

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000**

IN RESPECT OF:

SHOPRITE HOLDINGS LTD

(REG. NO. 1936/007721/06)

AND ITS SUBSIDIARIES

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Shoprite as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact André van Zyl should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Shoprite.

The following words will bear the following meaning in this manual:-

"the Act"	the Promotion of Access to Information Act 2 of 2000, together with all relevant regulations published;
"the/this manual"	this manual together with all annexes thereto as available at the offices of Shoprite from time to time;
"SAHRC"	the South African Human Rights Commission;
"Shoprite"	Shoprite Holdings Limited, registration number: 1936/007721/06;
"Subsidiaries"	companies in which Shoprite is a majority shareholder, more specifically those companies listed in paragraph 9 of this manual.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Shoprite Holdings Limited
Chief Executive Officer & Managing Director:	James Wellwood Basson
The appointed Information Officer:	Pieter G du Preez
Address:	cnr William Dabs and Old Paarl Roads BRACKENFELL, 7561
Postal address:	P.O. Box 215 BRACKENFELL, 7561
Telephone:	+27 21 980 4000
Fax:	+27 21 980 4050
E-mail:	cosec@shoprite.co.za
Website:	www.shopriteholdings.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT *(Section 51(1)(c) of the Act)*

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

(Section 51(1)(d) of the Act)

Shoprite keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962 (Section 75)
- Value-Added Tax Act 89 of 1991 (Section 65)
- Customs and Excise Act 91 of 1964 (Section 101)
- Unemployment Insurance Act 30 of 1966 (Section 32)
- Basic Conditions of Employment Act 75 of 1997 (Section 31)
- Employment Equity Act 55 Of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Section 97)
- Insolvency Act 24 of 1936 (Sections 134 and 155)
- Occupational Health and Safety Act 85 of 1993
- Sale and Service Matters Act 25 of 1964
- Skills Development Act 97 of 1998

6. DOCUMENTS / INFORMATION HELD BY SHOPRITE IN TERMS OF THE ACT

(Section 51(1)(e) of the Act)

Web page

The Shoprite Corporate and Investor web page (www.shopriteholdings.co.za), accessible to anyone with access to the Internet, has the following categories:

- About Our Company
- Investor Centre
- Corporate Responsibility
- Customer Care
- Our Brands
- Retailing Services
- Trade Partner Systems
- Property Development
- Career Opportunities
- News
- Customer Care
- Contact Us
- Store Locator

Other

The documents / information listed herein below pertain to the day-to-day management of the business of Shoprite:

- Standard Employment Contracts
- Employment Equity Plan & Report
- Employee Handbook
- List of trademarks and pending applications
- Insurance Policies
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. OTHER INFORMATION *(Section 51(1)(f) of the Act)*

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

This manual is available for inspection at the offices of Shoprite, free of charge.

Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Shoprite. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and Shoprite (www.shopriteholdings.co.za). However, it should be noted that the manual accessible on the website of SAHRC does not include the request forms or fee structure (set out on pages 15 and further of this manual). The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

9. LIST OF SUBSIDIARIES OF SHOPRITE

Name	Number
Shoprite Holdings Group	
OK Bazaars (1998) (Pty) Ltd	1949/034105/07
Rogel Wholesalers (Pty) Ltd	1968/012166/07
Shoprite Checkers (Pty) Ltd	1929/001817/07
Shoprite Checkers Properties Ltd	1964/001569/06
Shoprite Guernsey Ltd	29766
Shoprite Holdings Limited	1936/007721/06
Shoprite Insurance Company (Pty) Ltd	1948/030484/07
Shoprite Investments (Pty) Ltd	1985/000928/07
Shoprite Checkers Group	
Checkers Chatsworth Ltd	1973/007422/06
Checkprop Bpk	01/005488/06
Computicket (Pty) Ltd	1971/003946/07
Country Girl Butcheries (Pty) Ltd	1976/003898/07
Eastern Trust Investments (Pty) Ltd	1971/006653/07
Freshmark (Pty) Ltd	1989/001365/07
Fresta Holdings Ltd (Pty) Ltd	1950/036286/06
Hungry Lion Fast Foods (Pty) Ltd	1972/009921/07
JCK Investments (Pty) Ltd	1956/002991/07
Johan Henning (Pty) Ltd	1998/012354/07
KWN Autorama (Pty) Ltd	1947/024315/07
KWN Motor Holdings (Pty) Ltd	1951/003539/07
KWN Motors (Welkom) (Pty) Ltd	1951/001568/07
Namibprop (Pty) Ltd	93/216
OK Bazaars (Lesotho) (Pty) Ltd	80/126
OK Bazaars (Mitchells Plain) Ltd	1980/004621/06
OK Bazaars (Namibia) Ltd	251/78
OK Bazaars Properties Cape Town Ltd	1891/000124/06
OK Bazaars Venda Ltd	1984/080048/06
OK Bazaars Village Deep Ltd	1950/038651/06

OK Hypermarkets (Pty) Ltd	1967/012881/07
OK Kwazulu Ltd	1981/002711/06
Parys Dev Prop (Pty) Ltd	1963/011633/07
Renpark Properties Ltd	1958/003809/06
Royal Retail (Pty) Ltd	1969/012588/07
Sentra Namibia Ltd	88/210
Shoprite Checkers (Pty) Ltd	1926/001817/07
Shoprite Checkers Properties Ltd	1964/001569/06
Shoprite Lesotho (Pty) Ltd	2000/70
Shoprite Namibia (Pty) Ltd	90/563
Sowden & Stoddart Ltd	1920/006501/06
The Hyperama (Pty) Ltd	1952/000894/06
Yeoville Estates (Pty) Ltd	1927/000394/07

Shoprite Checkers Properties Group

Shoprite Checkers Properties Limited	1964/001569/06
Shoprite Property Holdings (Pty) Ltd	1981/006620/07

Shoprite Property Holdings Group

Pepland (Pty) Ltd	1967/005992/07
Profunder (Pty) Ltd	1989/004364/07
Shoprite Property Holdings (Pty) Ltd	1981/006620/07

Pepland Group

Citfin (Pty) Ltd	1984/009483/07
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Profunder Group

Convenience Stores (Pty) Ltd	1948/029484/07
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The Royal Hotel Group

Flicape (Pty) Ltd	1988/002826/07
Flicape Asset Management (Pty) Ltd	2001/003135/07
The Royal Hotel Limited	1906/0068

10. FORM OF REQUEST (Section 53(1) of the Act)

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**

- | |
|---|
| <p>a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity Number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made and on behalf of another person: _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname: _____

Identity Number: _____

D. PARTICULARS OF RECORD

- a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: -

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. FEES

a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

b) *You will be notified of the amount requested 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 therefore.

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: _____ _____
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Mark the appropriate box with an "X".

Notes:

- a) Your indication as to the required form of access depends on the form in which the record is available.
- b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form			
	Copy of record*		Inspection of record

1. If record consists of visual images: - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.).			
	View the images	Copy of the images*	Transcription of the images*

3. If record consists of recorded works or information which can be reproduced in sound					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine readable form -					
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee 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 requested record is required for the exercising 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 thereof 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 _____
2005

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF
REQUEST IS MADE

11. PRESCRIBED FEES

1. The fee for a **copy of the manual** as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The **fee for reproduction** referred to in regulation 11(1), is as follows: -

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on: -	
i) stiffer disc	7,50
ii) compact disc	70,00
(d) i) For a transcription of visual images, for an A4-size page or part thereof	40,00
ii) For a copy of visual images	60,00
(e) i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
ii) For a copy of an audio record	30,00

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

4. The **access fee payable by a requester** referred to in regulation 11(3) are as follows:-

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on:-	
i) stiffer disc	7,50
ii) compact disc	70,00
(d) i) For a transcription of visual images, for an A4-size page or part thereof	40,00
ii) For a copy of visual images	60,00
(e) i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
ii) For a copy of an audio record	30,00
(f) To search for the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and operation.	
(2) For purposes of section 54(2) of the Act, the following applies:-	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) One-third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	