

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
NO 2 OF 2000**

PETROLEUM AGENCY SA

Contact Information

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| Name of Body | South African Agency for Promotion of Petroleum Exploration and Exploitation (Pty) Ltd, known as Petroleum Agency SA |
| Head of Body | Mr M Xiphu, Chief Executive Officer |
| Address | Petroleum Agency SA Tygerpoort Building 7 Mispel Street Bellville 7530 |
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| Internet Site | <u>http://www.petroleumagencyrsa.com</u> |
| Registration No | <u>1999/015715/07</u> |

The company website www.petroleumagencyrsa.com is accessible to anyone who has access to the Internet. The web page contains general information pertaining to Petroleum Agency SA and its operations.

Purpose

The Petroleum Agency SA was established in 1996 to facilitate the exploration and development of South Africa's resources of oil and gas for the optimal benefit of its people.

The **Vision** of the Petroleum Agency SA is the development of a vibrant upstream oil and gas industry in South Africa.

The Petroleum Agency SA's Mission Statement

As the petroleum agency for the Republic of South Africa, we will actively promote exploration for natural oil and gas resources and their optimal development for the benefit of South Africa.

The following is a listing of the records that are being kept:

General:

- Ministerial directives
- Memorandums and Articles of Association
- Shareholders Compact
- Company Policies and Procedures
- Board documents
- Board Audit documents
- Annual financial reports
- Internal Audit documents
- Human Resources Committee documents
- Monthly reports

Technical:

- Promotional material (pamphlets, brochures and posters)
- Promotional activity reports
- Company brochures, publications and reports
- Technical records
- Databases
- Production and marketing information
- Computer and communication information
- Quotations
- Sales records
- Invoices
- Correspondence
- Minutes of meetings
- Business process and activity documents
- Procurement records
- Project documentation

Technical data and technical reports are confidential and are only made available to prospective clients.

- Procurement records
- Bank account details for debtors and creditors
- Invoices
- Payment histories
- Records pertaining to VAT, Company Tax
- Financial reports
- Minutes of meetings (management, board audit and board meetings)
- Asset registers
- Inventories
- Minor service contracts
- Records relating to insurance arrangements, policies and claims

Commercial:

Contact details of clients

Contracts

Royalties

Records relating to licenses and licensing agreements

Human Resources:

Training records

Employee records

Staff records on leave, payroll, bonuses, and salaries

Records related to dealings with Unions

Labour related matters

Organisational development records

Minutes and submissions of the Human Resources Committee meetings

Recruitment and selection records

Upstream Training Trust:

Minutes of trustee meetings

Bursary and project applications and awards

Contracts (projects), Trust Deed document

Records that can be obtained at no charge

Brochures

Pamphlets

Posters

Annual Reports

Petroleum Agency SA keeps records in accordance with relevant legislation.**Availability of the Manual**

Copies of this manual are available at the reception desk of Petroleum Agency SA and are free of charge. Copies can also be obtained from the South African Human Rights Commission, from the Government Printer and from our website www.petroleumagencysa.com.

Requests for Information

Requests for information must be submitted in accordance with the prescribed format and accompanied by the prescribed fees to the Head: Documentation and Stores at P O Box 1174, Parow, 7499.

FEES FOR OBTAINING RECORDS FROM PETROLEUM AGENCY SA

1. 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.

2. 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 |

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

4. 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 |
| (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 purposes 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.

REQUEST FOR ACCESS TO A RECORD OF PETROLEUM AGENCY SA

(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:.....

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) A quotation, based on your request, will be supplied. This quotation needs to be accepted prior to the supply of the record.
 (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.

| | |
|-------------|-----------------------------------|
| Disability: | Form in which record is required: |
|-------------|-----------------------------------|

Mark the appropriate box with an **X**.
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: | | |
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> 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 (audio cassette) | | transcription of soundtrack* (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* | | 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 that forementioned 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