be reproduced in sound:

   - listen to the soundtrack
   - transcription of soundtrack
   - audio cassette
   - 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
   - i copy in computer readable form (stiff 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? Posterage is payable

| 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