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by Investec & Energy Partners

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EPI-X Proprietary Limited PAIA Manual

Prepared in terms of the Promotion of Access to Information Act 2 of 2000 (as amended)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	**"IO"**	Information Officer;
1.2	**"Minister"**	Minister of Justice and Correctional Services;
1.3	**"PAIA"**	Promotion of Access to Information Act No. 2 of 2000 (as Amended);
1.4	**"POPIA"**	Protection of Personal Information Act No.4 of 2013;
1.5	**"Regulator"**	Information Regulator;
1.6	**"Republic"**	Republic of South Africa;
1.7	**"Company"**	EPI-X Proprietary Limited

2. PURPOSE OF THE PAIA MANUAL

This PAIA Manual is useful for the public to:

2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;

2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;

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2.3 know the description of the records of the body which are available in accordance with any other legislation;

2.4 access all the relevant contact details of the IO who will assist the public with the records they intend to access;

2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;

2.8 know the recipients or categories of recipients to whom the personal information may be supplied;

2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS IN ORDER TO ACCESS INFORMATION OF EPI-X

3.1. Information Officer

Name:	Pride Lengana
Tel:	+27 (0)87 078 0081
Email:	pridel@epix.co.za

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3.2. Access to information: general contact

Email: info@epix.co.za

3.3 National or Head Office

Postal Address: PO Box 785700
Physical Address: 100 Grayston Drive, Sandown, Sandton, 2196
Telephone: +27 (0)87 078 0081
Email: info@epix.co.za

Website: https://epix.co.za/

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.1. the Information Officer of every public body,

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and private body designated in terms of section 17(1) of PAIA[1] and section 56 of POPIA[2];

4.3.3. the manner and form of a request for-

4.3.3.1. access to a record of a public body contemplated in section 11[3]; and

4.3.3.2. access to a record of a private body contemplated in section 50[4];

4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;

4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

4.3.6.1. an internal appeal;

4.3.6.2. a complaint to the Regulator; and

4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

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[1] Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

[2] *Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

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4.3.7. the provisions of sections 14[5] and 51[6] requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

4.3.8. the provisions of sections 15[7] and 52[8] providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

4.3.9. the notices issued in terms of sections 22[9] and 54[10] regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 92[11].

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (https://www.justice.gov.za/inforeg/).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

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[5] *Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.*

[6] *Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.*

[7] *Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access*

[8] *Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access*

[9] *Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.*

[10] *Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.*

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4.6.1 Afrikaans
4.6.2 English
4.6.3 isiNdebele
4.6.4 isiXhosa
4.6.5 isiZulu
4.6.6 Sepedi
4.6.7 Sesotho
4.6.8 Setswana
4.6.9 Siswati
4.6.10 Tshivenda
4.6.11 Xitsonga

5. CATEGORIES OF RECORDS OF EPI-X WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS

Types of the Record	Available on Website	Available upon request
All other information available on EPI-X's website (https://epix.co.za/)	X	X

6. DESCRIPTION OF THE RECORDS OF EPI-X WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER SOUTH AFRICAN LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation; Minutes of meeting of the Board of Directors; Minutes of meetings of Shareholders; Records relating to the appointment of: Directors; Auditors; Secretary; Public Officer; Any other Officer.	Companies Act 71 of 2008

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Share Register and other statutory registers and/or records and/or documents. Annual Financial Statements.	
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Pay-as-you-earn (PAYE) Records; Documents issued to employees for income tax purposes; Records of payments made to South African Revenue Services on behalf of Employees; All or any statutory compliances; Value Added Tax; Regional Services Levies; Skills Development Levies; Unemployment Insurance Fund; Workman's Compensation; Customs and Excise.	Income Tax Act 58 of 1962

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY EPI-X

Subjects on which the body holds records	Categories of records
Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	- HR policies and procedures - Advertised posts - Employees records

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

8.1.1 Personal information may be processed when EPI-X processes data in order to profile a flow of electrons to make an offer to a potential Customer, or day to day in the management of the business of EPI-X.

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8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers	name, address, registration numbers or identity numbers, bank details, electricity billing details, shareholders
Service Providers	names, registration number, VAT numbers, address, trade secrets, shareholders and bank details
Employees	address, qualifications, gender and race

8.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, used to conduct criminal checks	South African Police Services
Details of Generator Power Purchase Agreements and Customer Direct Sales Agreements	National Electricity Regulator of South Africa (NERSA)
Qualifications, used for qualification verifications	South African Qualifications Authority

8.4 Planned transborder flows of personal information

8.4.1 Currently not applicable.

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

8.5.1 Personal information may be stored, accessed or processed outside South Africa where EPI-X uses international technology infrastructure, cloud hosting, analytics tools, professional advisers, group resources or service providers. Where personal information is hosted in a foreign country, EPI-X uses mechanisms compliant with applicable data protection law to require an equivalent level of protection in the jurisdiction in which the information is processed.

8.5.2 EPI-X also ensures that appropriate data protection clauses are included in relevant contracts and agreements so that third parties process personal information consistently with applicable data protection laws.

9 AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.epix.co.za

9.1.2 head office of E P I - X for public inspection during normal business hours;

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9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee if applicable; and

9.1.4 to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10 UPDATING OF THE MANUAL

10.1 The Information Officer of EPI-X will update this Manual on a regular basis.

Issued by

Signed by:
Mpho Modise
D7536DF3EA4D455...

Mpho Modise

Authorised Signatory