

**PAIA MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000 (“PAIA”)**

**AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013  
 (“POPI”)**

**Of**

**African Group Lubricants (Proprietary) Limited**

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## **1. AN INTRODUCTION TO PAIA**

The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001.

PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable.

## **2. OUR PAIA MANUAL**

This Manual constitutes African Group Lubricants (Pty) Limited's PAIA manual.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("**POPI**"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPI amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPI and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPI.

For purposes of this Manual, we refer to ourselves as “AGL”, “we”, “us” or “our”.

We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

### **3. WHO ARE WE - ABOUT US AND OUR BUSINESS**

If you would like to find out more about us, including our main business activities, our company profile is available at <https://www.aglubricants.co.za>.

### **4. MAIN SUBSIDIARIES AND ASSOCIATE COMPANIES**

AGL has the following subsidiaries and associate entities.

4.1 AGL Empowered (Pty) Ltd (Reg No: 2016/357762/07)

4.2 African Group Lubricants DRC S.A.R.L.U (Reg No: CD/LSH/RCCM/15 – B - 3706)

If you have a PAIA request you would like to submit to one of them, you should follow the procedures set out in this Manual, as it will also apply to them.

### **5. OUR BOARD OF DIRECTORS**

Our directors are:

5.1 Mark Kerwan

5.2 Jake Govender

5.3 Ursula Lebuso

The Management Committee may change from time to time.

Please visit our website [Team \(aglubricants.co.za\)](http://www.aglubricants.co.za) to find out whether there have been any changes.

## 6. OUR CONTACT DETAILS

Our general contact details are as follows:

Head Office Physical Address:

African Group Lubricants,

177 Paul Smit Street, Anderbolt, Boksburg, 1459.

Telephone Number: +27(11) 824 0560

## 7. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The details of our Information and Deputy Information Officers are as follows:

### 7.1 Information Officer:-

Name	Mark Kerwan
Physical Address:	177 Paul Smit Street, Anderbolt, Boksburg, 1459
Telephone Number	+27(11) 824 0560
Email	mark.kerwan@aglubricants.co.za
Information regulator Reference number	TO BE CONFIRMED

### 7.2 Deputy Information Officers

Name	Tessa Meyer
Physical Address:	177 Paul Smit Street, Anderbolt, Boksburg, 1459
Telephone Number	+27(11) 824 0560
Email	tessa.meyer@aglubricants.co.za
Information regulator Reference number	TO BE CONFIRMED

### 7.3 Correspondence:

For the attention of the Information Officer (copies delivered to the appointed Deputy Information Officer).

Telephone Number for PAIA / POPI requests: +27(11) 824 0560

Email Address for PAIA and POPI requests: [rebecca.thaba@aglubricants.co.za](mailto:rebecca.thaba@aglubricants.co.za)

## 8. PAIA GUIDE

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages.

If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

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

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

## 9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST

The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

## 10. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION

AGL is subject to many laws and regulations, some of which require us to keep certain records.

These laws are detailed below:

10.1 Constitution of the Republic of South Africa 108 of 1996;

10.2 Companies Act 71 of 2008;

- 10.3 Broad-Based Black Economic Empowerment Act, 53 of 2003;
- 10.4 Currency and Exchanges Act 9 of 1933 (Currency and Exchange Act) read with the Exchange Control Regulations, which were promulgated on 1 December 1961, as amended from time to time;
- 10.5 Prevention and Combating of Corrupt Activities Act, 12 of 2004;
- 10.6 Competition Act 89 of 1998;
- 10.7 Labour Relations Act, 66 of 1995;
- 10.8 Basic Conditions of Employment Act, 75 of 1997;
- 10.9 Employment Equity Act, 55 of 1998;
- 10.10 Occupational Health and Safety Act, 85 of 1993;
- 10.11 Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- 10.12 Financial Intelligence Centre Act, No. 38 of 2001;
- 10.13 Protection of Personal Information Act (POPI), No. 4 of 2013;
- 10.14 Value Added Tax Act 89 of 1991;
- 10.15 The Income Tax Act 58 of 1962;
- 10.16 National Environmental Management Act No. 107 of 1998;
- 10.17 National Environmental Management Waste Act No. 59 of 2008; and
- 10.18 Customs and Excise Act 91 of 1964

This list is not exhaustive.

## **11. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS**

Described below are the records which we hold, divided into categories for ease of reference:

### **11.1 Companies Act Records**

- Documents of Incorporation;

- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;
- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

### **11.2 Financial Records**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoices.

### **11.3 Income Tax Records**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;



- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

#### **11.4 Personnel Documents and Records**

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

## **12. INFORMATION RELATED TO POPIA**

### **12.1 Introduction**

POPIA requires us to provide you with certain information relating to how personal information that we process is, amongst others, used, disclosed and destroyed.

AGL has developed a Data Protection and Information Sharing Policy, which can be made available to you on request or found on our website at [www.aglubricants.co.za](http://www.aglubricants.co.za). A hardcopy may also be inspected at our Head Office.

## **12.2 Information on how you can request your personal information, objections, applications for correction, under POPI section 11(3) and 24 (1) read with regulation 2 and 3, respectively.**

Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 13 below.

If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.

The prescribed forms and directions their applicability can be found and accessed in Data Protection and Information Sharing Policy, which can be made available to you on request or found on our website at [www.aglubricants.co.za](http://www.aglubricants.co.za)

We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

POPI provides that a data subject may, upon proof of identity, request AGL to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPI also provides that where the data subject is required to pay a fee for services provided to him/her, AGL must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

## **13. REQUEST PROCEDURE**

### **13.1 Completion of the prescribed form**

Any request for access to a record from a private body in terms of PAIA must substantially correspond with the form attached hereto marked *Appendix A - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

### **13.2 Payment of the prescribed fees**

A Fee may be payable, depending on the type of information requested, as described under *Appendix B - Fees in respect of private bodies*.

There are two categories of fees which are payable:

- **The request fee:** R50
- **The access fee:** This is calculated by considering reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles AGL to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

## **14. PROOF OF IDENTITY**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

## **15. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS**

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## **16. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- 16.1 the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- 16.2 the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- 16.3 if disclosure would result in the breach of a duty of confidence owed to a third party;
- 16.4 if disclosure would jeopardize the safety of an individual or prejudice or impair certain property rights of a third person;
- 16.5 if the record was produced during legal proceedings, unless that legal privilege has been waived;
- 16.6 if the record contains trade secrets, financial or sensitive information or any information that would put AGL at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- 16.7 if the record contains information about research being carried out or about to be carried out on behalf of a third party or by AGL.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

## **17. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

## **19. AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at the Head Office of African Group Lubricants (Pty) Ltd, or found on our website at [www.aglubricants.co.za](http://www.aglubricants.co.za).

REPUBLIC OF SOUTH AFRICA



**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:

[Redacted area for particulars of private body]

**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

[Redacted area for full names and surname]

Full names and surname:

Identity number:

Postal address: [Redacted area]

Telephone number: (.....) [Redacted area]

Fax number: (.....) [Redacted area]

E-mail address: [Redacted area]

Capacity in which request is made, when made on behalf of another person:

[Redacted area for capacity in which request is made]

**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 below, 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 **X**.

NOTES:

- (a) Compliance with your request for access 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.

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*	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)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*	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? Postage 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 .....year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

## Appendix B

### FEES IN RESPECT OF PRIVATE BODIES

1. The “request fee” payable by a requester, other than a personal requester, referred to in section 54(1) of the Act, is R50
2. The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
  - (a) for every photocopy of an A4-size page or part thereof - R1 - R10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R0 - R75
  - (c) for a copy in a computer-readable form on:
    - (i) stiffy disc - R7 - R50
    - (ii) compact disc - R70
  - (d) (i) for a transcription of visual images, for an A4-size page or part thereof - R40;  
(ii) for a copy of visual images - R60
  - (e) (i) for transcription of an audio record, for an A4-size page or part thereof - R20;  
(ii) for a copy of an audio record - R30
  - (f) To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester  
Exemptions from paying “access fees.”

Person or persons exempted from paying access fees:

- (i) A single person whose annual income does not exceed R14,712.00; or
- (ii) Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

## **FURTHER INFORMATION**

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### **FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA**

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:
  - (a) For every photocopy of an A4-size page or part thereof R 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 R0,75.
  - (c) For a copy in a computer-readable form on -
    - (i) stiffy disc R7,50;
    - (ii) compact disc R70,00.
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
  - (ii) For a copy of visual images R60,00.
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
  - (ii) For a copy of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
  - (1) (a) For every photocopy of an A4-size page or part thereof R1,10.
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
  - (c) For a copy in a computer-readable form on -
    - (i) stiffy disc R7,50;
    - (ii) compact disc R70,00.
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
  - (ii) For a copy of visual images R60,00.
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
  - (ii) For a copy of an audio record R30,00.
  - (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 reparation.
- (2) For purposes of section 54(2) of PAIA, 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.

## APPENDIX C

### RECORDS THAT MAY BE KEPT IN TERMS OF THE OTHER LEGISLATION (WHERE APPLICABLE TO AGL)

- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006 (Science)
- Administration of Estates Act 66 of 1965 (Estates)
- Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (Transport)
- Admission of Advocates Act 74 of 1964 (Professions)
- Advertising on Roads and Ribbon Development Act 2 of 1940 (Environment and Conservation)
- Advisory Board on Social Development Act 3 Of 2001 (Welfare and Pensions)
- African Renaissance and International Co-operation Fund Act 51 of 2000 (Finance)
- Aged Persons Act 81 of 1967 (Welfare and Pensions)
- Agricultural Debt Management Act 45 of 2001 (Farming)
- Airports Company Act 44 of 1993 (Transport)
- Alienation of Land Act 68 of 1981 (Contract and Delict)
- Appeals Amendment Act 105 of 1982 (Procedural Law)
- Apportionment of Damages Act 34 of 1956 (Contract and Delict)
- Arbitration Act 42 of 1965 (Procedural Law)
- Architectural Profession Act 44 of 2000 (Professions)
- Associated Institutions Pension Fund Act 41 of 1963 (Welfare and Pensions)
- Associated Institutions Provident Fund Act 11 of 1971 (Welfare and Pensions)
- Atmospheric Pollution Prevention Act 45 of 1965 (Environment and Conservation)
- Attorneys Act 53 of 1979 (Professions)
- Auditing Profession Act 26 of 2005 (Professions)
- Aviation Act 74 of 1962 (Transport)
- Banking Institutions Act 25 of 1946 (Financial Institutions and Insurance)
- Banks Act 94 of 1990 (Financial Institutions and Insurance)

- Basic Conditions of Employment Act 75 of 1997 (Labour)
- Bills of Exchange Act 34 of 1964 (Commercial Law)
- Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)
- Broadcasting Act 4 of 1999 (Communication)
- Business Names Act 27 of 1960 (Commercial Law)
- Carriage of Goods by Sea Act 1 of 1986 (Shipping)
- Central Energy Fund Act 38 of 1977 (Energy)
- Citation of Constitutional Laws Act 5 of 2005 (Constitutional Law)
- Civil Aviation Act 13 of 2009 (Transport)
- Civil Aviation Offences Act 10 of 1972 (Transport)
- Civil Proceedings Evidence Act 25 of 1965 (Procedural Law)
- Close Corporations Act 69 of 1984 (Corporate Law)
- Co-operatives Act 91 of 1981 (Corporate Law)
- Co-operative Banks Act 40 of 2007 (Corporate Law)
- Commission on Gender Equality Act 39 of 1996 (Constitutional Law)
- Communal Land Rights Act 11 of 2004 (Land)
- Companies Act 61 of 1973 (Corporate Law)
- Companies Act 71 of 2008 (Corporate Law)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)
- Competition Act 89 of 1998 (Commercial Law)
- Computer Evidence Act 57 of 1983 (Procedural Law)
- Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988 (Commercial Law)
- Consumer Protection Act 68 of 2008 (Commercial Law)
- Contingency Fees Act 66 of 1997 (Legal Administration)
- Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
- Conventional Penalties Act 15 of 1962 (Contract and Delict)

- Copyright Act 98 of 1978 (Commercial Law)
- Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
- Corporate Amendment Act 24 of 2006 and Directors Liability
- Corruption Act 94 of 1992 (Criminal Law)
- Council for Medical Schemes Levies Act 58 of 2000 (Health)
- Council for the Built Environment Act 43 of 2000 (Professions)
- Counterfeit Goods Act 37 of 1997 (Commercial Law)
- Credit Agreements Act 75 of 1980 (Contract and Delict)
- Criminal Procedure Act 51 of 1977 (Procedural Law)
- Cross-Border Insolvency Act 42 of 2000 (Estates)
- Cross-Border Road Transport Act 4 of 1998 (Transport)
- Customs and Excise Act 91 of 1964 (Revenue)
- Debt Collectors Act 114 of 1998 (Legal Administration)
- Deeds Registries Act 47 of 1937 (Legal Administration)
- Designs Act 195 of 1993 (Commercial Law)
- Divorce Act 70 of 1979 ((Family and Persons)
- Documentary Evidence from Countries in Africa Act 62 of 1993 (Procedural Law)
- Domicile Act 3 of 1992 (Citizenship)
- Dumping at Sea Control Act 73 of 1980 (Environment and Conservation)
- Electricity Act 41 of 1987 (Energy)
- Electronic Communications Act 36 of 2005 (Communication)
- Electronic Communications and Transactions Act 25 of 2002 (Communications)
- Employment Equity Act 55 of 1998 (Labour)
- Enforcement of Foreign Civil Judgments Act 32 of 1988 (Legal Administration)
- Engineering Profession Act 46 of 2000 (Professions)
- Environment Conservation Act 73 of 1989 (Environment and Conservation)

- Establishment of the Northern Cape Division of the Supreme Court of South Africa Act 15 of 1996 (Courts)
- Estate Agency Affairs Act 112 of 1976 (Professions)
- Expropriation Act 63 of 1975 Legal (Administration)
- Finance Act 42 of 2008 (Finance)
- Financial and Fiscal Commission Amendment Act 25 of 2003 (Constitutional Law)
- Financial Institutions (Protection of Funds) Act 28 of 2001 (Financial Institutions and Insurance)
- Financial Intelligence Centre Act 38 of 2001 (Criminal Law)
- Financial Services Board Act 97 of 1990 (Financial Institutions and Insurance)
- Financial Services Ombud Schemes Act 37 of 2004 (Financial Institutions and Insurance)
- Foreign Courts Evidence Act 80 of 1962 (Procedural Law)
- Formalities in respect of Leases of Land Act 18 of 1969 (Contract and Delict)
- Gas Act 48 of 2001 (Energy)
- Gas Regulator Levies Act 75 of 2002 (Energy)
- General Pensions Act 29 of 1979 (Welfare and Pensions)
- Hazardous Substances Act 15 of 1973 (Health)
- Health Act 63 of 1977 (Health)
- Identification Act 68 of 1997 (Citizenship)
- Immigration Act 13 of 2002 (Citizenship)
- Immovable Property (Removal or Modification of Restrictions) Act 4 of 1965 (Estates)
- Import and Export Control Act 45 of 1963 (Commercial Law)
- Income Tax Act 58 of 1962 (Income Tax)
- Insolvency Act 24 of 1936 (Estates)
- Institution of Legal Proceedings against certain Organs of State Act 40 of 2002(Procedural Law)
- Insurance Amendment Act 17 of 2003 (Financial Institutions and Insurance)
- Insurance Laws Amendment Act 27 of 2008 ((Financial Institutions and Insurance)



- Interpretation Act 33 of 1957 (Procedural Law)
- Intestate Succession Act 81 of 1987 (Estates)
- Investigation of Serious Economic Offences Amendment Act 46 of 1995 (Criminal Law)
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)
- Land Affairs Act 101 of 1987 (Land)
- Labour Relations Act 66 of 1995 (Labour)
- Law of Evidence Amendment Act 45 of 1998 (Procedural Law)
- Law of Succession Amendment Act 43 of 1992 (Estates)
- Limitation of Legal Proceedings (Provincial and Local Authorities) Act 94 of 1970 (Procedural)
- Liquor Act 59 of 2003 (Liquor)
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- Long-term Insurance Act 52 of 1998 (Financial Institutions and Insurance)
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- Maintenance Act 99 of 1998 (Family and Persons)
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- Marine Pollution (Control and Civil Liability) Act 6 of 1981 (Environment and Conservation)
- Marine Pollution (Intervention) Act 64 of 1987 (Environment and Conservation)
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- Marine Traffic Act 2 of 1981 (Shipping)
- Matrimonial Affairs Act 37 of 1953 (Family and Persons)
- Matrimonial Property Act 88 of 1984 (Family and Persons)
- Measurement Units and Measurement Standards Act 18 of 2006 (Science)
- Medical Schemes Act 131 of 1998 (Health)
- Mental Health Care Act 17 of 2002 (Health)
- Merchandise Marks Act 17 of 1941 (Commercial Law)
- Merchant Shipping Act 57 of 1951 (Shipping)

- Mine Health and Safety Act 29 of 1996 (Health)
- Mineral and Petroleum Resources Development Act 28 of 2002 (Resources)
- Natal Advocates and Attorneys Preservation of Rights Act 27 of 1939 (Professions)
- Natal Conveyancers Act 24 of 1926 (Professions)
- National Building Regulations and Building Standards Act 49 of 1995 (Legal Administration)
- National Credit Act 34 of 2005 (Contract and Delict)
- National Energy Act 34 of 2008 (Energy)
- National Energy Regulator Act 40 of 2004 (Energy)
- National Environmental Laws Amendment Act 14 of 2009 (Environment and Conservation)
- National Environmental Management Act 107 of 1998 (Environment and Conservation)
- National Environmental Management Amendment Act 62 of 2008 (Environment and Conservation)
- National Environmental Management: Air Quality Act 39 of 2004 (Environment and Conservation)
- National Environmental Management: Integrated Coastal (Environment and Conservation) Management Act 24 of 2008 (Environment and Conservation)
- National Environmental Management: Protected Areas Act 57 of 2003 (Environment and Conservation)
- National Environmental Management: Protected Areas Amendment Act 15 of 2009 (Environment and Conservation)
- National Environmental Management: Protected Areas Amendment Act 31 of 2004 (Environment and Conservation)
- National Environmental Management: Waste Act 59 of 2008 (Environment and Conservation)
- National Health Act 61 of 2003 (Health)
- National Key Points Act 102 of 1980 (Security and Prisons)
- National Ports Act 12 of 2005 (Transport)
- National Railway Safety Regulator Act 16 of 2002 (Transport)
- National Roads Act 54 of 1971 (Transport)

- National Road Safety Act 9 of 1972 (Transport)
- National Road Traffic Act 93 of 1996 (Transport)
- National Water Act 36 of 1998 (Resources)
- Occupational Health and Safety Act 85 of 1993 (Labour)
- Older Persons Act 13 of 2006 (Welfare and Pensions)
- Patents Act 57 of 1978 (Commercial Law)
- Pension Funds Act 24 of 1956 (Welfare and Pensions)
- Petition Proceedings Replacement Act 35 of 1976 (Courts)
- Petroleum Pipelines Act 60 of 2003 (Energy)
- Petroleum Pipelines Levies Act 28 of 2004 (Energy)
- Petroleum Products Act 120 of 1977 (Energy)
- Physical Planning Act 88 of 1967 (Environment and Conservation)
- Prescription Act 68 of 1969 (Procedural Law)
- Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)
- Private Security Industry Regulation Act 56 of 2001 (Professions)
- Prize Jurisdiction Act 3 of 1968 (Procedural Law)
- Professional and Technical Surveyors' Act 40 of 1984 (Professions}
- Promotion of Access to Information Act 2 of 2000 (Constitutional Law)
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- Property Valuers Profession Act 47 of 2000 (Professions)
- Protection of Businesses Act 99 of 1978 (Commercial Law)
- Public Accountants and Auditors Act 80 of 1991 (Professions)
- Public Audit Act 25 of 2004 (Finance)
- Qualification of Legal Practitioners Amendment Act 78 of 1997 (Professions)
- Quantity Surveying Profession Act 49 of 2000 (Professions)
- Rationalization of Corporate Laws Act 45 of 1996 (Corporate Law)

- Recognition and Enforcement of Foreign Arbitral Awards Act 40 of 1997 (Courts)
- Recognition of Foreign Legal Qualifications and Practice Act 114 of 1993 (Professions)
- Regulation of Interception of Communication and Provision of Communications- Related Information Act 70 of 2002 (Communication)
- Removal of Restrictions Act 84 of 1967 (Land)
- Renaming of High Courts Act 30 of 2008 (Courts)
- Right of Appearance in Courts Act 62 of 1995 (Courts)
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- Skills Development Amendment Act 37 of 2008 (Labour)
- Skills Development Levies Act 9 of 1999 (Labour)
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- Special Pensions Act 69 of 1996 (Welfare and Pensions)
- Standards Act 8 of 2008 (Science)
- State Attorney Act 56 of 1957 (Professions)
- Supreme Court Act 59 of 1959 (Courts)
- Temporary Employees Pension Fund Act 75 of 1979 (Welfare Pensions)

- The South African National Roads Agency Limited and Roads Act 7 of 1998 (Transport)
- Tobacco Products Control Act 83 of 1993 (Health)
- Town and Regional Planners Act 19 of 1984 (Professions)
- Trade Marks Act 94 of 1993 (Commercial Law)
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- Transfer Duty Act 40 of 1949 (Revenue)
- Trust Property Control Act 7 of 1988 (Estates)
- Unemployment Insurance Act 63 of 2001 (Labour)
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- Value-Added Tax Act 89 of 1991 (Revenue)
- Vexatious Proceedings Act 3 of 1956 (Courts)
- Water Services Act 108 of 1997 (Resources)
- Wills Act 7 of 1953 (Estates)

**Version 1**

<b>Approved by:</b>	<b>Date:</b>	<b>Signature:</b>
Mark Kerwan	17/11/2021	