

MONDI LIMITED

REGISTRATION NUMBER: 1967/013038/06

("the company")

MANUAL AS AT DECEMBER 2011

IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

("the "Act")

INDEX

Content	Page
1. Introduction	3
2. Contact Details	4
3. The ACT	5
4. Applicable Legislation	6
5. Access To Records and Availability	7
6. Form of Request	8
7. Prescribed Fees	9

1. INTRODUCTION

Mondi is an international paper and packaging group, with production operations across 28 countries. The Group's key operations are located in central Europe, Russia and South Africa and as at the end of 2011, Mondi employed 23,400 people.

Mondi is fully integrated across packaging and paper process from the growing of wood and the manufacture of pulp and paper to the conversion of packaging papers into corrugated packaging, industrial bags and coatings. The Group is principally involved in the manufacture of packaging paper, converted packaging products and uncoated fine paper (UFP).

Mondi is a dual listed company (DLC), with Mondi Limited and Mondi plc (together "the Mondi Group" or "Mondi" each with separate identities and listings whilst operating as a single corporate group. Mondi has primary listing on the JSE while Mondi plc has a premium listing on the London Stock Exchange and a secondary listing on the JSE.

2. CONTACT DETAILS

Directors: David Andrew Hathorn
Andrew Charles Wallis King
John Edward Nicholas
Matamela Cyril Ramaphosa
Anne Quinn
David Michael Williams
Imogen Mkhize
Stephen Clive Harris
Peter Josef Oswald

Company Secretary: Philip Albert Laubscher

Registered Office: 4th Floor No 3
Melrose Boulevard
Melrose Arch
2196

Postal Address: PostNet Suite # 444
Private Bag x1
Melrose Arch
2076

Telephone Number: 011 994 5400

Facsimile: 011 994 5450

Website <http://www.mondigroup.com>

3. GUIDE FOR REQUESTERS ON HOW TO USE THE ACT

- 3.1 The Act grants a requester access to records of the Company, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rate provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 A guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission (**"The Guide"**). It contains information required by a person wishing to exercise any rights, contemplated by the Act. It is available in all official languages.

The Guide is available for inspection, inter alia, at the offices of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein 2000 and on its website at www.sahrc.org.za. The contact details of the Commission are:

Telephone Number:	+27 (0) 11 877 3750
Fax Number:	+27(0)11 403 0668
Email:	info@sahrc.org.za

4. ACCESS TO RECORDS AND AVAILABILITY

At this stage no notice(s) in terms of section 51(1) (c) and 52(2) of the Act has/ have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. APPLICABLE LEGISLATION

- 5.1 Legislation and regulations provide that private bodies allow certain persons access to certain specific records upon request. Below please find a list of legislation that may be consulted to determine whether the Requester has a right of access to a record rather than in terms of the procedure as set out in the Act.
- 5.2 The list below may not be exhaustive, and it will be updated whenever it comes to ur attention that new legislation or amendments to the existing Acts allows the Requester access to a record rather than of the procedure set out in the Act.
- 5.2.1 Companies Act 71 of 2008
 - 5.2.2 Copyright Act
 - 5.2.3 Employment Equity Act 55 of 1988
 - 5.2.4 Income Tax Act 58 of 1962
 - 5.2.5 Labour Relation Act 66 of 1955
 - 5.2.6 Value Added Tax Act 89 of 1991
 - 5.2.7 Financial Advisory and Intermediary Services Act 37 of 2002
 - 5.2.8 Basic Conditions Employment Act 75 of 1997
 - 5.2.9 Close Corporation Act 69 of 1984
 - 5.2.10 Electronic Communications and Transactions Act 25 of 2002
 - 5.2.11 Promotion to Access of Information Act 2 of 2000
 - 5.2.12 Unemployment Insurance Act 30 of 1996
 - 5.2.13 Compensation for Occupational Injuries and Diseases Act 130 of 1993
 - 5.2.14 Unemployment Contributions Act 4 of 2002
 - 5.2.15 Skills Development Act 97 of 1998
 - 5.2.16 Skills Development Levies Act 9 of 1999
 - 5.2.17 Occupational Health and Safety Act 85 of 1993
 - 5.2.18 Pension Fund Act 24 of 1956
 - 5.2.19 Competition Act 89 of 1998
 - 5.2.20 SA Reserve Bank Act 90 of 1989
 - 5.2.21 Usury Act 73 of 1968

5.3 ACCESS TO THE RECORDS AND AVAILABILITY

Subject and categories of records held by the Company as provided for in terms of Section 51 (1) (e) of the Act.

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
<ul style="list-style-type: none"> ▪ Public Affairs 	<ul style="list-style-type: none"> • Public Product Information • Media Releases 	Freely available on web site www. mondigroup.com
<ul style="list-style-type: none"> • Public Corporate Records 	<ul style="list-style-type: none"> • Documents of Incorporation • Memorandum and Articles of Association / Memorandum of Incorporation • Records relating to appointment of directors, auditors, secretary, accountants and other officers 	Available from CIPC for a fee Available free on request to parties authorised by a relevant Act or with a commercial interest Available for a fee on request to other parties.
<ul style="list-style-type: none"> • Minutes and registers 	<ul style="list-style-type: none"> • Minutes of directors meetings • Register and other 	Confidential Available free on request to parties authorised in terms of a relevant Act
<ul style="list-style-type: none"> • Personnel Documents and records 	<ul style="list-style-type: none"> • Employment contracts • Employment equity plan • Disciplinary records • Salary records • Seta records • Disciplinary code • Leave records • Training records • Training manuals 	Confidential Available free or for a fee on request to parties authorised in terms of a relevant Act
<ul style="list-style-type: none"> • Financial 	<ul style="list-style-type: none"> • Financial Statements • Tax records • Accounting records • Banking records and statements • Asset register • Invoices 	Available free or for a fee on request to parties authorised in terms of a relevant Act
<ul style="list-style-type: none"> • Tax records 	<ul style="list-style-type: none"> • PAYE certificates and returns, • Records of employees SARS payments • VAT records • Skills development levies 	Available free or for a fee on request to parties authorised in terms of a relevant Act

- UIF
- Workmen's compensation

6. FORM REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form (Form C), available on the websites of the South African Human Rights Commission at www.sahrc.org.za, or Department of Justice and Constitutional Development (under regulations) at www.doj.gov.za
- 6.2 Address your request to the Company Secretary and submit via:
 - postal or physical address or email as set out in paragraph 2 above.
- 6.3 Your request must provide sufficient details to enable the Company to identify:
 - (a) The record(s) requested
 - (b) The Requester (and if an agent lodging the request, proof of capacity to the reasonable satisfaction of the Company)
 - (c) The form of access required
 - (d) (i) The postal address or fax number of the Requester in the Republic
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner an particulars
 - (e) The rights in which the Requester is seeking to exercise or protect with an explanation of reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before the request will be processed
- 7.2 If the preparation of the record requested requires more than the prescribes hours (six), a deposit shall be paid (of not more than one third of the access fee which is payable if the request is granted)
- 7.3 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
- 7.5 The fee structure is available of website of the South African Human Rights Commission at <http://www.sahrc.org.za/home/21/files/FEES.pdf>

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 4]

Particulars of private body

The name and postal or street address, fax number or e-mail address of the head of the private body from which information is requested must be stated below.

The Head: _____

Particulars of person requesting access to the record

1. The particulars of the person who requests access to the record must be recorded below.
2. Furnish an address and/or fax number in the Republic to which information must be sent.
3. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Contact telephone number: _____

E-mail: _____

Capacity in which the request is made (when on behalf of another person):

Particulars of person on whose behalf request is made

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

Full names and surname: _____

Their identity number: _____

Particulars of record

1. 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.
2. If the space provided for is insufficient to complete this section, 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/s (if available):

Any further particulars of record:

Fees

1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for access to the record depends on the form in which access is required.
4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief

Reason for exemption from payment of fees:

Form of access to record

Indicate the appropriate choice with an "X".

NOTES:

1. Your indication as to the required form of access depends on the form in which the record is available.
2. 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.
3. The fee payable for access to the record, if any, will partly be determined 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
- Transcription of the images*
- Copy of the images*

If 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 disk)

REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? YES NO

Particulars of right to be exercised or protected

If the space provided for is insufficient to complete this section, 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 requested record is required for the exercising or protection of the aforementioned right:

Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. 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 _____ on this _____ day of _____
20_____

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE