



Promotion of Access to Information Act Manual

1. Introduction.....	2
2. Company Contact Details	3
3. Information Regulator and PAIA Guide.....	3
4. Schedule of Records.....	4
5. Protection of Personal Information Act.....	8
6. Form of a Request For Information	10
7. Prescribed Fees	11
8. Availability of The Manual.....	11
9. Revision and Approval History	12



1. Introduction

1.1. Scope

1.1.1. This manual is prepared in accordance with the Promotion of Access to Information Act, 2 of 2000 (“**PAIA**”) for:

1.1.1.1. Red Rocket South Africa Proprietary Limited

Registration number: 2011/107860/07

(“**Red Rocket**”)

1.1.1.2. Red rocket energy proprietary limited

Registration number: 2017/124623/07

(“**Red Rocket Energy**”)

1.1.1.3. And their actively trading subsidiaries, collectively referred to as the “**Companies**”.

1.2. General

1.2.1. The Companies are private companies with limited liability duly incorporated in accordance with the laws of the Republic of South Africa.

1.2.2. The boards of directors of the Companies are tasked with the responsibility of managing the Companies to ensure that their businesses are conducted to generate profit and fulfil their objectives.

1.3. Compliance with the Promotion of Access to Information Act, 2 of 2000 (“**PAIA**”)

1.3.1. The Companies are committed to the observance of and compliance with the directives of the South African Constitution and national legislation which endorse the key principles of good corporate governance, transparency and accountability.

1.3.2. This manual is prepared in accordance with the provisions of section 51 of PAIA and sets out inter alia the manner in which Requesters may request access to certain records held by the



Companies and the categories of records which such persons are permitted access to and which records in respect of which access must be refused.

- 1.3.3. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of the Protection of Personal Information Act, 4 of 2013 (“**POPIA**”).

2. Company Contact Details

- 2.1. Head of Company: Matteo Brambilla
- 2.2. Registered Address: Cruise Terminal, Second Floor, Duncan Road,
E Berth, Victoria & Alfred Waterfront,
Cape Town, 8001
- 2.3. Telephone Number: +27 21 418 3940
- 2.4. Email: info@redrocket.energy
- 2.5. Website: <https://redrocket.energy/>

3. Information Regulator and PAIA Guide

- 3.1. The Information Regulator, in terms of section 10 of PAIA, is required to update and make available the existing guide that was compiled by the South African Human Rights Commission containing information in a comprehensible manner as may reasonably be required for a person to exercise their rights in terms of PAIA.
- 3.2. The Information Regulator has attended to updating the aforesaid guide. The guide is made available in all official languages on the website of the Information Regulator at the following URL: <https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide.pdf>.



3.3. The contact details of the Information Regulator are as follows:

Information Regulator: Mr. Mosalanyane Mosala

Contact Person: Ms. Pfano Nenweli

Email: P Nenweli@justic.gov.za

Deputy Information Officer: Ms. Varasha Sewlal

Email: VarSewla@justic.gov.za

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg,
2001

Postal Address: P.O Box 31533, Braamfontein, 2017

Telephone: +27 10 023 5200

4. Schedule of Records

4.1. Categories of Records Kept by the Companies

4.1.1. The Company retains records in terms of the following legislation:

4.1.1.1. Basic Conditions of Employment Act, 75 of 1997;

4.1.1.2. Companies Act, 71 of 2008;

4.1.1.3. Financial Advisory and Intermediary Services Act, 37 of 2002;

4.1.1.4. Financial Intelligence Centre Act, 38 of 2001;

4.1.1.5. Labour Relations Act, 66 of 1995;

4.1.1.6. Occupational Health & Safety Act, 85 of 1993;

4.1.1.7. Skills Development Act, 9 of 1999;



- 4.1.1.8. Unemployment Insurance Act, 63 of 2001;
 - 4.1.1.9. Value Added Tax Act, 89 of 1991;
 - 4.1.1.10. Income Tax Act, 58 of 1962;
 - 4.1.1.11. Estate Agency Affairs Act, 112 of 1976;
 - 4.1.1.12. Community Schemes Ombud Services Act, 9 of 2011;
 - 4.1.1.13. Pension Funds Act, 24 of 1956;
 - 4.1.1.14. National Credit Act, 34 of 2005;
 - 4.1.1.15. Protection of Personal Information Act, 4 of 2013;
 - 4.1.1.16. Promotion of Access to Information Act, 2 of 2000;
 - 4.1.1.17. Electricity Regulation Act, 4 of 2006; and
 - 4.1.1.18. Preferential Procurement Policy Framework Act, 2000.
- 4.1.2. Broadly, if applicable, the records held by the Companies relate to the commercial, financial and professional interests of the Companies and records required to be retained by the Companies to fulfil their objectives, which records include personal information.

4.2. Records Available Without Having to Submit a Request:

- 4.2.1. The following records of the Companies are available without having to submit a request in terms of PAIA (all of which are available at the offices of Red Rocket or can be sent electronically to the Requester):
- 4.2.1.1. The memorandum of incorporation;
 - 4.2.1.2. Rules issued in terms of the memorandum of incorporation;
 - 4.2.1.3. Documents required in terms of the Financial Intelligence Centre Act in respect of the Companies (where an accountable institution requires the same);
 - 4.2.1.4. Marketing and information displayed on those portions of the website of Red Rocket that is available to the general public;



- 4.2.1.5. Copies of contracts concluded directly between the Requester and the Companies;
- 4.2.1.6. Other marketing material circulated by the Companies to the general public;
- 4.2.1.7. This manual; and
- 4.2.1.8. Policy prepared in terms of the Protection of Personal Information Act (available on Red Rocket's website).

4.3. Records That Must Be Requested in Terms of PAIA (not exhaustive):

4.3.1. Statutory Records Held in Terms of the Companies Act, 71 of 2008:

- 4.3.1.1. Minutes of Board of Directors and Shareholder meetings (save for Shareholders of the Companies in respect of Shareholder meetings, who are legally entitled to view same without request);
- 4.3.1.2. Records relating to the appointment of directors/auditor/secretary/public officer and other officers; and
- 4.3.1.3. Shareholder register and other statutory registers (save for Shareholders of the Companies in respect of Shareholder meetings, who are legally entitled to view same without request).

4.3.2. Financial Records:

- 4.3.2.1. Annual financial statements (save for Shareholders of the Companies in respect of Shareholder meetings, who are legally entitled to view same without request);
- 4.3.2.2. Tax returns;
- 4.3.2.3. Accounting records;
- 4.3.2.4. Banking records;
- 4.3.2.5. Asset register; and
- 4.3.2.6. Invoices.

4.3.3. Income Tax Records:

- 4.3.3.1. PAYE Records;



4.3.3.2. Documents issued to employees for income tax purposes; and

4.3.3.3. Records of payments made to SARS on behalf of employees.

4.3.4. All Other Statutory Compliances:

4.3.4.1. VAT;

4.3.4.2. Skilled development levies; and

4.3.4.3. UIF.

4.3.5. Personnel Documents and Records:

4.3.5.1. Employment contracts;

4.3.5.2. Training manuals and records;

4.3.5.3. Employment Equity Plan;

4.3.5.4. Disciplinary records;

4.3.5.5. Disciplinary code;

4.3.5.6. Leave records; and

4.3.5.7. Salary records.

4.3.6. Contracts/Policies:

4.3.6.1. Service provider agreements;

4.3.6.2. Client agreements;

4.3.6.3. Rental agreements;

4.3.6.4. Insurance policies; and

4.3.6.5. Tender documentation.

4.3.7. Shareholder Communications and Documents:

4.3.7.1. Shareholder information;

4.3.7.2. Complaints;



- 4.3.7.3. Compliance orders;
- 4.3.7.4. Penalties; and
- 4.3.7.5. Notices and other material communications.
- 4.3.8. Communications and Applications Made to Local Authorities:
 - 4.3.8.1. Applications;
 - 4.3.8.2. Material communications; and
 - 4.3.8.3. Decisions of local authorities.

5. Protection of Personal Information Act

- 5.1. The Companies have prepared a policy in terms of the Protection of Personal Information Act. This policy is available on the website of Red Rocket and/or may be requested directly from Red Rocket.
- 5.2. The Companies are “Responsible Parties” and are required to comply with the Protection of Personal Information Act and process the following information:



Data Subjects	Information Categories	Purpose of Processing	Recipients of Supply of Personal Information
Employees	<ul style="list-style-type: none"> Financial information tax information identity numbers Contact information Human resources information 	Human Resources	<ul style="list-style-type: none"> Accountants / Auditors Payroll Recruitment Attorneys
Clients and Shareholders	<ul style="list-style-type: none"> Financial information tax information identity numbers Contact information Property details 	Provision of Services and fulfilment of objectives	<ul style="list-style-type: none"> Accountants Attorneys Employees Directors Banks External services providers
Service Providers	<ul style="list-style-type: none"> Financial information tax information identity numbers Contact information 	Provision of Services	<ul style="list-style-type: none"> Accountants Attorneys Employees Directors Banks External services providers
Directors	<ul style="list-style-type: none"> Financial information tax information identity numbers Contact information 	Compliance	<ul style="list-style-type: none"> Accountants Attorneys Employees Directors Banks CIPC

5.3. As a multi-national ground, transborder flows of information is likely.

5.4. General information security measures relating to personal information include (but are not limited to):

5.4.1. The server is backed-up daily with Microsoft and Spanning backup solutions;

5.4.2. Personal information or data is stored securely online on SharePoint, and all access rights are managed by the IT team;

- 5.4.3. External access to the server is locked down;
- 5.4.4. Business continuity plans and disaster recovery testing plans are in place;
- 5.4.5. Antivirus software is updated regularly;
- 5.4.6. Remote monitoring of access activity; and
- 5.4.7. Employees are under an obligation to keep the information confidential.

6. Form of a Request For Information

- 6.1. A Requester must use the prescribed form to request access to the information as per *inter alia* clause 6.2 (available for download on the Information Regulator's website).
- 6.2. The request form can be downloaded from the following URL: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>.
- 6.3. The request must be addressed to the Head of Legal Affairs as indicated in section 2.1 hereof.
- 6.4. The Requester must provide sufficient detail to enable the Head of Legal Affairs to establish who is requesting the said information as well as what information is being requested and in what format.
- 6.5. The Requester must provide sufficient detail in respect of his/her contact details and if the Requester wishes to be informed of the decision of the Head of Legal Affairs in any manner (in addition to written), the manner and particulars thereof.
- 6.6. The Requester must further set out 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.
- 6.7. After the Head of Legal Affairs has decided on the request, the Requester must be notified in the required form.



7. Prescribed Fees


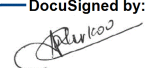
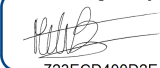
- 7.1. A Requester who seeks access to a record containing personal information about that Requester is not required to pay a request fee.
- 7.2. Every other Requester, who is not a personal Requester, must pay the required request fee, as prescribed from time to time.
- 7.3. If the preparation of the record requested requires more than the prescribed hours (six), 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 Requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4. Records may be withheld until the fees have been paid.

8. Availability of The Manual

- 8.1. This manual is available in English for inspection at the offices of Red Rocket, free of charge upon prior arrangement with the Head of Legal Affairs and during office hours (available on website).
- 8.2. A copy is also made available on the website of Red Rocket.
- 8.3. This manual will further be updated from time to time by the Head of Legal Affairs.



9. Revision and Approval History

Rev	Date	Updated by	Summary of changes	Reviewed by	Approved by
0	2025/01/13	N. Walker-Woodard	First Issue	<p>Z. Khadaroo</p> <p>Signed by:  E19085863ABB499...</p> <p>and</p> <p>A. Kureeman-Nurkoo</p> <p>DocuSigned by:  890DDF070BA84C3...</p> <p>Red Rocket Holding Board Secretary</p>	<p>M. Brambilla</p> <p>DocuSigned by:  723ECD400D2E4BF...</p> <p>Authorised Representative</p>