



**JAGUAR LAND ROVER (SOUTH AFRICA) (PROPRIETARY) LIMITED**

**(HEREINAFTER REFERRED TO AS “THE COMPANY”)**

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

**Updated as per POPIA requirements:  
AUGUST 2022**



## PAIA MANUAL

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### TABLE OF CONTENTS

1. Definitions.....	3
2. Introduction.....	4
3. Company Overview .....	5
4. Company Contact Details In Terms Of Section 51(1)(A) .....	5
5. The HRC Guide .....	6
6. Records Automatically Available -Section 51(1)(C) .....	7
7. Records Available In Accordance With Any Other Legislation -Section 51(1)(D) (E) .....	7
8. The Processes And Procedures For Requesting Information Or Records .....	16
9. Grounds For Refusal Of Access To Records.....	17
10. Availability Of The Manual.....	18
11. External Remedies .....	19
12. Prescribed Fees In Respect Of Private Bodies.....	19

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY **ERROR! BOOKMARK NOT DEFINED.**



## PAIA MANUAL

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### 1. DEFINITIONS

- 1.1 **The Act** means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
- 1.2 **Company** means **Jaguar Land Rover (South Africa) (Pty) Ltd**, a private company as contemplated in the Act, duly registered in terms of the Companies Act, 2008 of South African under the registration number 2001/027269/07 and having its registered address at 28 Victoria Link, Route 21 Corporate Park, Nellmapius Drive, Irene, Tshwane, Gauteng;
- 1.3 **Information Officer** means the CEO of the Company;
- 1.4 **Information Regulator** means the Information Regulator (South Africa);
- 1.4 **Manual** means the Manual required to be compiled in terms of section 51 of the Act, including this Manual, which the Company is obliged to compile in terms of section 51 of the Act and which Manual will assist any person/Requester to obtain access to information held by the Company;
- 1.5 **POPIA** means the Protection of Personal Information Act, 2013 (Act No. 4 of 2013);
- 1.6 **Record** means any recorded information regardless of form or medium, in the possession or under the control of the Company and whether or not it was created by the Company;
- 1.7 **Requester** means any person, including but not limited to a natural person or a legal entity including a private or public body or a person acting on behalf of such natural person, private or public body who makes a request for access to a Record of the Company.



## PAIA MANUAL

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### 2. INTRODUCTION

- 2.1 The Act gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights.
- 2.2 The Act sets out the procedures attached to such request.
- 2.3 Section 9 of the Act, however, recognises that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at:
- a) The reasonable protection of privacy.
  - b) Commercial confidentiality; and
  - c) Effective, efficient and good governance.
- 2.4 Section 51 of the Act obliges private bodies to compile a Manual, which would assist a person to obtain access to information held by the private body and which stipulates the minimum requirements which the Manual has to comply with.
- 2.5 The purpose of the Manual is therefore to inform a person or Requester on how to obtain access to any Record held by the Company which may be required for the exercise or protection of any rights, thereby giving effect to Section 50 of the Act.



## PAIA MANUAL

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### 3. COMPANY OVERVIEW

- 3.1 The Company is a private company incorporated in terms of the company laws of the Republic of South Africa under Registration Number 2001/027269/07.
- 3.2 The shares of the Company are wholly owned by Jaguar Land Rover (South Africa) Holdings Limited (2011/149827/10) incorporated in the United Kingdom and incorporated as an external Company as required in terms of the Companies Act, 2008 in South Africa.
- 3.3 The main business of the Company is the sale and marketing of Jaguar and Land Rover vehicles, parts and accessories and the provision of related services.

### 4. COMPANY CONTACT DETAILS IN TERMS OF SECTION 51(1)(a) OF THE ACT

- 4.1 The **Information Officer's** contact details are:

Email: [jlrsaio@jaguarlandrover.com](mailto:jlrsaio@jaguarlandrover.com)  
Phone Number: +27 (0)860 110 090  
Postal Address: Private Bag X2 Pierre Van Ryneveld 0045 Tshwane South Africa  
Physical Address: 28 Victoria Link Route 21 Corporate Park Nellmapius Drive Irene X30  
Centurion Tshwane Gauteng South Africa



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## PAIA MANUAL

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### 5. THE SECTION 10 GUIDE ON HOW TO USE PAIA

- 5.1 The Information Regulator has published a guide as prescribed by Section 10 of the Act. This guide is available at the offices of the Information Regulator and on its website as prescribed by Section 10 of the Act. Please direct any queries regarding this guide to:

**Information Regulator:**

JD House, 27 Stiemans Street, Braamfontein, Johannesburg, 2001  
P.O. Box 31533, Braamfontein, Johannesburg, 2017

Website: <https://www.inforegulator.org.za/>  
email (POPIA complaints): [POPIAComplaints@inforegulator.org.za](mailto:POPIAComplaints@inforegulator.org.za)  
email (PAIA Complaints): [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za)  
email (general enquiries): [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)



## PAIA MANUAL

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### **6. RECORDS AUTOMATICALLY AVAILABLE AS PROVIDED FOR UNDER SECTION 51(1)(c) OF THE ACT**

- 6.1 Records that are automatically available to the public and/ or a Requester are all Records available for view by the public on the Company's website, but excluding all Records which may be housed under any password protected part of said website, which are available to authorised Company users only.
- 6.2 Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application. However, please note that an appointment to view such records will still have to be made with the Information Officer.

### **7. RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION IN TERMS OF SECTION 51(1)(d) AND SECTION 51(1)(e) OF THE ACT**

- 7.1 Where applicable to its operations, the Company also retains records and documents in terms of the legislation, including those listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreements or otherwise, records that are required to be made available in terms of the these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, applicable internal policies and procedures including the provisions of this Manual, should such interested parties be entitled to such information. A request to access must be done in accordance with prescriptions of the Act.
- Advertising On Roads And Ribbon Development Act, 21 Of 1940 (AORRDA)
  - Regulations On Advertising On Or Visible From National Roads.
  - Advertising Standards Authority Of South Africa (ASA)
  - Apportionment Of Damages Act 34 Of 1956 (ADA)
  - Arbitration Act, 42 Of 1965 (AA)
  - Administrative Adjudication Of Road Traffic Offences Act 46 Of 1998 (AARTO) Read With The National Road Traffic Act 93 Of 1996 (NRTA)
  - Basic Conditions Of Employment Act 75 Of 1997 (BCEA)
  - Broad-Based Black Economic Empowerment Act 53 Of 2003 (B-BBEEA)
  - Broadcasting Act 4 Of 1999 (BA)



## PAIA MANUAL

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- Companies Act 71 Of 2008 (CA)
- King Code Of Governance For South Africa (“King Code or King IV”)
- International Financial Reporting Standards
- Compensation For Occupational Injuries And Diseases Act, 130 Of 1993 (COIDA)
- Competition Act, 89 Of 1998 (CA)
- Consumer Protection Act 68 Of 2008 (CPA)
- Constitution Of The Republic Of South Africa Act 108 Of 1996 (CSA)
- Copyright Act No. 98 Of 1978 (Copyright Act)
- Criminal Procedure Act No. 51 Of 1977
- Electronic Communications And Transactions Act, 25 Of 2002 (ECTA)
- Employment Equity Act, 1998 (Act No. 55 Of 1998) (EEA)
- Hazardous Substances Act 15 Of 1973 (HSA)
- Income Tax Act 58 Of 1962 (ITA)
- Tax Administration Act (TAA)
- Institution Of Legal Proceedings Against Certain Organs Of State Act 40 Of 2002 (ILPACOSA)
- Justices Of The Peace And Commissioners Of Oaths Act 16 Of 1963 (COAA)
- Labour Relations Act 66 Of 1995 (LRA)
- National Environment Management: Air Quality Act 39 Of 2004 (NEM: AQA)
- National Environmental Management Act 107 Of 1998 (NEMA)
- National Environmental Management Waste Act 59 Of 2008 (NEM:WA)
- National Health Act 61 Of 2003 (NHA)
- Merchandise Marks Act, 17 Of 1941 (MMA)
- National Credit Act, 2005- (NCA)
- National Water Act, 1998 (NWA)
- Occupational Health And Safety Act, 1993 (OHSA)
- Prescription Act, 1969 (Act No. 68 Of 1969)
- Promotion Of Access To Information Act, No 2 Of 2000 (PAIA)
- Prevention Of Organised Crime Act, 121 Of 1998 (POCA)
- Prevention And Combating Of Corrupt Activities Act, 12 Of 2004 (PCCAA)
- Private Security Industry Regulation Act 56 Of 2001 (PSIRA)
- Promotion Of Equality & Prevention Of Unfair Discrimination Act, 2000 (Act No. 4 Of 2000)
- Protected Disclosure Act, 2000 (Act No. 26 Of 2000)
- Protection of Personal Information Act, 2013 (Act No. 4 of 2013)





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## PAIA MANUAL

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- Regulation Of Interception Of Communications And Provision Of Communication-Related Information Act, 70 Of 2002 (RICA)
- Safety At Sports And Recreational Events Act, 2010 (No. 2 Of 2010)
- Skills Development Act, 97 Of 1998(SDA)
- Skills Development Levies Act 9 Of 1999 (SDLA)
- Standards Act, 8 Of 2008 (SA)
- Tobacco Products Control Act 83 Of 1993 (TPCA)
- Trade Marks Act, 194 Of 1993
- Trade Metrology Act, 77 Of 1973 (TMA)
- Legal Metrology Act, 2014 (LMA)
- Unemployment Insurance Act, 63 Of 2001 (UIA)
- Unemployment Insurance Contributions Act, 4 Of 2002 (UICIA)
- Value Added Tax Act, 1991 (Act No. 89 Of 1991)
- Water Services Act, 108 Of 1997 (WSA).

## 7.2 Protection of Personal Information Act, 2013 (POPIA)

7.2.1 POPIA regulates and controls the processing of a person's personal information, including the collection, use, or transfer thereof. In terms of POPIA, a person (Responsible Party) has a legal duty to collect, use, transfer and destroy (process) another person's (Data Subject) personal information (Personal Information) in a lawful, legitimate and responsible manner and in accordance with the provisions of POPIA and the 8 processing conditions set out under POPIA.

7.2.2. The Company does and will from time to time process Personal Information which belongs to, or is held by a Data Subject.

7.2.3 This processing is required by the Company to allow it:

- to pursue its business objectives and strategies,
- to comply with a variety of lawful obligations, including without detracting from the generality thereof, those detailed under paragraph 6 above:
- to carry out actions for the conclusion and performance of a contract as between the Company and Data Subjects;
- to put in place protective mechanisms to protect the Data Subject's and / or the Company's legitimate interest (s) including the performance of risk assessments and risk profiles;



## PAIA MANUAL

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- to obtain as required by law or to protect the respective party's legitimate interests, Personal Information from a credit bureau or credit provider or credit association, information about certain Data Subject's credit records, including personal information about any judgement or default history;
- to provide as required by law or to protect the respective party's legitimate interests Personal Information to credit bureaus, credit providers or credit associations, including information about certain Data Subject's credit records, including personal information about any judgement or default history;
- for the purposes of making contact with the Data Subject and attending to the Data Subject's enquiries and requests;
- for the purpose of providing the Data Subject from time to time with information pertaining to the Company, its officers employees, services and goods and other ad hoc business related information;
- to pursue the Data Subject's and / or the Company's legitimate interests, or that of a third party to whom the Personal Information is supplied;
- for the purposes of providing, maintaining, and improving the Company products and services, and to monitor and analyse various usage and activity trends pertaining thereto;
- for the purposes of performing internal operations, including the management of employees, employee wellness programs, the performance of all required HR and IR functions, call centres, customer care lines and enquiries, attending to all financial matters including budgeting, planning, invoicing, facilitating and making payments, making deliveries, sending receipts, and generally providing commercial support, where needed, requested or required; and
- for the purpose of preventing fraud and abuse of the Company processes, systems, procedures and operations, including conducting internal and external investigations and disciplinary enquiries and hearings.

7.2.4 The Company will ensure that the Data Subject's Personal Information is held and / or stored securely. In this regard the Company will ensure that it performs regular audits regarding the safety and the security of all Data Subject's Personal Information. In addition to the foregoing, the Company has also implemented the following security measures to protect Personal Information:

- Physical security measures
  - Access control measures;
  - Internal security measures



## PAIA MANUAL

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- Cyber security measures
  - Anti-spam measures
  - Ani-virus measures
  - Installing security firewalls
  - Password control
- Training programs on information security
- Information security audits
- IT related company policies

7.2.5 Once the Data Subject's Personal Information is no longer required due to the fact that the purpose for which the Personal Information was held has come to an end and expired, such Personal Information will be safely and securely archived for the required prescribed periods or longer should this be required by the Company. The Company will thereafter ensure that such Personal Information is permanently destroyed.

7.2.6 The Company may from time to time have to disclose a Data Subject's Personal Information to other parties, including other organs of state, other departments or subsidiaries, product or third party service providers, regulators and or governmental officials, overseas service providers and or agents, but such disclosure will always be subject to an agreement which will be concluded as between the Company and the party to whom it is disclosing the Data Subject's Personal Information to, which contractually obliges the recipient of this Personal Information to comply with strict confidentiality and data security conditions.

7.2.7 Where Personal Information and related data is transferred to a country which is situated outside the borders of South Africa, the Data Subject's Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information is bound contractually to a no lesser set of obligations THAN those imposed by POPIA.

7.2.8 For more information on how we process Personal Information, please refer to our privacy policy available at <https://www.jaguar.co.za/privacy-policy/index.html>

7.3 Below the Company sets out the respective categories of information that it holds in accordance with section 51(1)(d) of the Act, which includes Personal Information. This information is available only on request and subject to approval in terms of the Act and this Manual. It is further recorded that the accessibility of documents and records may be



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## PAIA MANUAL

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subject to the grounds of refusal set out in the Act and this Manual. The information is classified and grouped according to records relating to the following subjects and categories:

### 7.3.1 Company Records

- Constitutional documents (including incorporation documents, the memorandum of incorporation and the shareholders agreement)
- Share registers, share certificates, registers and details concerning shareholder meetings and resolutions
- Details concerning the identity of directors, directors' meetings, director resolutions
- Statutory registers and minute books

### 7.3.2 Communications/ Public Affairs Records

- Current Product Information
- Public Corporate Records
- Launches and Events Records
- Journalist Records
- Media Releases

### 7.3.3 Health, Safety and Environmental Records

- Environmental Policy and Records
- Health and Safety Records
- Human Resources Records
- Employee Records
- Employment Contracts
- Personnel Guidelines, Policies and Procedures
- Employee Medical Records
- Employee Pension and Provident Fund Records
- Recruitment Records

### 7.3.4 Financial Records

- Audited Financial Statements
- Audit Reports



## PAIA MANUAL

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- Budget Reports
- Bank Records
- Tax Records (Company and Employees)
- Motor Industry Development Programme Records
- Supplier Records
- Management Accounts
- Insurance Records

### 7.3.5 Human Resources

- Staff Records
- Contracts of Employment
- Statutory Records
- Training and Skills Development Records
- Employment Equity Records
- Leave Records
- Beneficiary Records
- HR Policies and Procedures
- Disciplinary Procedures
- Training Manuals
- Salary Information
- Pension Fund Information
- Medical Aid Information

### 7.3.6 Strategic and operational information

- Business plan
- Budget reports
- Minutes of management meetings
- Minutes of board meetings
- Annual reports

### 7.3.7 Legal and compliance Records



## PAIA MANUAL

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- General Contract Documentation
- Company Guidelines, Policies and Procedures
- Employee, customer and supplier information
- B-BBEE Compliance Records
- Proof of membership with industry bodies
- Immovable Property Records
- Statutory Records

### 7.3.8 Information Technology

- Asset Register
- Repair and Maintenance Records
- Software Programmes
- Software Licences
- IT Policies and Procedures
- Software Records

### 7.3.9 Sales and Marketing Records

- Market Information
- Product Brochures
- Owner manuals
- Field Records
- Performance Records
- Product Sales Records
- Marketing and Future Product Strategies
- Customer Information Database

### 7.3.10 Product and Logistics Records

- Production Records
- Vehicle and Components Specifications
- Engineering Records
- Apprenticeships
- Quality Records



## PAIA MANUAL

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- Customer Communication Records
- Customer Records
- Complaints and Investigation Records

### 7.3.11 Assets

- Asset Register
- Share Certificates
- Trade Marks Schedule
- Debtors Information
- Bank Account Reconciliation

### 7.3.12 Liabilities

- Loan Agreements
- General Ledger

### 7.3.13 Contractual Relationships

- Property lease agreements
- Commercial contracts pertaining to the distribution, sale and maintenance of the Company's products
- Contracts with customers
- Sponsorship and Brand Ambassador Agreements
- Supplier Agreements
- Business Partner Agreements
- Vehicle loan agreements

### 7.3.14 Personal Information

- **Employees:** records of employee life cycle;
- **General Public:** general enquiries and viewing the company website;
- **Industry Bodies:** ,membership records;
- **Media:** records of media interactions;



## PAIA MANUAL

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- **Service Providers:** records of service provider life cycle.\
- **Various:** held under the above categories.

### 8. THE PROCESSES AND PROCEDURES FOR REQUESTING INFORMATION OR RECORDS AS PER SECTION 53 OF THE ACT

- 8.1 A request for information must be made in the prescribed form, a copy of which is attached as **Annexe A**, including requesting access to any Personal Information, as is permitted under POPIA.
- 8.2 The prescribed request form is also available from the Information Officer, whose contact details are set out in paragraph 4 above, and the Information Regulator, whose contact details are set out in paragraph 5 above. The request must be made to the Information Officer.
- 8.3 The request must be made to the address, fax number or electronic mail address of such contact persons set out in paragraphs 4 and 5 above (as the case may be).
- 8.4 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. The Requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 8.5 The Requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested Record is required for the exercise or protection of that right, including where requesting access to any Personal Information.
- 8.6 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 Information Officer.
- 8.7 The Information Officer shall notify the Requester by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.





## PAIA MANUAL

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- 8.8 In the event that the Company via its Information Officer refuses to give the Requester access to requested Records, the Requester may lodge an application with a court of law for the Company to be ordered to give the Requester access to the requested Records.
- 8.9 If the court orders the Company to grant the Requester access to the requested Records, the Requester must pay a further access fee for the reproduction, the search, preparation and time taken to provide the Records, in excess of the prescribed hours permitted under the Act to search and prepare the Record for disclosure.

## 9. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 9.1 Notwithstanding the generality thereof and subject always to the provisions of the Act, the Company may refuse a request for information or Record if that information or Record relates to:
- 9.1.1. Mandatory protection of the privacy of a third party who is a natural person, which involves the unreasonable disclosure of personal information of that natural person or which is in contravention with POPIA;
  - 9.1.2. Mandatory protection of the commercial information of a third party, if the Record contains –
    - 9.1.2.1. Trade secrets of that third party;
    - 9.1.2.2. Financial, commercial, scientific or technical information which the disclosure could likely cause harm to the financial or commercial interests of that third party;
    - 9.1.2.3. Information disclosed in confidence by a third party to the Company if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
  - 9.1.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
  - 9.1.4. Mandatory protection of the safety of individuals and the protection of property;



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## PAIA MANUAL

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9.1.5. Mandatory protection of Records which would be regarded as privileged in legal proceedings;

9.1.6. The commercial information / activities of the Company, which may include –

9.1.6.1 Trade secrets of the Company or its holding Company or any associated or related or subsidiary companies no matter where registered or situated in the world;

9.1.6.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company or any associated or related or subsidiary companies no matter where registered or situated in the world;

9.1.6.3 Information which, if disclosed could put the Company or any associated or related or subsidiary companies no matter where registered or situated in the world at a disadvantage in negotiations or commercial competition;

9.1.6.4 A computer program which is owned by the Company or any associated or related or subsidiary companies no matter where registered or situated in the world and which is protected by copyright.

9.1.7. The research information of the Company or any associated or related or subsidiary companies no matter where registered or situated in the world or third party, if its disclosure would disclose the identity of the Company, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

9.2 The Company shall refuse requests for information where such requests are frivolous or vexatious or involve an unreasonable diversion of the Company resources.

9.3 Notwithstanding the generality thereof and subject always to the provisions of the Act, the Company may refuse a request for information if it has a right to refuse the request as allowed under PAIA.

## 10. AVAILABILITY OF THIS MANUAL



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## PAIA MANUAL

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- 10.1 This Manual is available to view at the Company's principal place of business set out in paragraph 4 above, during normal business hours.
- 10.2 The Manual is also available on the Company's various South African Websites.

## 11. REFUSAL REMEDIES

- 11.1 The Company does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters 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.
- 11.2 A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a Court for relief.
- 11.3 A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 days of notification for the decision, apply to a court for relief.
- 11.4 For purposes of the Act, the courts that have jurisdiction over these applications are the constitutional court, the High Court or another court of similar jurisdiction.

## 12. PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES

- 12.1 The following fees have been prescribed in the Regulations promulgated in terms of the Act and must be paid by a Requester before the Company may decide whether or not to make any Records requested available to the Requester.
- 12.2 The fee for a copy of the Manual as contemplated in regulation 9(2) (c) of the Act is R1,50 for every photocopy of an A4-size page or part thereof.
- 12.3 The fees for reproduction referred to in regulation 8(1) of Regulations Relating to the Promotion of Access to Information Act, 2021 (issued under the Act on 27 August 2021) are as follows:



PAIA MANUAL

Item	Access of Information Charges for reproductions	Fee ( R )
1	The request fee payable by every requester	R140.00
2	Photocopy of an A4-size page or part thereof	R2.00
3	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R2.00
4	For a copy in a computer-readable form on: Flash Drive (to be provided by the requestor) Compact Disk: If provided by requestor: If provided to the requestor:	R40.00 R40.00 R60.00
5	Transcription of visual images: A4-size page or part thereof	Service to be outsourced. Will depend on quotation from Service provider.
6	A copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7	Transcription of an audio Record, per A4-size page	R24.00



**PAIA MANUAL**

8	Copy of an audio record on:	
	Flash Drive (to be provided by the requestor):	R40.00
	Compact Disk	
	If provided by requestor:	R40.00
	If provided to the requestor:	R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation,	R145.00
	To not exceed a total cost of:	R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.

12.4 The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) is R145.00.

12.5 Please make contact with the Information Officer to obtain the relevant banking details where the above fees are to be paid into.

12.6 **Annexure A** attached hereto is the prescribed form as per Regulation 10 which should be completed by a Requester who wants access to the Records of the Company.



**PAIA MANUAL**

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**Annexure A**

**Request for access to record**

**1. Particulars of the Company**

Name of the Company: Jaguar Land Rover (South Africa) (Proprietary) Limited  
Registration number 2001/027269/07

The Head: Richard Gouverneur

Physical Address: 28 Victoria Link, Route 21 Corporate Park, Nellmapius Drive,  
Irene, Tshwane, Gauteng

Postal Address: Private Bag X2 Pierre Van Ryneveld 0045 Tshwane South  
Africa

Telephone: +27 (0)860 110 090

E-mail: [jlrsaio@jaguarlandrover.com](mailto:jlrsaio@jaguarlandrover.com)

**2. Particulars of person requesting access to the record**

- |     |   |
|-----|---|
| 2.1 | The full particulars of the person who requests access to the record must be given below.           |
| 2.2 | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| 2.3 | 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:** \_\_\_\_\_



**PAIA MANUAL**

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**E-mail address:** \_\_\_\_\_

**Capacity in which request is made when made on behalf of another person:** \_\_\_\_\_

**3. 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:** \_\_\_\_\_

**4. Particulars of record**

- 4.1 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.
- 4.2 If the space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

**Description of record or relevant part of the record:** \_\_\_\_\_

**Reference number, if available:** \_\_\_\_\_

**Any further particulars of record:** \_\_\_\_\_  
\_\_\_\_\_

**5. Fees**

- 5.1 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.
- 5.2 You will be notified of the amount required to be paid as the request fee.



**PAIA MANUAL**

- 5.3 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.
- 5.4 If you qualify for exemption of the payment of any fee, please state the reason for exemption.

**Reason for exemption from payment of fees:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Form of access to record**

If you are prevented by an impediment or 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.

<p>Disability:</p> <p>_____ _____ _____</p>		<p>Form in which record is required:</p> <p>_____ _____ _____</p>	
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Mark the appropriate box with an "X":

**NOTES:**

- 6.1 Compliance with your request in the specified form may depend on the form in which the record is available.
- 6.2 Access in the form requested may be refused in certain circumstances. In such case, you will be informed if access will be granted in another form.
- 6.3 The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.





**PAIA MANUAL**

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record		
<b>2. If the record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*		
<b>3. If the record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack (written or printed document)*		
<b>4. If the record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	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? <b>Postage is payable.</b>			<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> </table>	<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>				

**7. Particulars of the 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.**

**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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PAIA MANUAL**

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**8. 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