

MONDI LIMITED
REGISTRATION NUMBER 1967/013038/06
("the Company")

MANUAL IN TERMS OF THE PROMOTION TO ACCESS
INFORMATION ACT 2 OF 2000
("the Act")

COMPANY OVERVIEW

Mondi Limited (herein referred to as “Mondi or “the Group”) was incorporated in South Africa in 1967 and the company is listed on the JSE Limited. Mondi is an international paper and packaging company with production operations across the 30 countries.

CONTACT DETAILS

Contact Person: Philip Laubscher

Postal Address: PostNet Suite #444

Private Bag X1

Melrose Arch

2076

Physical Address: 4th Floor No 3 Melrose Boulevard

Melrose Arch

2196

Email Address: philip.laubscher@mondigroup.com

GUIDE FOR THE REQUESTERS ON HOW TO USE THE ACT

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.

Request in terms of the Act shall be made in accordance with the prescribed procedures at the rates provided. The forms and tariff are dealt with in paragraph 6 and 7 of the manual below.

A Guide had been compiled in terms of Section 10 of the Act by the Human Rights Commission (“**The Guide**”). It contains information required by the person wishing to exercise right, contemplated by the Act. It is available in all if the official languages.

The Guide is available for inspection, inter alia, at the office of the Human Rights Commission at Braampark Forum 33 Hoofd Street, Braamfontein 200 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

ACCESS AND AVAILABILITY OF RECORDS

At this stage no notice(s) in terms of section 51(1) 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.

Legislation and Regulations provide that private bodies allow certain person access to certain specific records upon request. Below is the list of the legislation that may be consulted to determine whether a Requester has a right of access to a record rather than in terms of the procedure set out in the Act.

The list below may not exhaustive and will be updated whenever it comes to our attention that new legislation or amendments to the existing Acts allows the Requester access to a record rather than in terms of the procedure set out in the Act.

APPLICABLE LEGISLATION

- The Occupational Health and Safety Act No 85 of 1993
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1977
- Unemployment Insurance Act 63 of 2001
- Unemployment Contribution Act 4 of 2002

- Skills and development Act 97 of 1998
- Skills and development levies Act 9 of 1999
- Electronic Communication and Transaction Act 2 of 2002
- Copyright Act 9 of 1978
- Trademarks Act 194 of 1993
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Regional services Councils Act 109 of 1985
- SA Reserve Bank Act 90 of 1989
- Usury Act 73 of 1968
- Competition Act 89 of 1998
- Consumer Protection Act of
- Promotion of Access to Information Act 2 of 2000
- Companies Act 71 of 2008

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

Records	Subject	Availability
Secretarial Services	<ul style="list-style-type: none"> • Statutory records • Share registers 	
	<ul style="list-style-type: none"> • Minutes of Meetings 	Confidential
	<ul style="list-style-type: none"> • Resolutions Passed 	Confidential
Public Corporate Records	<ul style="list-style-type: none"> • Memorandum of Incorporation 	

	<ul style="list-style-type: none"> • Records relating to the appointment of directors, officers and secretary 	
Financial	<ul style="list-style-type: none"> • Annual Reports • Tax Records (Company a& employees) • Accounting records • Banking records and statements • Invoices • Manager Accounts 	
Human Resources	<ul style="list-style-type: none"> • Career development record • Personnel information • Equipment equity • General Terms of employment • UIF Records and Retirement Benefits • Employment Contract • Leave records 	
Legal	<ul style="list-style-type: none"> • General Legal Correspondence • Patent Records • Property Records • Trademarks • Litigation and Dispute Records 	
Corporate Communications	<ul style="list-style-type: none"> • New Releases Statements • Media Releases • Brochures 	

Operations	<ul style="list-style-type: none"> • Customer Agreements • Standard trading terms and conditions of supply of services and goods • Transport and vehicle records • Divisional Accounting and tax records 	

ACCESS REQUEST PROCEDURE

The following applies to request (other than personal request):

A requester is required to pay the prescribed fees (R50.00) before a request will be processed.

If the preparation of the record requested requires more than the prescribes hours (six) a deposit shall be paid (of not more than a third of the access fee which would be payable if the request were granted)

A requester may lodge an application with the court against the tender/payment of the request fee and /or deposit

Records may be withheld until the fees have been paid

The fee structure is available on the website of the South African Human Rights Commission at <http://www.sahrc.org.za/home/21/files/FEES.pdf>.

FORM REQUEST

To facilitate the processing of your request kindly:

Use the prescribed form (Form C) available on the website 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 Annexure is attached hereto.

Requests can be submitted either via conventional mail, e-mail and should be addressed to the relevant contact person as indicated below:

Contact Person: Philip Laubscher

Postal Address: PostNet Suite #444
Private Bag X1
Melrose Arch
2076

Phone: +27 (11) 994-5422

Fax number: 086 520 4125

Email: philip.laubscher@mondigroup.com

DETAILS REQUIRED TO ENABLE THE COMPANY TO IDENTIFY

- (a) The record(s)
- (b) The requester (and if an agent is 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 and particulars thereof;
- (e) 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.

Remedies available to the Requesters if the request for information has been refused are contained in Regulation Gazette No.7054 Section 6 and 7. Full details are available on the website of the South African Human Right Commission at <http://www.sahrc.org.za/home/21/files/FEES.pdf>