

RITLUKA RESOURCES PTY LTD

Registration Number 2015/192706/07

INFORMATION MANUAL

Compiled in terms of section 51 of the Promotion of Access to Information Act No. 2 of 2000, as amended

November 2025

A copy of the manual is available for inspection at
the registered office of the Company and on the Company's website.

INDEX

<u>Contents</u>	<u>Page</u>
Introduction	3
Administration of the Act	4
Automatic availability of certain records	5 - 6
Records available in accordance with other legislation	6
Record subjects and categories	7 - 11
Processing of Personal Information	11 - 13
Access Request Procedure	14 - 18
Appendix 1: Access Request Form	19 - 21
Appendix 2: Prescribed Fees	22 - 23
Annexure A: Information Officers, Deputy Information Officers and Contact Details	24 – 33

INTRODUCTION

This Manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000 (referred to as "PAIA"), as amended. With effect from 1 July 2021, section 51 of PAIA requires the inclusion of prescribed information insofar the Protection of Personal Information Act No 4 of 2013 ("POPIA") is concerned. The purpose of PAIA is to give effect to section 32(2) of the Constitution, which provides that any person has the right to gain access to information held by a public or private body. If the record is requested from a private body, the requester needs to prove that the record is required for the exercise or protection of a right. POPIA regulates the processing of personal information and requires, *inter alia*, compliance with the eight conditions of lawful processing. In appropriate circumstances, access to a record may be refused. This will be in the case of the existence of a lawful ground for refusal, as recognized in PAIA.

One of the main requirements specified in PAIA is the compilation of a manual that provides information on the types and categories of records held by the public or private body. In terms of PAIA, a private body includes natural persons as well as any former or existing juristic person; POPIA on the other hand, applies to living, natural persons and existing juristic persons.

This document serves as the manual of Ritluka Resources ("the Company" / "RITLUKA RESOURCES"), as the case may be, in terms of PAIA, read with the relevant sections of POPIA (the "Information Manual"), to provide a reference as to the records held and the process to be followed to request access to such records.

COMPANY OVERVIEW

Ritluka Resources, a company incorporated in the Republic of South Africa is a wholly black-owned company that offers a variety of mining, construction and trading services in South Africa and neighboring countries. Founded in 2016 as a technical services company, Ritluka has grown to become one of the most significant players in both underground and opencast coal contract mining space. Ritluka Resources is a people driven business that prioritizes the environment, community, and stakeholder relationships where it operates.

SCOPE OF THE MANUAL

The scope of this Information Manual is to provide a reference regarding the records held by the Company.

This Information Manual will be reviewed and updated on a regular basis by the Company's POPIA and PAIA Steering Committee in accordance with the requirements of section 51(2) of PAIA and the terms of reference of the POPIA and PAIA Steering Committee in place from time to time.

ADMINISTRATION OF PAIA

Section 51(1)(a) of PAIA

The Chief Executive Officer of the Company is designated as the Company's Information Officer for purposes of POPIA and is the head of the Company for purposes of PAIA. The Company's Information Officer and Deputy Information Officer's contact details are set out in Annexure A. Requests for information relating to the Company in terms of PAIA and/ or POPIA must be submitted to the relevant person as set out in Annexure A , as amended from time to time.

GUIDE FOR REQUESTERS ON HOW TO USE PAIA

Section 51(1)(b) and Section 10

PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request for information from the Company or any Related Entity, the public body must be acting in the public interest. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided.

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

The Guide contains a description of –

- the objects of PAIA and POPIA;
- the postal and street address, phone and, if available, electronic mail address of the information officer of every public body, and every deputy information officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
- the manner and form of a request for access to a record of a public body contemplated in section 11 of PAIA; and access to a record of a private body contemplated in section 50 of PAIA;
- the assistance available from the information officer of a public body in terms of PAIA and POPIA;
- the assistance available from the Regulator in terms of PAIA and POPIA;
- 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 an internal appeal, a complaint to the Regulator, and 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;
- the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- the regulations made in terms of section 92 of PAIA.

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.

The Guide can also be obtained upon request to the Information Officer of the Company or from the website of the Information Regulator (infoeregulator.org.za/). A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

- English and Afrikaans

The contact details for the Information Regulator are (at present) as follows:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Telephone number: +27 (0)10 023-5200 / +27 (0)82 746-4173

Website: infoeregulator.org.za/

E-mail: enquiries@infoeregulator.org.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Section 51(1)(c) and Section 52(2)

No notices relating to the Company have been published by the Minister of Justice and Constitutional Development in terms of section 52(2) of the Act.

Certain records are available without having to be requested in terms of the request procedures set out in PAIA and details in this Information Manual below. The following records are automatically available and can be accessed from the Company's offices.

Investor and media related information:

- Financial reports:
 - Annual reports:
 - Integrated annual report;
 - Mineral resources and reserves report;
- Presentations and webcasts;
- Events calendar;
- Share information:
 - Share price and charts;
 - Details of transfer secretaries;
- Photo gallery; and
- Awards.

Corporate governance related information:

- Details and *curricula vitae* of the members of the board of directors;
- The board committees;
- Policies and key documents:
 - Code of Conduct and Ethics;
 - Corporate Governance Framework;
 - This Information Manual along with the annexed access request form;
 - Conflict of Interest Policy;
 - Whistleblowing Policy;

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Section 51(1)(d)

Records are kept in accordance with, and are available in terms of, certain legislation that applies to the Company, and the Related Entities. These records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation includes but is not limited to as follows:

- Mine Health and Safety Act No. 29 of 1996;
- Occupational Health and Safety Act No. 85 of 1993;
- Value-Added Tax Act No. 89 of 1991;
- Income Tax Act No. 58 of 1962;
- Companies Act No.71 of 2008;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- Labour Relations Act No. 66 of 1995;
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- National Environmental Management: Air Quality Act No. 39 of 2004;
- Land Survey Act No. 8 of 1997;
- Mineral and Petroleum Resources Development Act No. 28 of 2002;
- Unemployment Insurance Act No. 63 of 2001;
- Unemployment Insurance Contributions Act No. 4 of 2002;
- Skills Development Act No. 97 of 1998;
- Skills Development Levies Act No. 9 of 1999;
- Electronic Communications and Transactions Act No. 25 of 2002; and
- National Credit Act No. 34 of 2005.

RECORD SUBJECTS AND CATEGORIES

Section 51(1)(e)

The Company's Corporate Office operates a Central Records Department which holds records in relation to the Company and the Related Entities. The records listed below, access to which need to be requested in terms of POPIA and/or PAIA, will not in all circumstances be provided to a requester. These records are accordingly not automatically available and access to them is subject to the nature of the information requested, as well as the grounds for refusal set out in PAIA that may be applicable to a request for such records. The procedure in terms of which such records may be requested from the Company are set out below.

Central Records comprise the following main categories:

Accounting and Investments

- Accounting Records
 - Records showing assets and liabilities
 - Register of fixed assets
 - Record of cash transactions (cash books, bank statements, cheques, bank deposit slips, etc.)
 - General ledgers, trial Balances
 - Cash management
 - Accounts receivable
 - Accounts payable
 - Consolidation workings and records
 - Annual financial statements
 - Opinions on disclosure of financial information
 - Individual composition of final balances as per annual financial statements
 - General correspondence
 - Management reports

Company Secretarial

- General correspondence
- Company and share registration records
- Statutory records, inclusive of the following:
 - Certificate of Incorporation
 - Memorandum of Incorporation
 - Documentation lodged with the Registrar of Companies and the Companies and Intellectual Property Commission
 - Prospectuses
 - Notices to members

- Minutes of meetings of members
- Resolutions of members, including special resolutions
- Directors' consent forms to act as directors
- Register of directors and officers
- Register of directors' interests in contracts
- Minutes of directors' meetings
- Directors' resolutions
- Papers for directors' meetings
- Attendance register of directors' meetings
- Minutes of board committee meetings
- Attendance register of board committee meetings
- Audit appointment letters
- Correspondence with auditors
- Audit management letters
- Audit reports
- Minute books, attendance registers and agreements relating to trusts and joint ventures
- Documentation relating to share incentive scheme and the share plan
- Notices
- Annual reports and other financial reports

Human Resources (HR) Department

- Organizational structure
- Employee Records
 - Letters of appointment
 - Records of background checks
 - Payroll records
 - Leave records (including medical certificates in the event of sick leave)
 - Correspondence with employees
 - Standard terms and conditions of employment
 - Performance management records
 - Disciplinary records
 - Incapacity records
 - Termination notices / letters of resignation
 - Trade union membership, if any
 - Trade union levy deduction authorisations, if any
- Employment Equity Reports
- Employment Equity Plan
- Employment Equity Policy
- Employee declarations in terms of the Employment Equity Act

- Salary scales / job grades
- Labour relations records
- Industrial relations correspondence
- Recognition agreements with trade unions
- Collective agreements
- General correspondence
- General HR Policies and Procedures
- Training records and Workplace Skills Plan
- Pension/Provident fund records
- Employee benefit records
- Medical aid records
- Pay-as-You-Earn (PAYE) records
- Workmen's Compensation records

Internal Audit

- General correspondence
- Audit practice records
- General administration records
- Audit reports, plans and supporting working papers
- Audit performance records and correspondence
- Miscellaneous records

Legal

- General correspondence
- Contracts and agreements
- Prospecting and mining rights
- Property records
- Miscellaneous records relating to old order and new order prospecting and mining rights

Risk Management

- General correspondence
- General administration records
- Insurance records including the following:
 - Term sheets

- Correspondence on policies and claims incidents
- Policy documents
- Summaries of insurances
- General correspondence on risk financing issues
- Annual risk reports
- Details on sums insured / turnover / employee numbers
- Insurance valuation reports and correspondence
- Physical risk management including the following:
 - Risk grading and survey reports
 - Performance reviews
 - Specialist risk reports
- Risk management and internal control
 - Reports to and minutes of Management Risk Committee meetings
 - Control self assessment
 - Framework
 - Reports

Taxation

Income tax returns

- Correspondence with South African Revenue Service (SARS)
- Income tax opinions by tax advisors
- Value-Added Tax (VAT) invoices and credit notes
- VAT returns
- VAT opinions by tax advisors
- Correspondence to and from SARS
- Administrative records

Shared Services

- Shared services
 - Management agreements
 - Policy on capital expenditure and control

- Engineering standards
- Engineering specifications
- Project management procedures
- Project meeting minutes
- Statutory appointments
- Vendor lists
- Standard forms of contract
- Safety, Health and Environment (SHE) assessment records
- SHE external audit reports
- SHE records, including monthly and quarterly SHE Reports
- Annual sustainable development reports / sustainability reports
- Approved environmental management progress reports and any addenda / revisions for each of the operations
- Vendor applications
- Procurement statistics and reports
- General and business policies

Mine and Land Survey Information

- Peg index registers
- Field books
- Hand drawn information and / or digital CAD information
- Digital terrain models generated from either photogrammetric or airborne laser survey Methods

PROCESSING OF PERSONAL INFORMATION

For purposes of facilitating a request for personal information in terms of POPIA, the information below includes details of the following:

- the purpose of the processing of personal information by the Company
- a description of the categories of data subjects and of the information or categories of information relating to data subjects held by the Company
- the recipients or categories of recipients to whom personal information may be supplied;
- planned transborder flows of personal information; and
- A general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the Company to ensure the confidentiality, integrity and availability of the information which is to be processed.

In terms of POPIA, a requester to whom certain personal information relates may request the Company concerned to confirm, free of charge, whether or not it holds personal information about that particular requester.

A requester may make a request that the Company provides the record or a description of the personal information about the requester which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner, and format, at a fee, and in a form that is generally understandable.

a) Categories of data subjects

Data subjects	Categories of information
Employees	Human resources information (see above)
Applicants for employment	Contact details Recruitment records
Previous employees	Contact details Human resources information, as required to be retained post-termination of employment (see above)
Clients	Company registration details Contact details Take-on information in terms of the Financial Intelligence Centre Act, 2001 Details of services provided and fees charged Demographic information Tax-related information
Contractors/ service providers	Company registration details Contact details and banking details Details of services rendered and fees paid Tax-related information
Visitors	Name and contact details

b) Purposes of processing

Data subject category	Broad description of purposes of processing
Applicants for employment; employees; previous employees	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 imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied
Clients	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.

Data subject category	Broad description of purposes of processing
Contractors / service providers	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.
Visitors	To pursue the legitimate interests of the company or a third party to whom the information is supplied

c) Likely recipients

Data subjects	Likely recipients
Applicants for employment; employees; previous employees.	Human resources department Line management Exco
Clients	Marketing department Employees working on client mandates Exco
Contractors / Service providers	Exco Facilities management department

d) General description of information security measures

Technical measures	Organisational measures
The Company employs technology to ensure the confidentiality, integrity and availability of personal information under its care. Such measures include: •password protection •encryption •firewalls •regular vulnerability scans of IT networks and systems •awareness training for employees	Where the Company retains personal information in hard-copy, organisational measures are put in place to ensure the confidentiality and integrity of this personal information. Such measures include: •limiting access to relevant personnel •storing personal information in secure locations •A policy on Document Filing and Record Keeping Facilities

ACCESS REQUEST PROCEDURE

Section 51(1)(e) of PAIA; Section 23 of POPIA

The purpose of this section is to provide requesters with guidelines and procedures to facilitate a request for access to records held by the Company.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of PAIA or POPIA, whichever may be applicable. In addition, the completion and submission of an access request form does not automatically allow the requester access to the requested record. In each instance, a requester must identify the right that he, she or it is seeking to exercise by accessing records held by the Company, and must give reasons why the particular record or records requested is or are required for the exercise or protection of that right. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to the Company. The requester is also required to indicate which form of access to the relevant records is required, and to provide her/his/its contact details in South Africa.

The Company may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA. (See below)

The Company is required to inform a requester in writing of its decision in relation to a request for records within 30 days of receiving it, unless a third party notification and intervention, as contemplated in Chapter 5 of PAIA, applies. This period may be extended in appropriate circumstances, in accordance with section 57 of POPIA. If the requester wishes to be informed of the Company's decision in another manner as well, this must be set out in the request and the relevant details included in order to allow the Company to inform the requester in the preferred manner.

Note:

If it is reasonably suspected that the requester has obtained access to the Company's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order for the Company to respond to requests in a timely manner, the Access Request Form annexed hereto should be completed, taking into account the following *Instructions on Completion of Forms*:

- The Access Request Form must be completed in the English Language.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question, state "nil" in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail and e-mail and must be addressed to the Company's information officer as indicated in Annexure A. An initial, **non-refundable R140.00 request fee** is payable on submission. This fee is **not payable** by Personal Requesters, referring to any persons seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the Company's contact person as indicated above and payment can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful, an **access fee** will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees (see Appendix 2). The access fee must be paid prior to access being given to the requested record.

Notification

Requests will be evaluated and the requester notified within 30 days of receipt of the completed Access Request Form. Notifications may include:

Notification of Extension Period (if required)

Requesters will be notified if an extension period is required for the processing of their requests, including:

- ◆ The required extension period, which will not exceed an additional 30-day period;
- ◆ Adequate reasons for the extension; and
- ◆ Notice that the requester may lodge an application with the High Court against the extension and the procedure, including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester will be notified if a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- ◆ The amount of the deposit payable (if applicable); and
- ◆ That the requester may lodge an application with the High Court against the payment of the deposit and the procedure, including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required, a requester will be notified, within 30 days of the decision on his, her or its request.

If the request for access to a record is **successful**, the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which access will be granted;
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is **not successful**, the requester will be notified of the following:

- Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
- That the requester may lodge an application to a court against the refusal of the request and the procedure, including the period, for lodging the application.

Third Party Information

If access is requested to a record that contains information about a third party, the Company or a Related Entity is obliged to attempt to contact this third party to inform it of the request. This enables the third party to respond by either consenting to access or by providing reasons why the requested access should be denied.

In the event of the third-party furnishing reasons for the support or denial of access, the designated contact person of the Company will consider these reasons in determining whether access should be granted, or not.

Grounds for Refusal

The Company may legitimately refuse to grant access to a requested record that falls within a certain category. The grounds on which the Company may refuse access include where:

- Disclosure of the record (containing trade secrets, financial, commercial, scientific, technical or any other confidential information) would harm the commercial or financial interests of the Company.
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- There is a need to protect personal information that the Company holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- There is a need to protect commercial information that the Company holds about a third party or the Company (for example trade secrets, or financial, commercial, scientific or technical information that may harm the commercial or financial interests of the third party or the Company or a Related Entity);
- Disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- Disclosure of the record would endanger the life or physical safety of an individual;
- Disclosure of the record would prejudice or impair the security of property or a means of transport;
- Disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- Disclosure of the record would prejudice or impair the protection of the safety of the public;
- Disclosure of the record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; or
- The record contains information about research being carried out or about to be carried out on behalf of a third party, the Company.

Records that cannot be found or do not exist

If the Company has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Remedies for refusal to request information

Internal remedy

The Company does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information officer.

External remedy

Where a requester is not satisfied by a decision made by information officer or deputy information officer of the Company, s/he/it may submit a complaint to the Information Regulator, or apply to court for relief, within 180 days of receiving the decision that has caused the grievance. The court application can be made to a Magistrate's Court or High Court.

Other information as may be prescribed

The amended Regulations published in terms of PAIA, under Government Notice R757 in *Government Gazette* 45057 of 27 August 2021, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the table below).

Availability of the Manual

This Manual is available at the offices of the Company or Related Entity at the addresses set out below.

Acknowledgement

The Manual has been based on an original template supplied by the SAHRC and amended accordingly based on a template supplied by the Information Regulator.

FORM 2
REQUEST FOR ACCESS TO RECORD

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorization, must be attached to this form.

TO: The information officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity in which request is made (when made on behalf of another person):			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity number:			
Postal address:			

Street address:			
E-mail address:			
Contact numbers:	Tel. (B):	Facsimile:	
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)			
Description of record of relevant part of the record:			
Reference number, if available:			
Any further particulars of record:			
TYPE OF RECORD			
(Mark the applicable box with an "X".)			
Record is in written or printed form.			
Record comprises of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches etc.)			
Record consists of recorded words or information which can be reproduced in sound.			
Record is held on a computer or in an electronic, or machine-readable form.			
FORM OF ACCESS			
(Mark if applicable box with an "X")			
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form).			
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.).			
Transcription of soundtrack (written or printed document).			
Copy of record on flash drive (including virtual images and soundtracks).			
Copy of record on compact disk drive (including virtual images and soundtracks).			
Copy of record saved on cloud storage server.			
MANNER OF ACCESS			
(Mark the applicable box with an "X".)			
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form).			
Postal services to postal address.			
Postal services to street address.			
Courier service to street address.			
Facsimile of information in written or printed format (including transcriptions).			
E-mail of information (including soundtracks if possible).			
Cloud share/file transfer.			
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.			

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
(If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.)	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	
FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. 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:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this ____ day of _____ 20 _____.

Signature of requester/person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by (state rank, name and surname of information).	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

PRESCRIBED FEES

A requester has to pay a **request fee** of **R140.00**, other than where the requester is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorized to deal with such requests on behalf of the Company may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to the High Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by the Company is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. The Company is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

(a)	For every photocopy/printed black and white copy of an A4-size page or part thereof.	R2,00
(b)	For every printed copy of an A4-size page or part thereof	R2,00
(c)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00
(d)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(e)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(f)	For a transcription of an audio record, for an A4-size page	R24,00
(g)	Copy of an audio record, per A4-size page (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to be requestor	R40,00 R40,00 R60,00
(h)	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably.	R145,00

	To not exceed the total cost of:	R435,00
(i)	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items (b) to (h).
(k)	Postage, e-mail or any other electronic transfer	Actual expense, if any

The request fee must be paid before the request will be considered.

Where a request for access to a record or records held by the Company is granted, the requester also has to pay an access fee for the reproduction of the record or records and for the search for and the preparation of the records for disclosure. The access fee amount depends on the form in which access is required and the reasonable time required to search for and prepare the record. The requester will be notified of the amount of the access fee. The Company is entitled to withhold a record until the required access fees have been paid.

If the Company is of the opinion that the search for and the preparation of the records requested will require more than six hours, the Company is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to the High Court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the requested records is subsequently refused, the deposit will be repaid to the requester.

If a request is granted, the deposit (if any), is payable before the request will be processed and the requested record or portion thereof will only be released once proof of full payment is received.

ANNEXURE A

RITLUKA RESOURCES

INFORMATION OFFICERS, DEPUTY INFORMATION OFFICERS AND CONTACT DETAILS

Name	IO and DIO Designation	Contact details
Ritluka Resources	Information Officer: Chief Executive Officer	Physical address: Office 303 Smokey Mountain Office Park, South Africa, 2196 Telephone number: 013 591 0132 Email: info1@ritluka.co.za Website: www.ritluka.co.za
Ritluka Resources	Deputy Information Officer: Financial Manager	Physical address: Office 303 Smokey Mountain Office Park, South Africa, 2196 Telephone number: 013 591 0132 Email: info1@ritluka.co.za Website: www.ritluka.co.za