

Manual prepared in terms of Section 51 of the Promotion of Access to Information Act, Number 2 of 2000 ("the Act").

1. Siemens Limited, company registration number 1923/007514/06, is a public company, with its registered address at 300 Janadel Avenue, Midrand, 1685.
2. All requests for information in terms of this manual should be addressed to:

The Chief Information Security Officer
CIT department
Attention: Mr Shaun Pete

Private Bag X71
HALFWAY HOUSE
MIDRAND
1685

or

300 Janadel Avenue
Halfway House
Midrand
1685
Phone number (011) 652-2000
Fax number 0865066229
e-mail address Shaun.Pete@Siemens.com

3. In terms of Section 10 of the Act the Human Rights Commission must publish by August 2003 a guide containing information on how to exercise any right contemplated in the Act. The guide will be available from:

The South African Human Rights Commission

PAIA Unit
The Research & Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone 011/484-8300
Fax no 011/484-0582
e-mail address: PAIA@sahrc.org.za

4. Records are kept in terms of the following legislation:

- The Companies Act, 61 of 1973
- The Income Tax Act, 58 of 1962
- The Value-added Tax Act, 89 of 1991
- The Occupational Health & Safety Act, 85 of 1993
- The Employment Equity Act, 55 of 1998
- The Labour Relations Act, 66 of 1995
- The Basic Conditions of Employment Act, 75 of 1997
- Unemployment Insurance Act, 63 of 2001
- Skills Development Levies Act, 9 of 1999
- Compensation for Occupational Injuries & Diseases Act, 130 of 1993
- Customs & Exercise Act, 91 of 1964
- National Water Act, 36 of 1999.

5. No notice has been published to date in terms of Section 52(2) of the Act.

6. Details of the subjects on which records are held and the categories of records held on each subject are the following:

6.1. A description of the subjects of the records held by the body and the categories in which these subjects are classed:

6.1.1. Company Secretarial

- Company documents including the Memorandum

and Articles of Association

- Registers
- Minute books
- Statutory returns
- Powers of attorney
- Share certificates

6.1.2. Agreements

Agreements with customers, suppliers, service providers and other parties

6.1.3. Moveable and immoveable property

- Title deeds
- Lease agreements
- Hire agreements
- Hire-purchase agreements
- Credit sale agreements
- Ordinary and conditional sale agreements

6.1.4. Intellectual property

- Trade marks
- Patents
- Designs
- Know-How
- Licensing agreements

6.1.5. Insurance

- Policies
- Insurance claim files

6.1.6. Taxation

- Income tax files

6.1.7. Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Agreements
- Forms and applications
- Training records

- Workplace and Union agreements and records
- Benefit arrangements rules and records

6.1.8. Finance and accounting

- Accounting records
- Financial statements
- Reports and returns
- Banking details and bank statements
- Debtors/creditors statements and invoices
- Annual financial statements

6.1.9. Operations

- Permits, licences, consents, approvals, authorizations, applications and registrations
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Security documents

6.1.10. Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans

6.1.11. Administration

- Intranet
- Correspondence with internal and external parties

6.2. Other information as may be prescribed:

Not applicable.

7. Requesting procedures

A person who wants access to the records of any of the identified entities must complete the necessary request form. The request form can be accessed on www.siemens.com or www.sahrc.org.za. If a person needs assistance to obtain the form or on any other matter, please contact Mr Shaun Pete at the telephone number provided in paragraph 2.

The completed request form must be sent to the address or fax number

provided in paragraph 1 and marked for the attention of Mr Shaun Pete. Mr Shaun Pete will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies can be accessed on www.siemens.com All the pertinent sections must be completed fully, failing which the process will be delayed while Mr Shaun Pete requests such additional information.

Note: Access to certain records may be denied on the grounds set out in the Act.

9. Availability of the manual

Copies of this manual are available for inspection, free of charge, at the offices of Siemens Limited; copies are also available from the South African Human Rights Commission; from the Government Printer and on our website (www.siemens.com).

FORM C

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

- (i) The particulars of the person who requests access to the record must be given below.
- (ii) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (iii) 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

- (i) 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

- (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.
- (ii) 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.**

Description of record or relevant part of the record:

.....

.....

Reference number, if available:

.....

Any further particulars of record:

.....

.....

.....
.....
.....
.....
.....
.....

E. Fees

- (i) 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.
- (ii) You will be notified of the amount required to be paid as the request fee.
- (iii) 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.
- (iv) 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 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

Notes:

- (i) Compliance with your request in the specified form may depend on the form in which the record is available.
- (ii) 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.
- (iii) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

If the record is in written or printed form:

| | | | |
|--|-----------------|--|-----------------------|
| | Copy of record* | | Inspection of record* |
|--|-----------------|--|-----------------------|

If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

| | | | |
|--|-----------------|------------------|------------------------------|
| | View the images | Copy the images* | Transcription of the images* |
|--|-----------------|------------------|------------------------------|

If the 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) |
|---|--|

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) transcription of the images |
|-------------------------|--|--|

| | | |
|--|-----|----|
| *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

- (i) 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.

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:

.....
.....
.....
.....

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 of 200..

**SIGNATURE OF EQUESTER/PERSON
ON WHOSE BEHALF REQUEST MADE**

.....