

PSG CAPITAL PROPRIETARY LIMITED
("PSG Capital")

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

1. INTRODUCTION

- 1.1 This Manual has been prepared in accordance with section 51 of the Act and is aimed at assisting potential Requesters in requesting access to information (documents or records) from PSG Capital as contemplated under the Act.
- 1.2 The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be made available on PSG Capital's website and at its offices.
- 1.3 A Requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
- 1.4 The definitions provided in this Manual are solely for the purpose of this Manual and are not to be taken as applicable to the Act.

2. DEFINITIONS

- 2.1 The following words or expressions will bear the following meanings in this Manual –
 - 2.1.1 "**Act**" means the Promotion of Access to Information Act, No. 2 of 2000, as amended from time to time, together with any regulations published thereunder;
 - 2.1.2 "**Client**" means a natural or juristic person who or which receives services from PSG Capital;
 - 2.1.3 "**Correspondence**" means written and electronic communication exchanged between two or more parties;
 - 2.1.4 "**Employee**" means any person who works for, or provides services to, or on behalf of PSG Capital, and receives or is entitled to receive remuneration;
 - 2.1.5 "**Information Officer**" means the designated information officer/s or the head of the body, as described in this Manual;
 - 2.1.6 "**Manual**" means this manual, together with all annexures thereto, as amended and made available at the offices of PSG Capital from time to time;
 - 2.1.7 "**POPIA**" means the Protection of Personal Information Act, No. 4 of 2013, together with any regulations published thereunder;
 - 2.1.8 "**PSG Capital**" means PSG Capital Proprietary Limited (registration number: 2006/015817/07), a professional company which renders corporate finance-related services to individual Clients, businesses and organisations;
 - 2.1.9 "**Regulator**" means the Information Regulator (South Africa); and
 - 2.1.10 "**Requester**" means any person or entity requesting access to a record that is under the control of PSG Capital.

3. HOW TO USE THE ACT TO ACCESS INFORMATION

- 3.1 The Act 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 in terms of the Act, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, and at the prescribed fees.
- 3.3 A guide on how to use the Act is available via the Regulator's website (<https://inforegulator.org.za/paia-guidelines/>). The guide may also be requested in writing from the Information Officer or be inspected at the offices of PSG Capital during normal business hours. Any queries relating to the guide should be directed to –

The Information Regulator (South Africa)
Postal address: PO Box 31533, Braamfontein, 2017
T: +27 10 023 5200
E: enquiries@inforegulator.org.za
W: <https://inforegulator.org.za/>

4. OVERVIEW OF PSG CAPITAL

- 4.1 PSG Capital provides a complete suite of corporate finance and advisory services to a broad spectrum of Clients, including public and private companies, BEE and private equity houses, financial institutions, asset managers and hedge funds.
- 4.2 Our advisory services include mergers and acquisitions, equity advisory, debt advisory, BEE advisory, private equity, management buy-outs and buy-ins, leveraged buyouts, regulatory advisory, corporate recovery and restructuring, property and strategic advice. PSG Capital is an approved sponsor of companies listed on the JSE Limited (“**JSE**”) Main Board, an approved designated advisor to companies listed on the JSE AltX, an Issuer Agent for companies listed on the Cape Town Stock Exchange (CTSE) and an approved debt sponsor to companies listed on the JSE Interest Rate Market.

PSG Capital's contact details

Name of body	PSG Capital Proprietary Limited
Physical & postal addresses	Stellenbosch Office – Physical: 1st Floor, Ou Kollege Building, 35 Kerk Street, Stellenbosch, 7600, South Africa Postal: PO Box 7403, Stellenbosch, 7599, South Africa Johannesburg Office – Physical: Suite 1105, 11th Floor, Sandton Eye Building, 126 West Street, Sandton, 2196, South Africa Postal: PO Box 650957, Benmore, 2010, South Africa
Head of body and designated Information Officer	Name Henning de Kock (CEO) T +27 (0)21 887 9602 F +27 (0)21 887 9624 E informationofficer@psgcapital.com

- 4.3 **Disclosure in terms of section 52 of the Act**
No records are available in terms of section 52 of the Act.

4.4 Information kept by PSG Capital in accordance with other legislation

Records are kept in accordance with relevant legislation applicable to PSG Capital, which includes, but is not limited to, the following –

- Basic Conditions of Employment Act, No. 75 of 1997;
- Companies Act, No. 71 of 2008;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 58 of 1962
- Labour Relations Act, No. 66 of 1995;
- Protection of Personal Information Act, No. 4 of 2013; and
- Value Added Tax Act, No. 89 of 1991.

4.5 Information held by PSG Capital in terms of the Act

NOTE: This section of the Manual sets out the categories and descriptions of records held by PSG Capital. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

CATEGORIES OF RECORDS	DESCRIPTION OF RECORDS
Financial Records	<ul style="list-style-type: none"> • Financial statements • Financial and tax records (company and Employees) • Asset register and insurance information • Banking details
Company Records	<ul style="list-style-type: none"> • Documents of incorporation • Statutory information • Share register
Human Resources	<ul style="list-style-type: none"> • Employee records • Employment contracts • Personnel guidelines, policies and procedures
Operational Information	<ul style="list-style-type: none"> • Client documentation in terms of Financial Intelligence Centre Act, No. 38 of 2001 • Correspondence with Clients and third parties • Mandates and agreements with Clients • Files relating to Client matters and other Client information • General contract documentation • General operational information
Intellectual Property	<ul style="list-style-type: none"> • Trade-marks and other intellectual property • Software and other licences
Information Technology	<ul style="list-style-type: none"> • Domain names • Records regarding computer systems and programmes
Website	<ul style="list-style-type: none"> • PSG Capital's website address is www.psgcapital.com and contains information regarding the company, including areas of expertise; Clients; news; Employee résumés and contact details

CATEGORIES OF RECORDS	DESCRIPTION OF RECORDS
Miscellaneous	<ul style="list-style-type: none"> • Security agreements, guarantees and indemnities • Marketing agreements • Internal Correspondence • Correspondence with the JSE, the Takeover Regulation Panel, the Competition Commission and other regulatory authorities

4.6 Request Procedures

Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of the Act. The Requester must comply with all the procedural requirements as set out in Act relating to requesting a record held by PSG Capital.

4.6.1 Form of request

The Requester must use the prescribed Form 2 – Request for Access to Record (“**Form 2**”), which is attached hereto as Annexure A, to make the request for access to a record. This must be made to the Information Officer at the address, fax number or electronic mail address of the body concerned.

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, fax number in the Republic or email address. 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 that 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 of the private body.

Not using this Form 2 could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

4.6.2 Fees

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 requesting access to a record containing personal information about him/her or itself, must pay the required request fee.

The Information Officer must by notice, via Form 3 – Outcome of Request of Fees Payable (“**Form 3**”), which is attached hereto as Annexure B, require the Requester (other than a personal Requester) to pay the prescribed request fee (if any) before further processing the request. The forms and fee structure prescribed under the Act are set out in Annexure B of the regulations to the Act, which may be amended from time to time. The regulations are accessible via the Regulator’s website (<https://info regulator.org.za/acts/>).

If access to a record/s is granted by PSG Capital, the Requester may be required to pay an access fee for the search for and preparation of the records and for re-production of the record/s. PSG Capital can withhold a record/s until such access fees have been paid.

4.6.3 **Decision on request**

After the Information Officer has made a decision on the request, the Requester will be notified using the required form. If the request is granted then a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure.

4.6.4 **Grounds of refusal of access**

In terms of Part 3, Chapter 4 of the Act, PSG Capital may and in certain instances must refuse access to records on the grounds set out in the Act. The grounds include:

- that the record constitutes privileged information for the purposes of legal proceedings;
- that it is necessary to protect the commercial information or the confidential information of a third party;
- that it is necessary to protect the commercial information of PSG Capital;
- that it is necessary to protect the safety of individuals or property;
- that it is necessary to protect the research information of a third party or of PSG Capital; and
- that granting access would result in the unreasonable disclosure of personal information about a third party.

5. **RECORDS OR INFORMATION NOT FOUND**

5.1 If, after all reasonable steps to locate a record have been taken, and no record is found, then the Information Officer will notify the Requester, by way of an affirmation or affidavit that access to the requested and titled document cannot be provided. The affirmation or affidavit will include detailed account of the steps taken to try locate the record.

5.2 Should a record be found at a later stage, the Information Officer shall provide the Requester access to such record, unless access to the record is refused on the grounds permitted by the Act (Part 3, Chapter 4).

6. **AVAILABILITY OF THE MANUAL**

This Manual is available on PSG Capital's website (www.psgcapital.com) and may be inspected, during business hours and free of charge, at the offices of PSG Capital. Copies of the Manual may be made, subject to the prescribed fees.

7. **PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA**

7.1 **PSG Capital processes personal information of data subjects for the purposes of:**
(*section 51(1)(c)(i) of the Act, as amended by POPIA*)

- Fulfilling its obligations in terms of applicable legislation, as well as obligations imposed by the JSE Limited and other regulatory authorities;
- Verifying information provided to PSG Capital;
- Obtaining information necessary to provide contractually agreed services to Clients;

- Monitoring, maintaining and managing PSG Capital's contractual obligations to Clients, suppliers, service providers, Employees, directors and other third parties;
- Marketing and advertising; and
- Historical record keeping, research and recording statistics necessary for fulfilling PSG Capital's business objectives.

7.2 PSG Capital may process the personal information of the following categories of data subjects, which includes current, past and prospective data subjects:

(section 51(1)(c)(ii) of the Act, as amended by POPIA)

- Clients and Employees, representatives, agents, contractors and service providers of such Clients;
- Regulatory, commercial, financial and other institutions and organisations with which PSG Capital engages in connection with its Clients, as well as their employees, representatives, agents, contractors and service providers;
- Suppliers, service providers to and vendors of PSG Capital and employees, representatives, agents, contractors and service providers of such suppliers and service providers;
- Directors and officers of PSG Capital;
- Shareholders;
- Job applicants;
- Existing and former Employees (including contractors, agents, temporary and casual Employees);
- Visitors to any premises of PSG Capital; and
- Correspondents.

7.3 The nature of personal information processed in respect of the above data subjects may include, as may be applicable:

(section 51(1)(c)(ii) of the Act, as amended by POPIA)

- Name, identifying number, symbol, email address, physical address, telephone number, fax number, location, online identifier or other particular assignment to the data subject;
- Biometric information of the data subject;
- Education, medical, financial, criminal or employment history of the data subject;
- Information relating to the race, gender, marital status, national origin, age, disability, language and birth of the data subject;
- The personal opinions, views or preferences of the data subject;
- Confidential Correspondence sent by the data subject; and
- The views of opinions of another individual about the data subject.

7.4 PSG Capital may supply personal information to the following recipients:

(section 51(1)(c)(iii) of the Act, as amended by POPIA)

- Regulatory, statutory and government bodies;

- Suppliers, service providers, vendors, agents and representatives of PSG Capital;
- Employees of PSG Capital;
- Shareholders and other stakeholders;
- Clients of PSG Capital;
- Third party verification agencies and credit bureau;
- Collection agencies; and
- Banks and other financial institutions.

7.5 Planned or prospective transborder flow of personal information processed by PSG Capital in respect of the above categories of data subjects:

(section 51(1)(c)(iv) of the Act, as amended by POPIA)

Personal information of data subjects may be transferred across borders, should any of PSG Capital's information technology infrastructure be hosted in foreign jurisdictions, or should this be required in the course of performing Client mandates or other contractual obligations.

7.6 Security measures implemented or to be implemented by PSG Capital to ensure the confidentiality, integrity and availability for the personal information which may be or is being processed by PSG Capital:

(section 51(1)(c)(v) of the Act, as amended by POPIA)

PSG Capital has established and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access, having regard to applicable legal requirements, industry practice and generally accepted information security practices and procedures relevant to PSG Capital.

FORM 2

REQUEST FOR ACCESS TO RECORD

[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 authorisation, 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 <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><i>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.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
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 the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
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 <i>(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)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

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:	

FEEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
 [Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>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</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>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</i>)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer