



BABCOCK INTERNATIONAL GROUP | AFRICA
("Babcock Group")

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

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1. INTRODUCTION

- 1.1. Babcock Group refers to the Babcock Group of companies which are a collective of private companies registered in terms of the Company Laws of South Africa. The Babcock Group of Companies specialise inter alia in delivering critical engineering, equipment, transport solutions and plant services across Africa. The companies forming part of the Babcock Group is attached hereto as **Annexure D**.

2. LIST OF ACRONYMS AND ABBREVIATIONS

ACRONYM / TERM	MEANING
“CEO”	Chief Executive Officer.
“DIO”	Deputy Information Officer.
“IO”	Information Officer.
“Manual”	Refers to this PAIA Manual, together with all of its annexures, as amended from time to time, and published in terms of section 51 of PAIA.
“Minister”	Minister of Justice and Correctional Services.
“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended).
“Personal Information”	Means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the biometric information of the person; (e) the personal opinions, views or preferences of the person; (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; (g) the views or opinions of another individual about the person; and (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;
“POPIA”	Protection of Personal Information Act No.4 of 2013.
“Regulator”	Information Regulator of South Africa.
“Republic”	Republic of South Africa.

3. PURPOSE OF THE MANUAL

- 3.1. This guide to accessing records held by Babcock Africa, specifically relating to its group of entities reflected in **Annexure D**. It is intended to provide guidelines to members of the public who wish to exercise their constitutional right to access to information.
- 3.2. Below you will find information on how to lodge your request, a description of the types of records we hold, grounds for refusal, what procedure will be followed in considering your request, the applicable fee structure and other applicable information.
- 3.3. This PAIA Manual is useful for the public to:
 - 3.3.1. Confirm the categories of records held by Babcock Group which are available without a person having to submit a formal PAIA request;
 - 3.3.2. Have a sufficient understanding of how to make a request for access to a record or information held by Babcock Group, and by providing a description of the subjects on which we hold records and the categories of records held on each subject;
 - 3.3.3. Know the description of the records of Babcock Group which are available in accordance with any other legislation;
 - 3.3.4. Access all the relevant contact details of the Information Officer and Deputy Information Officer of Babcock Group, who will assist the public with the records they intend to access;
 - 3.3.5. Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
 - 3.3.6. Know if we will process Personal Information, the purpose of processing of Personal Information and the description of the categories of data subjects and of the information or categories of information relating thereto;
 - 3.3.7. Know the description of the categories of data subjects and of the information or categories of information relating thereto;
 - 3.3.8. Know the recipients or categories of recipients to whom the Personal Information may be supplied;
 - 3.3.9. Know if Babcock Group has planned to transfer or process Personal Information outside the Republic and the recipients or categories of recipients to whom the Personal Information may be supplied; and
 - 3.3.10. Know whether we have appropriate security measures to ensure the confidentiality, integrity and availability of the Personal Information which is to be processed.

4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF BACOCK GROUP

COMPANY DETAILS	
Name of Company:	Babcock International Group
Head of Body:	Gideon De Kock
Street Address:	Riley Road Office Park, 15E Riley Road, Bedfordview, Johannesburg, 2000
Postal Address:	PO Box 4561, Johannesburg, 2000
Telephone Number:	010 001 0730
E-mail:	enquiries@Babcock.co.za
Website:	www.babcock.co.za
INFORMATION OFFICER DETAILS	
Name:	Gideon De Kock
Telephone Number:	079 697 2773
E-mail:	enquiries@Babcock.co.za
DEPUTY INFORMATION OFFICER DETAILS	
Name:	Melanie Naidoo
Telephone Number:	076 011 9287
E-mail:	ethics@babcock.co.za

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2 The Guide is available in each of the Republic's official languages and in braille.
- 5.3 The aforesaid Guide contains the description of:
- 5.3.1 The objects of PAIA and POPIA;
- 5.3.2 The postal and street address, phone and fax number and, if available, electronic mail address of:
- 5.3.2.1 The Information Officer of every public body, and

- 5.3.2.2 Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 5.3.3 The manner and form of a request for:
- 5.3.3.1 Access to a record of a public body contemplated in section 11³; and
- 5.3.3.2 Access to a record of a private body contemplated in section 50⁴.
- 5.3.4 The assistance available from the IO of a public body in terms of PAIA and POPIA;
- 5.3.5 The assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.6 All remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
- 5.3.6.1 An internal appeal
- 5.3.6.2 A complaint to the Regulator; and
- 5.3.6.3 An application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 The provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 The provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 The notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 5.3.10 The regulations made in terms of section 92¹¹.

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if a) that record is required for the exercise or protection of any rights; b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 5 above

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed; (b) any matter relating to the fees contemplated in sections 22 and 54; (c) any notice required by this Act; (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

5.5 The Guide can also be obtained:

5.5.1 Upon request to the Information Officer; or

5.5.2 From the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

6. CATEGORIES OF RECORDS HELD BY BABCOCK GROUP WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

6.1 Records of a public nature which are in the public domain such as displayed on a website, may be accessed without the need to submit a formal application. Other non-incidental records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application.

6.2 The following categories of records are automatically available for inspection. You do not need to request this information in terms of the Act. These categories are:

6.2.1 Any promotional material for public viewing;

6.2.2 Posters;

6.2.3 Campaigns;

6.2.4 Product information.

6.3 Requests for this information may be made by emailing enquiries@babcock.co.za or contacting the company directly.

7. RECORDS HELD IN TERMS OF ANY OTHER LEGISLATION

7.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

- Atmospheric Pollution Prevention Act No. 45 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Black Economic Empowerment Act, 53 of 2003
- Companies Act, 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer protection act 68 of 2008
- Council for the Built Environment Act 43 of 2000
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Designs Act No. 195 of 1993
- Employment Equity Act No. 55 of 1998
- Engineering Profession Act No. 46 of 2000
- Financial Intelligence Centre Act No. 38 of 2001
- Income Tax Act No. 58 of 1962
- Immigration Act No. 13 of 2002
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long-term Insurance Act No. 52 of 1998
- National Credit Act, 34 of 2005
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996

- National Water Act No. 36 of 1998
- Occupational Health and Safety Act No 85 of 1993
- Prescription Act No. 68 of 1969
- Project and Construction Management Professions Act 48 of 2000
- Promotion of Access to Information Act No.2 of 2002
- Public Finance Management Act No. 1 of 1999
- Road Transportation Act No. 74 of 1977
- Short-term Insurance Act No. 53 of 1998
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991
- Protection of Personal Information Act No. 4 of 2013
- Electronic Communications and Transactions Act, 25 of 2002

8. CATEGORIES OF RECORDS HELD BY BABCOCK GROUP REQUIRING A PAIA REQUEST

Information Available On Request

8.1 Babcock has under its control or in its possession the following records under the subjects described below. The categories of records are not exhaustive and are subject to amendment from time to time. A request made for access to these records will not be automatically granted but will be evaluated in accordance with the provisions of the Act, any other legal requirement, and Babcock's policies.

Record category	Record description
Accounting	Financial statements, source documents, accounting records including journals and ledgers, asset registers, banking records, delivery notes, orders, invoices, statements, receipts and vouchers, tax returns, vat returns.
Statutory Company information	Statutory company documents such as memoranda of incorporation, share registers, records relating to auditors, directors, and public officers; governance documents such as minutes of meetings, shareholder agreements and resolutions. Permits necessary to carry on business.
Human resources	Statutory employee records. Other employee records.
Pension and Retirement Funding records	Rules, account records, minutes of meetings of trustees and members, actuarial valuation reports, contribution reports, beneficiaries, annual accounts.
Environmental Health and Safety	Health and safety records, risk assessments and monitoring results, safety management systems, data and audits, Environmental impact assessments, permits, licenses, certifications, and registrations for operations of sites and business.
Intellectual Property	Patents, trademarks, copyrights, agreements relating to intellectual property such as license agreements, user agreements, joint venture and joint development agreements, design specifications, statutory and other quality documents.
Legal Agreements and contracts	Joint venture agreements, partnership agreements, other alliance agreements, sale agreements, lease agreements, distributor dealer

	or agency agreements, warranty agreements, purchase or license agreements, licensing for vehicle and construction equipment, settlement agreements and any other agreement entered within the course and scope of conducting business, license permits and authorisations.
Insurance	Insurance policies, claims records.
Sales and Marketing	Products, customers, brochures, newsletters, advertising material, stakeholder management policies and procedures, sales, domestic and export orders.

8.2 Considerations before submitting a request:

Before you submit a formal request for access the following need to be considered: -

a) Are you submitting the request for the exercise of protection of any of your legitimate rights?

The exercise of your rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality, and effective, efficient and good governance. This legislation may not be used for access to a record for criminal or civil proceedings or requested after commencement of such proceedings.

b) Is the information you require in record form and under the control of Babcock Group?

This Act only applies to records that have already been created, at the date of the request, and that are under the control of Babcock Group. Babcock Group is not obliged to receive any records on your behalf that are no longer under its control, even where Babcock Group created the record.

c) Do you have a legitimate right to access the record?

A request may only be made to exercise your own right, or where the request is made on behalf of another person, the requestor must submit proof of his/her capacity to act on behalf of the person in whose name the request is made. For example, a power of attorney must be submitted with the request where a legal representative makes the request on behalf of his/her client.

9. PROCESSING OF PERSONAL INFORMATION

9.1 Babcock Group will process personal Information in the ordinary course of business for a number of reasons including:

- 9.1.1 Providing services to its customers;
- 9.1.2 Managing relationships with clients, prospective clients, suppliers and strategic partners;
- 9.1.3 Managing contracts, orders, deliveries, invoices and accounting for transactions
- 9.1.4 Sending quotation estimates and invoices
- 9.1.5 General human resource and finance functions including those obligations imposed by legislation.
- 9.1.6 Recruitment of staff.
- 9.1.7 Procurement processes.
- 9.1.8 To allow for proper functioning of our website which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients / Patients	Full name, addresses, registration numbers or identity numbers, bank account details.
Service Providers	Registered names, registration number, VAT numbers, address and bank details
Employees	Full names, ID-numbers, address, next of kin contact details, qualifications.

9.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks and identification and confirmation checks	South African Police Services and/or Department of Home Affairs.
Qualifications, verifications for qualification	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

- 9.3.1. Babcock Group may disclose Personal Information to third parties such as our holding company and service providers, for legitimate business purposes, in accordance with applicable law and subject to the applicable professional and regulatory requirements regarding confidentiality.
- 9.3.2. Should Babcock Group disclose information to third parties, the latter is obliged to use that Personal Information for the reasons and purposes the information was disclosed for. To this end, we have agreements/understanding in place with the relevant third parties to ensure that an adequate level of security and confidentiality is adopted by the third parties to which personal information is being transferred to.
- 9.3.3. Babcock Group may be obliged to disclose Personal Information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights. This includes where we are required to disclose Personal Information as a result of litigation being instituted by or against us.

9.4 Planned transborder flows of Personal Information

- 9.4.1 Babcock Group may transfer Personal Information to recipients outside of the Republic. In the event that this happens, we will ensure compliance with POPIA and GDPR in relation to any cross-border transfers of Personal Information. For example, we will ensure that the third party who is the recipient of the information is subject to a law or binding agreement which provides for an adequate level of protection similar to POPIA and / or to GDPR.

9.5 General description of Information Security Measures to be implemented by Babcock Group to ensure the confidentiality, integrity and availability of the information

- 9.5.1 Babcock Group takes reasonable, appropriate and adequate technical and organisational measures to ensure that your Personal Information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction, damage, alteration, disclosure or unauthorised access. We contractually mandate any third parties to which your personal information is transferred to do the same.
- 9.5.2 Babcock Group regularly reviews our security controls and related processes to ensure that Personal Information is secure. However, where there are reasonable grounds to believe that Personal Information has been accessed or acquired by any unauthorised person, we will notify the Regulator and the affected person(s), unless the Regulator or a public body responsible for detection, prevention or investigation of offences, informs us that such notification will impede a criminal investigation.

9.6. Objection to the Processing of Personal Information

- 9.6.1. Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the processing of his/her/its Personal by submitting such request to the Information Officer.

9.7. Request for Correction or Deletion of Personal Information

- 9.7.1. Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted submitting such request to the Information Officer.
- 9.7.2. To ensure the lawfulness and correctness of the data, the data subject may also request Babcock Group to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of Personal Information about the data subject that the company is no longer authorised to retain in terms of POPIA's retention and restriction of records provision

10. AVAILABILITY OF THE MANUAL

- 10.1 A copy of the Manual is available-

- 10.1.1 On our website, which can be accessed by following this link: <https://www.babcock.co.za/>
- 10.1.2 Head office of Babcock Group for public inspection during normal business hours;
- 10.1.3 To any person upon request and upon the payment of a reasonable prescribed fee; and
- 10.1.4 To the Information Regulator upon request.

10.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

11 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

11.1. Upon receipt of a request for access to information, Babcock Group will be required to consider such a request in light of the provisions of section 50¹² of PAIA. Subject to such consideration, Babcock Group will be required to either grant such a request or refuse such a request. If Babcock Group elects to refuse access to a particular record, such refusal will be subject to Babcock Group's interpretation of the various prescribed grounds for refusal as set forth in Chapter 4 of PAIA and in the table below:

Ground(s) For Refusal	Description and Explanation of Ground(s) for Refusal 3
Mandatory protection of privacy of third party who is a natural person [Section 63 of PAIA]	Babcock Group may refuse access to a record if the disclosure of that record would involve the unreasonable disclosure of personal information relating to a third party, including a deceased individual.
Mandatory protection of commercial information of third party [Section 64 of PAIA]	Babcock Group may refuse a request for access to a record if the record comprises of or is constituted by the following information relating to a third party – Trade secrets of a third party; Financial, commercial, scientific or technical information, other than trade secrets, of a third party, which if disclosed is likely to cause harm to the commercial or financial interests of the third party; Information which has been supplied in confidence by a third party, the disclosure of which could reasonably be expected to place the third party at a disadvantage in contractual or other negotiations or is likely to prejudice the third party in commercial competition.
Mandatory protection of certain confidential information of a third party [Section 65]	Babcock Group may refuse access to a record which if disclosed would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement or contractual relationship.
Mandatory protection of safety of individuals and protection of property [Section 66]	Babcock Group may refuse a request for access to record if its disclosure could reasonably be expected to endanger the life or physical safety of an individual, or if its disclosure would be likely to prejudice or impair the security of: a building, structure or system, including but not limited to a computer or communication system, a means of transport or any other property;

¹² (1) A requester must be given access to any [record](#) of a private body if –

- (a) that record is required for the exercise or protection of any rights;
 - (b) that person complies with the procedural requirements in this Act relating to a request for access to that record; and
 - (c) access to that record is not refused in terms of any ground for refusal contemplated in [Chapter 4](#) of this Part.
- (2) In addition to the requirements referred to in subsection (1), when a public body, referred to in paragraph (a) or (b)(i) of the definition of “public body” in [section 1](#), requests access to a record of a private body for the exercise or protection of any rights, other than its rights, it must be acting in the public interest.
- (3) A request contemplated in subsection (1) includes a request for access to a record containing personal information about the requester or the person on whose behalf the request is made

Ground(s) For Refusal	Description and Explanation of Ground(s) for Refusal 3
	method(s), system(s), plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public or the security of property.
Mandatory protection of records privileged from production in legal proceedings [Section 67]	Babcock Group may refuse a request for access to a record if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.
Commercial information of Private Body [Section 68]	Babcock Group may refuse a request for access to a record if the record contains (or comprises of): Trade secrets of the Private Body; Financial, commercial, scientific or technical information, other than trade secrets of the Private Body, the disclosure of which would be likely to cause harm to the commercial or financial interests of the Private Body; Information, the disclosure of which could reasonably be expected to put the Private Body at a disadvantage in contractual or other negotiations or prejudice the Private Body in commercial competition; A computer programme (as defined in section 1(1) of the Copyright Act 98 of 1978 as amended) owned by the Private Body, except insofar as it is required to give access to a record to which access is granted in terms of the PAIA Act.
Mandatory protection of research information of third party, and protection of research information of private body [Section 69]	Babcock Group may refuse a request for access to a record if the record contains information about research being or to be carried out by or on behalf of a third party/private body, the disclosure of which would be likely to expose the third party/private body, a person that is (or will be) carrying out the research on behalf of the third party/private body, or the subject matter of the research to serious disadvantage.

12 FORM OF REQUEST

12.1. To facilitate the processing of your request, kindly:

- Use the prescribed Form, Form 2, as provided in **Annexure A** hereto;
- Address your request to Babcock Group's Information Officer and Deputy Information Officer;
- Provide sufficient details to enable Babcock Group to identify:
 - The record(s) requested.
 - The requester (and if an agent is lodging the request, proof of capacity).
 - The form of access required.
 - The postal address or e-mail of the requester in South Africa.
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right;

- The Information Officer or Deputy Information Officer will respond to a request in the format of Form 3, as listed in **Annexure B** hereto. The said form is used to report the outcome of a request as well as information regarding the required fees payable, if applicable.
- Kindly refer to **Annexure C** hereto, setting out the diagram of the PAIA request process

13 PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R140.00) before a request will be processed.
- If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.

14 REMEDIES AVAILABLE WHEN A REQUEST IS DENIED

14.1. Internal Remedies

There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer or Deputy Information Officer is final.

If a request is denied and the requester is dissatisfied with the Information Officer's decision, the requestor will be required to exercise such external remedies at their disposal if a request for information is refused.

14.2. External remedies

A requestor or a third party who is dissatisfied with an Information Officer's refusal to disclose information or the disclosed information may within 30 (thirty) days of notification of the decision apply to a court with appropriate jurisdiction or contact the Information Regulator for relief.

15. UPDATING OF THE MANUAL

- 15.1. The head of Babcock Group will on a regular basis update this manual.

ANNEXURE A - 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

Information Officer:	Deputy Information Officer:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone 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 (when made on behalf of another person)		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel:	
	Facsimile:	
	Cellular:	
Full names of person on whose behalf request is made (if applicable)		
Identity Number		
Postal Address		
Street Address		
E-mail Address		

Contact Numbers	Tel:	
	Facsimile:	
	Cellular:	
PARTICULARS OF RECORD REQUESTED <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>		
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 <i>(Mark the applicable box with an "X")</i>		
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 <i>(Mark the applicable box with an "X")</i>		

Personal inspection of record at registered address of public/private body (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)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (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)	
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>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.</i>	
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:	
FEES a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. 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	

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>
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Signed at _____ this _____ day of _____ 20____.

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FOR OFFICIAL USE
ANNEXURE B - 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 (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) 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.	
--	--

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
--	--

Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
--	--

Transcription of soundtrack (written or printed document)	
---	--

Copy of information on flash drive (including virtual images and soundtracks)	
---	--

Copy of information on compact disc drive (including virtual images and soundtracks)	
--	--

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 (including transcriptions)	
--	--

E-mail of information (including soundtracks if possible)	
---	--

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:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Non-Refundable Fee			R140
Photocopy			
Printed copy			
For a copy in a computer-readable form on: i) Flash drive • To be provided by requestor ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 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: iii) Flash drive • To be provided by requestor iv) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00		

	R60.00		
Postage, e-mail or any other electronic transfer:	Actual Costs		
TOTAL:			

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

☐ Yes

☐ No

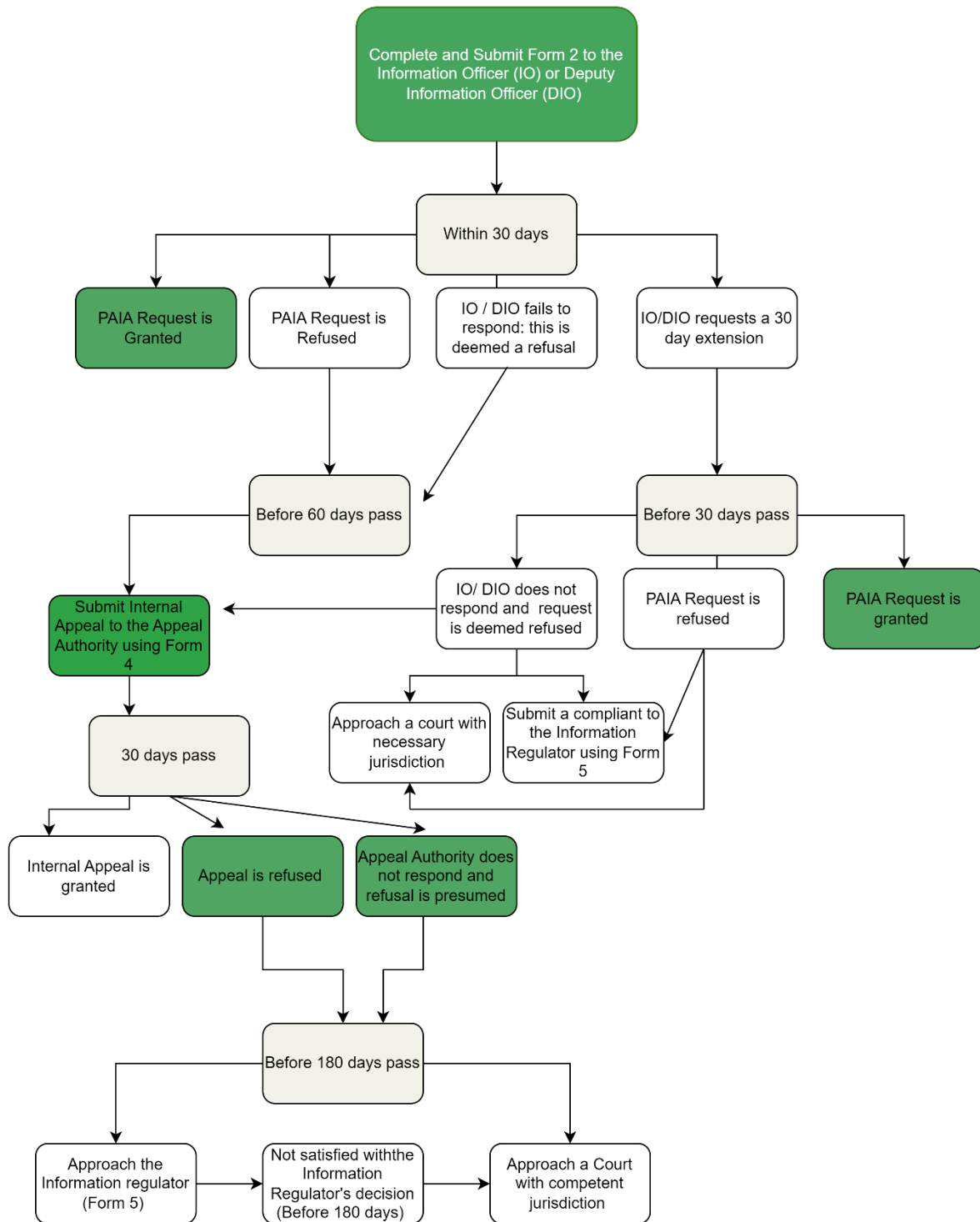
Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the bank account of Babcock Group, which details will be provided upon request.

Signed at _____ this _____ day of _____ 20____.

Signature of Information Officer

ANNEXURE C: PAIA REQUEST PROCESS



ANNEXURE D - BABCOCK INTERNATIONAL GROUP AFRICA - GROUP OF SOUTH AFRICAN REGISTERED ENTITIES

Entity Name:	Registration number:
Babcock Africa Investments (Pty) Ltd	2006/037622/07
Babcock Africa Holdings (Pty) Ltd	2008/011726/07
Babcock Africa (Pty) Ltd	1960/003214/07
Babcock Ntuthuko Engineering (Pty) Ltd	1948/032084/07
Babcock Africa Services (Pty) Ltd	1968/008464/07
Babcock Education and Training (Pty) Ltd	1954/002294/07
Babcock Plant Services (Pty) Ltd	2002/021428/07
Babcock Financial Services (Pty) Ltd	2000/000798/07
Babcock Ntuthuko Aviation (Pty) Ltd	2009/00549/07
Babcock Africa Employee Empowerment Trust	IT 919/2012