

INVICTA HOLDINGS LIMITED

("INVICTA")

Registration Number: 1966/002182/06

and

SUBSIDIARY COMPANIES AND DIVISIONS

("SUBSIDIARIES/DIVISIONS")

As more fully detailed in Annexure "A"

Manual in terms of Section 51 of

The Promotion of Access to Information Act 2/2000

("the Act")

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1. INTERPRETATION

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –

1.1 an expression which denotes -

1.1.1 any gender includes the other genders;

1.1.2 a natural person includes an artificial or juristic person and vice versa;

1.1.3 the singular includes the plural and vice versa;

1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings -

1.2.1 “this document”- this document together with all its annexures, as amended from time to time;

1.2.2 “business day” - any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;

1.2.3 “the Company” - Invicta Holdings Limited, registration number 1966/002182/06, and all references to the Company in this document includes the Subsidiaries/Divisions;

1.2.4 “the Subsidiaries/Divisions”- the Subsidiaries/Divisions of the Company as more fully detailed in Annexure “A”;

1.2.5 “the Act” - Promotion of Access to Information Act No.2 of 2000, as amended from time to time, including the regulations promulgated in terms of the Act;

1.2.6 “request liaison officer” – the person duly authorised by the head of the Company and appointed by the Company to facilitate or assist the head of the Company with any request in terms of the Act.

1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the publication date, and as amended or substituted from time to time;

1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;

1.5 where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;

- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day;
- 1.7 any reference to days (other than a reference to business days), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word “including” followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarize his/her/itself with the provisions of the Act before lodging any request with the company.

2. AIM

To facilitate the requests for access to records of the Company and Subsidiaries/Divisions.

3. INTRODUCTION

Invicta Holdings Limited (“the Company”) is an investment holding and management company – see also www.invictaholdings.co.za

Its operations comprise the following Subsidiaries/Divisions, as also more fully detailed in Annexure “A”:

3.1 Bearing Man Group (BMG)

Southern Africa’s leading distributor of bearings, seals, power transmission components, drives, belting, fasteners, filtration and hydraulics.

3.2 Capital Equipment Group (CEG)

- *Northmec* - Distributor of a full range of leading agricultural machinery, implements and related spares.
- *CSE* - Wholesale and retail distributor of light earthmoving machinery, turf-grooming machinery, golf cars, utility vehicles and related spares.
- *New Holland* - Wholesale distributor of leading brand agricultural machinery, implements and related spares.
- *Doosan SA* - Doosan SA supplies predominantly heavy earthmoving machinery for construction and mining applications.
- *Criterion* - Importer and distributor of leading materials handling equipment and related spares.
- *Equipment Spare Parts Africa (ESP)* - After-market replacement parts, ground engaging tools and undercarriage parts for earthmoving equipment.

- *High Power Equipment Africa (HPE)* - A distributor of Hyundai earthmoving equipment.
- *Kian Ann Engineering (Kian Ann)(Singapore)* - A large distributor of heavy earthmoving machinery parts and diesel engine components in Singapore.

3.3 Building Supply Group (BSG)

- *Tiletoria* - A leading importer and distributor of tiles and related sanitary ware in the Western Cape, Gauteng and KwaZulu-Natal. The Tiletoria group has expanded its operations to encompass laminated flooring in Gauteng.
- *MacNeil* - Wholesale supplier of sanitary ware, brass ware, taps, plumbing fixtures, plastic piping and related products to the building material sector of South Africa and neighbouring countries.

4. CONTACT DETAILS

4.1 COMPANY CONTACT DETAILS

Name of company:	Invicta Holdings Limited and Subsidiaries/Divisions detailed in Annexure "A".
Physical address:	Cape Town: 36 Stellenburg Road, Parow Industria, Cape Town, 7493 Johannesburg: P/A CSE Offices, 14 Industrie Road, Isando, Johannesburg
Postal address:	P O Box 6077, Parow East, 7501 P O Box 851, Isando, 1600
Telephone number:	+27 21 929 4780 +27 11 9222 000
Facsimile number:	+27 21 929 4790 +27 11 922 2112
E-mail address:	gracech@cse.co.za

4.2 CONTACT DETAILS OF THE HEAD OF THE COMPANY AND REQUEST LIAISON OFFICER

Name of Head of Private Body:	Mr. A Goldstone
Physical address:	36 Stellenburg Road, Parow Industria, Cape Town, 7493
Postal address:	P O Box 6077, Parow East, 7501
Telephone number:	+27 21 929 4780
Facsimile number:	+27 21 929 4790
E-mail address:	arnoldg@cse.co.za

Name of Request Liaison Officer:	Miss G M Chemaly
Physical address:	P/A CSE Offices, 14 Industrie Road, Isando, Johannesburg
Postal address:	P O Box 851, Isando, 1600
Telephone number:	+27 11 9222 000
Facsimile number:	+27 11 922 2112
E-mail address:	gracech@cse.co.za

5. THE ACT

- 5.1 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, the public body must be acting in the public interest.
- 5.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 5.3 Requesters are referred to the Guide in terms of section 10 which has been compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 5.4 The contact details of the Commission are: (see also www.sahrc.org.za)

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

6. APPLICABLE LEGISLATION (Includes but is not limited to)

No	Act
1	Basic Conditions of Employment Act, 1997
2	Labour Relations Act, 1995
3	Employment Equity Act, 1998
4.	Broad Based Black Economic Empowerment Act, 2003
5.	Occupational Health and Safety Act, 1993
6.	Compensation for Occupational Injuries and Diseases Act, 1993
7.	Skills Development Act, 1998
8.	Skills Development Levies Act, 1999
9.	Unemployment Insurance Act, 2001
10.	Unemployment Insurance Contributions Act, 2002
11.	Companies Act, 2008
12.	Financial Markets Act, 2012
13.	Income Tax Act, 1962
14.	Value Added Tax Act, 1991
15.	Competition Act, 1998
16.	Constitution of the Republic of South Africa, 1996
17.	Consumer Protection Act, 2008
18.	Currency and Exchange Act, 1933
19.	Debt Collector Act, 1998
20.	Electronic Communications and Transactions Act, 2002
21.	Financial Intelligence Centre Act, 2001
22.	Immigration Act, 2002
23.	National Credit Act, 2005
24.	National Road Traffic Act, 1996
25.	Prescribed Rate of Interest Act, 1975
26.	Prescriptions Act, 1969
27.	Prevention and Combatting of Corrupt Activities Act, 2004
28.	Prevention of Organised Crime Act, 1998
29.	Promotion of Access to Information Act, 2000
30.	Promotion of Equality and Prevention of Unfair Discrimination Act, 2000
31.	Protected Disclosure Act, 2000
32.	Regulation of Interception of Communications and Provision of Communication Related Information Act, 2002

7. SCHEDULE OF RECORDS

Records	Subject	Availability
Public affairs and listed company records	<ul style="list-style-type: none"> • Public product information • Media releases <ul style="list-style-type: none"> – Press releases – Presentations to analysts – Financial reviews • Request for access to company information • Share register (download from STRATE) • Dividend register (Annual register as supplied by the transfer secretaries) • Public corporate records <ul style="list-style-type: none"> – SENS announcements <ul style="list-style-type: none"> ▪ Trading statements ▪ Appointments/ resignation of directors ▪ Share dealings of directors ▪ Dividend declarations ▪ Mergers and acquisitions – Circulars to shareholders – BEE scheme announcement – Notices of annual general meetings – Form of proxy • List of subsidiary companies and associates • Copies of the relevant trust deeds 	<p>See website: www.invictaholdings.co.za</p> <p>See website</p> <p>See website</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>See website</p> <p>See website</p> <p>See website</p> <p>Request in terms of PAIA</p>
Financial	<ul style="list-style-type: none"> • Financial statements <ul style="list-style-type: none"> – Integrated reports – Interim reports • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	<p>See website</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>

Marketing	<ul style="list-style-type: none"> • Market information • Product brochures • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	<p>Limited Information available on web site (see above)</p> <p>Limited Information available on web site (see above)</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>See Integrated Annual Report on web site</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>
Statutory	<ul style="list-style-type: none"> • Certificate of incorporation • Certificate of change of name of company • Memorandum of incorporation • Amendment to the memorandum of incorporation • Notice of amendment to the Memorandum of Incorporation • Notice of change of registered office and postal address • Register of directors, auditors and officers • Notice of change of financial year end 	Request in terms of PAIA
Human Resources	<ul style="list-style-type: none"> • Code of conduct and business practice applicable to all staff • Employment Equity returns to the Department of Labour • Work skills development plans submitted to relevant Sector Education and Training Authority (SETA) • Standard Terms and Conditions of Employment applicable to all Staff • Funds <ul style="list-style-type: none"> ○ Pension fund ○ Retirement fund ○ Provident fund ○ Medical aid scheme 	<p>Request in terms of PAIA</p> <p>As these are separate entities, information pertaining to these entities must be requested direct from those funds themselves</p>
Auditors	The company's auditors are Deloitte & Touche, Deloitte & Touche Place, The Woodlands, Woodlands Drive, Woodmead, Sandton, 2196	

8. FORM OF REQUEST & PRESCRIBED FEES

- 8.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record and payment of the prescribed fees.
- 8.2 A request must be made on the prescribed form. A copy of the form is attached marked annexure “B” (“the prescribed form”).
- 8.3 The requester must complete the prescribed form and submit same as well as payment of a request fee and a deposit, as more fully detailed in annexure “C”, if applicable, to the request liaison officer at the postal or physical address, fax number or electronic mail address as stated in paragraph 4 above.
- 8.4 The prescribed form must be filled in with enough particularity to at least enable the request liaison officer to identify –
 - 8.4.1 The record or records requested;
 - 8.4.2 The identity of the requester;
 - 8.4.3 Which form of access is required, if the request is granted;
 - 8.4.4 The postal address or fax number of the requester.
- 8.5 The requester must state that he / she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 8.6 The same procedure as set out in 8.1 to 8.5 above applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.7 The fees as set out in annexure “C” should accompany the prescribed form.
- 8.8 The head of the Company, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.9 The requester will be notified of the decision of the head of the Company or the request liaison officer in the manner indicated by the requester.
- 8.10 If the request is granted, the requester shall be informed by the head of the Company or the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.11 Notwithstanding the afore going, the Company will advise the requester in the manner stipulated by the requester in the prescribed form of –

- 8.11.1 the access fee to be paid for the information (in accordance with annexure “C”) and as more fully detailed in the Act;
- 8.11.2 the format in which access will be given.

8.12 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

8.13 If the request for access is refused, the head of the Company or the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state adequate reasons for the refusal. The main grounds for the Company to refuse a request for information relates to the following:

- 8.13.1 Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 8.13.2 Mandatory protection of the commercial information of a third party, if the record contains –
 - 8.13.2.1 Trade secrets of that third party;
 - 8.13.2.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 8.13.2.3 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;
 - 8.13.2.4 Mandatory protection of the safety of individuals and the protection of property;
 - 8.13.2.5 Mandatory protection of records that would be regarded as privileged in legal proceedings;
 - 8.13.2.6 The research information of the Company or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
 - 8.13.2.7 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

8.14 Upon the refusal by the head of the Company or the request liaison officer, the deposit paid by the requester will be refunded.

8.15 The head of the Company or the request liaison officer may decide to extend the period of thirty days (“original period”) for another period of not more than thirty days if –

- 8.15.1 the request is for a large number of records;
- 8.15.2 the search for the records is to be conducted at premises not situated in the same town or city as the head office of the Company;
- 8.15.3 consultation among divisions or departments, as the case may be, of the Company is required;
- 8.15.4 the requester consents to such an extension in writing;

8.15.5 the parties agree in any other manner to such an extension.

8.16 Should the Company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

ANNEXURE A – SUBSIDIARIES/DIVISIONS

Alpha Bearings (Pty) Ltd	1999/014079/07
Aptopart (Pty) Ltd	2010/008725/07
Bearing Man 1955 (Pty) Ltd	1955/002109/07
Business Behind Empowerment (Pty) Ltd	2003/019819/07
Compact Computer Solutions (Pty) Ltd	2000/025568/07
Criterion Equipment (Pty) Ltd	2005/022681/07
D&D Lifting & Crane services (Pty) Ltd	2008/020266/07
Disa Equipment (Pty) Ltd	1998/014881/07
Edmik Engineering (Pty) Ltd	2002/027534/07
Equipment Spare Parts (Africa) (Pty) Ltd	2007/008097/07
Erf 117746 Nourse Avenue (Pty) Ltd	2012/203652/07
Erf 29 Samcor Park (Pty) Ltd	1996/017763/07
Farmmac SA (Pty) Ltd	1960/001749/07
Floormark (Pty) Ltd	2013/058548/07
Gem Tool Company (Pty) Ltd	2009/006372/07
General Electrical Mechanical Tool & Engineering Manufacturers (Pty) Ltd	1981/004570/07
GK-IT Environmental Services (Pty) Ltd	2001/007440/07
Goldquest International Hydraulics (Pty) Ltd	1997/004498/07
High Power Equipment Africa (Pty) Ltd	2000/003522/07
Hi-Quip Hydraulics (Pty) Ltd	2002/003536/07
Humulani Investments (Pty) Ltd	1955/003540/07
Humulani Marketing (Pty) Ltd t/a Autobax	1998/025570/07
Humulani Marketing (Pty) Ltd t/a Bearing Man	1998/025570/07
Humulani Marketing (Pty) Ltd t/a Cartcom	1998/025570/07
Humulani Marketing (Pty) Ltd t/a CSE	1998/025570/07
Humulani Marketing (Pty) Ltd t/a Landboupert	1998/025570/07
Humulani Marketing (Pty) Ltd t/a NHSA	1998/025570/07
Invicta Holdings Limited	1966/002182/06
Invicta Properties (Pty) Ltd	2005/022968/07
MacNeil (Pty) Ltd	1985/005691/07
MacNeil Bloemfontein (Pty) Ltd	1997/004703/07
MacNeil Durban (Pty) Ltd	2006/02634/07
MacNeil Eastern Cape (Pty) Ltd	2002/010074/07
MacNeil George (Pty) Ltd	2002/020407/07
MacNeil JHB (Pty) Ltd	1998/012532/07
MacNeil Plastics (Pty) Ltd	2000/012750/07
MacNeil Profiles (Pty) Ltd	2005/041644/07
Makona Hardware & Industrial (Mpumalanga) (Pty) Ltd	1997/011895/07

Makona Hardware & Industrial (Pty) Ltd	1989/005485/07
Man-Dirk (Pty) Ltd	1979/007014/07
Man-Dirk East (Pty) Ltd	2011/137209/07
Metric & Imperial Tool Systems (Pty) Ltd	1991/007064/07
Next SA Trading (Pty) Ltd	2009/012785/07
October Wind Trading 48 (Pty) Ltd	2011/003202/07
OMSA Valves and Instrumentation (Pty) Ltd	1983/010128/07
Operational Marketing (Pty) Ltd	1972/010879/07
Oscillating Systems Technology (Africa) (Pty) Ltd	1990/004925/07
Rumiset (Pty) Ltd	2010/022410/07
Salestalk 452 (Pty) Ltd	2008/005595/07
Screen Doctor (Pty) Ltd	1996/015578/07
SET Agency (Pty) Ltd	1963/002347/07
Smart Taps (Pty) Ltd	1996/017299/07
Spring Lights 149 (Pty) Ltd	2002/001474/07
Theramanzi Investments (Pty) Ltd	2011/004435/07
Tiletoria Cape (Pty) Ltd	2007/002174/07
Tool and Electrical Distributors (Pty) Ltd	1980/000658/07
Trendy Property Investments (Pty) Ltd	1999/003197/07
Turnkey Hydraulics (KZN) (Pty) Ltd	1985/011285/23
Upfront Agencies (Pty) Ltd	2006/037944/07
Wegezi Power Holdings (Pty) Ltd	2008/022572/07
Wegezi Transformers (Pty) Ltd	2009/014880/07

ANNEXURE B

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: _____

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.

(c) 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
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 for 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:			
	copy of		inspection of record
2. If record consists of visual images			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		transcription of the images*
		copy 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*		copy in computer readable form* (stiffy or compact disc)
		printed copy of information derived from the record"	

'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 of20

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

ANNEXURE C – PRESCRIBED FEES

Fees in respect of public bodies:

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:
 - For every photocopy of an A4-size page or part thereof R0.60;
 - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.40;
 - For a copy in a computer-readable form on stiffy disc R5.00 and compact disc R40.00;
 - For a transcription of visual images, for an A4-size page or part thereof R22.00;
 - For a copy of visual images R60.00;
 - For a transcription of an audio record, for an A4-size page or part thereof R12.00;
 - For a copy of an audio record R17.00.
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 7(2) is R35.00.
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:
 - For every photocopy of an A4-size page or part thereof R0.60;
 - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.40;
 - For a copy in a computer-readable form on stiffy disc R5.00 and compact disc R40.00;
 - For a transcription of visual images R22.00;
 - For an A4-size page or part thereof R40.00;
 - For a copy of visual images R60.00;
 - For a transcription of an audio record, for an A4-size page or part thereof R12.00;
 - For a copy of an audio record R17.00;
 - To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour reasonably required for such search and preparation;
5. For purposes of section 22(2) of the Act, the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable; and
 - One third of the access fee is payable as a deposit by the requester.
6. The actual postage is payable when a copy of a record must be posted to a requester.

Fees in respect of private bodies:

7. 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.
8. The fees for reproduction referred to in regulation 11(1) are as follows:
 - For every photocopy of an A4-size page or part thereof R1.10;
 - 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;

- For a copy in a computer-readable form on stiffy disc R7.50 and compact disc R70.00;
 - For a transcription of visual images, for an A4-size page or part thereof R40.00;
 - For a copy of visual images R60.00;
 - For a transcription of an audio record, for an A4-size page or part thereof R20.00;
 - For a copy of an audio record R30.00.
9. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.
10. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- For every photocopy of an A4-size page or part thereof R1.10;
 - 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;
 - For a copy in a computer-readable form on stiffy disc R7.50 and compact disc R70.00;
 - For a transcription of visual images R0.25;
 - For an A4-size page or part thereof R40.00;
 - For a copy of visual images R60.00;
 - For a transcription of an audio record, for an A4-size page or part thereof R20.00;
 - For a copy of an audio record R30.00;
 - 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;
11. For purposes of section 54(2) of the Act, the following applies:
- Six hours as the hours to be exceeded before a deposit is payable; and
 - One third of the access fee is payable as a deposit by the requester.
12. The actual postage is payable when a copy of a record must be posted to a requester.