



# Section 51 Manual

## UNITRANS HOLDINGS (PTY) LTD

### **Contents:**

1. INTRODUCTION TO UNITRANS HOLDINGS (PTY) LTD
2. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER
3. CONTACT DETAILS OF THE PUBLIC INFORMATION OFFICER
4. SECTION 10 GUIDE
5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
6. ACCESS TO THE RECORDS HELD BY UNITRANS HOLDINGS (PTY) LTD
7. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT
8. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT
9. THE REQUEST PROCEDURES
10. AVAILABILITY OF THE MANUAL
11. PRESCRIBED FEES
12. PRESCRIBED FORMS

## 1. INTRODUCTION TO UNITRANS HOLDINGS

Unitrans Holdings (Pty) Ltd is a wholly-owned subsidiary of Steinhoff Africa (Pty) Ltd, in turn a subsidiary within the Steinhoff International Holdings group of companies. Steinhoff International Holdings Limited is a public company listed on the Johannesburg Securities Exchange. Major subsidiaries and associates of Unitrans Holdings (Pty) Ltd are:

### **Alisa Finance Corporation (Proprietary) Limited**

Reg. No. 1997/017682/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** RL Briers-Danks  
P O'Brien

### **Buffalo Freight Systems (Proprietary) Limited**

Reg. No. 1997/017682/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** JR de Villiers  
MA Wolff  
SM Ford  
DT Padayachee  
FW Wagner

### **Contract Lease Management (Proprietary) Limited**

Reg. No. 1987/004842/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** SM Keys  
ND Rubelli  
JW van Niekerk

### **Induna Tippers (Proprietary) Limited**

Reg. No. 2003/030862/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** GN Brits  
SM Ford  
C Gelderblom  
M Vilakazi

### **Klipstone Transport (Proprietary) Limited**

Reg. No. 1970/008336/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** JR de Villiers                      Alternate Director  
SM Ford  
KJ Grové  
GMT Joyner  
TD Mokgwetsi  
CH Naudé  
M Vika

**Mvelatrans (Proprietary) Limited**

Reg. No. 2002/026281/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** N Boshoff  
V Kisten  
WL Nelson

**Nomakanjani Logistics Company (Proprietary) Limited**

Reg. No. 2002/003416/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** GN Brits  
SM Ford

**Phaello Finance Company (Proprietary) Limited**

Reg. No. 1965/001780/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** JRP Doidge  
H Odendaal  
NA Siebrits  
JHN van der Merwe  
FW Wagner

**Pivot Transport (Proprietary) Limited**

Reg. No. 1994/004947/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** JR de Villiers  
SM Ford  
KJ Grové

**Setjhaba Carriers (Proprietary) Limited**

Reg. No. 1998/024588/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** GN Brits  
JR de Villiers  
SM Ford  
MP Vika

**Unitrans Automotive (Proprietary) Limited**

Reg. No. 1987/006163/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** KJ Grové  
SM Keys  
H Odendaal

**Unitrans Express Logistics (Proprietary) Limited**

Reg. No. 1987/006163/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** KJ Grové  
FW Wagner

**Unitrans Fuel and Chemical (Proprietary) Limited**

Reg. No. 1999/006604/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** KJ Grové  
CE Howes  
BN Jamie  
MEA Maphumulo  
KB Mosehla  
BS Ramroop  
FW Wagner

**Unitrans Insurance Limited**

Reg. No. 1999/001865/06

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** KJ Grové  
SM Keys  
AFW Peters  
A Rhodie  
ND Rubelli  
JCM Wethmar

**Unitrans Motors (Proprietary) Limited**

Reg. No. 1945/019848/07

Centurion Park Building, The Oval Office Park,  
1 Meadowbrook Lane, Bryanston East

**Directors:** KJ Grové  
SM Keys  
H Odendaal

**Unitrans Passenger (Proprietary) Limited**

Reg. No. 1968/008699/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** N Boshoff  
KJ Grové  
V Kisten  
WL Nelson  
H Odendaal

**Unitrans Rentals (Proprietary) Limited**

Reg. No. 1968/008699/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** KJ Grové  
SM Keys  
ND Rubelli  
H Odendaal

**Unitrans Supply Chain Solutions (Pty) Ltd**

Reg. No. 1967/010920/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** DA Beek  
SM Ford  
KJ Grové  
CE Howes  
TR Nel  
H Odendaal  
FW Wagner

**UniViron (Proprietary) Limited**

Reg. No. 2002/026277/07

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

**Directors:** MJ Davis  
JR de Villiers  
ML Dollan  
GMT Joyner  
T Tomaszewski

## **2. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER**

### **Mr Karel Johan Grové**

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

Telephone: (011) 445 3000  
Fax: (011) 445 3099

Email: [jo.grove@unitrans.co.za](mailto:jo.grove@unitrans.co.za)

## **3. CONTACT DETAILS OF THE INFORMATION OFFICER**

### **Ms Janet Valerie Radnay – Company Secretary**

28 6<sup>th</sup> Street, Wynberg, Sandton 2090  
PO Box 1955, Bramley 2018

Telephone: (011) 445 3000  
Fax: (011) 445 3198

Email: [jan.radnay@unitrans.co.za](mailto:jan.radnay@unitrans.co.za)

## **4. SECTION 10 GUIDE**

The guide on how to use the Act is available from South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone (011) 484 8300  
Fax (011) 484 0582  
Website – [www.sahrc.org.za](http://www.sahrc.org.za)  
Email – [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Any records that are required to be made available in terms of the Road Transport Act, Companies Act No. 61 of 1973 and the listing requirements as laid down by the JSE Securities Exchange South Africa, and amended from time to time, shall be made available for inspection by interested parties.

## **6. ACCESS TO THE RECORDS HELD BY UNITRANS HOLDINGS**

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 28 6<sup>th</sup> Street, Wynberg, Sandton, 2090.

Interested parties are requested to contact the Information Officer in order to make such an appointment.

## 7. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

- Insider Trading Policy
- Policy on Dissemination of Price Sensitive Information
- Records covered under the Companies Act and the Listings Requirements of the JSE Securities Exchange of South Africa.

Please note that an appointment to view these records will still have to be made with the Information Officer although a formal application need not be submitted.

## 8. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

- Employee Contracts
- Supplier Contracts
- Client Contracts
- Share Option Schemes
- Pension and Provident Details
- Documentation on Taxation
- Shareholders Agreements
- Confidentiality Agreements
- Restraint of Trade Agreements
- Lease Agreements
- Sale Agreements
- Acquisition Agreements

Records which could be deemed confidential on the part of a third party will necessitate permission from the third party concerned before Unitrans Holdings (Pty) Ltd will permit access.

## 9. THE REQUEST PROCEDURES

### Form of Request

- To request a document that does not fall within the ambit of the Act, the requester must direct the request to the Information Officer in writing and request an appointment to view the documentation.
- To request a document that does fall within the ambit of the Act, the requester must make use of the prescribed form. This must be directed to the CEO of or the Information Officer of Unitrans Holdings (Pty) Ltd at the address, fax number or email address of the party concerned.
- The requester must provide sufficient detail on the request form to facilitate identifying the record requested. The requester should also indicate which form of access is required and indicate if any other method is to be used to respond to the requester.
- The requester must identify the right being exercised or protected and provide an explanation of why the requested record is necessary to exercise or protect that right.
- If a request is made on behalf of another person, a consent form/letter of authority must accompany the request.

### Fees

A requester seeking access to a record containing personal information is not required to pay a fee. Any other requester, not requesting personal information, must pay the required fee.

- The party concerned must notify the requester (if not seeking access to personal information) of the prescribed fee to be paid (if any) before processing the request.
- The fee that the requester must pay to Unitrans Holdings (Pty) Ltd is R50 (Fifty Rand). The requester may lodge an application to the court against the tender or payment of the request fee.
- After the party concerned has made a decision regarding the request, the requester must be notified in the required format.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time in excess of the prescribed hours to search and prepare the record for disclosure.

## 10. AVAILABILITY OF THE MANUAL OF UNITRANS HOLDINGS

The manual is available for inspection at the offices of Unitrans Holdings (Pty) Ltd at 28 6<sup>th</sup> Street, Wynberg, Sandton, free of charge. Interested parties can also view the manual, which includes the prescribed fees and forms, on the Unitrans website - [www.unitrans.co.za](http://www.unitrans.co.za).

## 11. PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,00 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are 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) STIFFY 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

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

The access fees payable by a requester referred to in regulation 11(3) are 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) STIFFY 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

## 12. PRESCRIBED FORMS

See Page 10– 12

**REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY**  
**Section 53(1) of the Promotion of Access to Information Act, 2000**  
**(Act No. 2 of 2000)**

**[Regulation 10]**

**A Particulars of a 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. 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:		
Mark the appropriate box with an X		
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 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* <input type="checkbox"/>	Inspection of record <input type="checkbox"/>	
2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)		
View the images <input type="checkbox"/>	Copy of the images* <input type="checkbox"/>	Transcription of the images* <input type="checkbox"/>
3. If record consists of recorded words or information which can be reproduced in sound:		
Listen to the soundtrack (audio cassette) <input type="checkbox"/>	Transcription of the soundtrack* <input type="checkbox"/>	
4. If record is held on computer or in an electronic or machine-readable form:		
<input type="checkbox"/> Printed copy of record*	<input type="checkbox"/> Printed copy of information derived from the record*	<input type="checkbox"/> Copy in computer readable form* (stiffy or compact disc)
* If you requested a copy of the transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>POSTAGE IS PAYABLE</b>	<b>YES</b>	<b>NO</b>

## 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. <b>THE REQUESTER MUST SIGN ALL THE ADDITIONAL FOLIOS</b>
--

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 by alternative means, 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 access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2008