

Novartis South Africa (Pty) Ltd

PAIA & POPIA MANUAL

Prepared and published in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000 and Section 11 and 24 of the Protection of Personal Information Act No.4 of 2013

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1. INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No.2 of 2000 (“the Act”) became operative, giving effect to the constitutional right to access information as contained in section 32(2) of the Bill of Rights. The Act seeks to promote the values of transparency and accountability.

The Act establishes certain statutory rights of requesters to any record of a private body if:

- That record is required for the exercise of any legal rights;
- That requester complies with all the procedural requirements; and
- Access is not refused in terms of any ground referred to in the Act.

One of the main requirements specified in the Act, is the compilation of an information Manual that provides information on both the types and categories of records held by a private body, additionally, POPIA requires private entities to stipulate how the personal information in its possession is protected and processed. In this regard, this Manual is compiled in accordance with the provisions of the Act and POPIA, and sets out the types and categories of records held by **Novartis South Africa (Pty) Ltd (Novartis SA)**.

In addition, the Manual sets out the manner in which Novartis SA collects, hold and use personal information as well as measures in place to protect personal information.

Therefore, the Manual is compiled in accordance with section 51 of the Act as amended by the Protection of Personal Information Act, No. 4 of 2013 (the “POPIA”), which enshrines the Constitutional right to privacy. POPIA promotes the regulation and protection of personal information processed by public and private – to this end, POPIA prescribes certain standards and measures related to processing of personal information. POPIA also makes provision for the establishment of the Information Regulator to exercise certain powers and perform certain duties and functions under the Act and POPIA.

As a responsible organization, Novartis SA aims to conduct its affairs and business in compliance with the provisions of POPIA and/or any regulations issued from time to time under POPIA or by the Information Regulator. To this end, Novartis SA has appointed an Information Officer, in accordance with POPIA, to oversee any obligations under PAIA and POPIA.

2. PURPOSE AND SCOPE OF THE MANUAL

This Manual serves as Novartis SA information manual and provides reference on how to access the records held by Novartis SA and how Novartis SA process personal information.

3. ABOUT NOVARTIS

Novartis SA provides healthcare solutions that address the evolving needs of patients and societies. We are a world leader in healthcare. We aim to develop innovative products in growing areas of healthcare. Further general information about Novartis SA, its operations and activities can be obtained from the website at www.novartis.co.za

4. AVAILABILITY OF THE MANUAL

A copy of this Manual is available to the public for inspection on the Novartis SA website at www.novartis.co.za. The Manual is further available for viewing as a hard copy at the office of the Company Secretary of The Novartis Building, Magwa Crescent West, Waterfall City, Jukskei, 2090.

5. CONTACT PERSON – INFORMATION OFFICER (SECTION 51(1)(a))

The responsibility for the administration of, and compliance with the Act, has been delegated to the Country Head and the Company Secretary of Novartis SA, in their respective designation as Chief Information Officer and Deputy Information Officer. Requests pursuant to the provisions of the Act or POPIA should be directed as follows:

Chief Information Officer

Postal address

Street address

Business phone

E-mail address

Pharma Country Head

Nico Bosch

P.O. Box 12257, Vorna Valley 1686, South Africa

The Novartis Building, Magwa Crescent West, Waterfall City, Jukskei, 2090

+2711 347 680

nico.bosch@novartis.com

Deputy Information Officer

Postal address

Street address

Business phone

E-mail address

The Company Secretary:

Leilah Jacobs

Mulisa Thovhakale

P.O. Box 12257, Vorna Valley 1686, South Africa

The Novartis Building, Magwa Crescent West, Waterfall City, Jukskei, 2090

+2711 347 6631

leilah.jacobs@novartis.com; or

Mulisa.thovhakale@novartis.com

Head Office

Postal address	P.O. Box 12257, Vorna Valley 1686, South Africa
Street address	The Novartis Building, Magwa Crescent West, Waterfall City, Jukskei, 2090
Business phone	+2711 347 6631
Website	www.novartis.co.za

6. HUMAN RIGHTS COMMISSION GUIDE (SECTION 51(1)(b))

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA and POPIA. It is available in all the official languages.

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

For further information related to POPIA, a requester may contact the Information Regulator at:

The Information Regulator of South Africa

Physical address:

JD House
27 Stiemens Street
Braamfontein,
Johannesburg
2001

Postal address:

P.O Box 31533
Braamfontein
Johannesburg
2017

Email:

Complaints: complaints.IR@justice.gov.za

General enquiries: infoereg@justice.gov.za

7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC (SECTION 51(1)(c))

The following categories of information are automatically available for inspection or photocopying. It is not necessary to request this information in terms of the Act and it may be obtained by going onto the website or by contacting our Information Officer:

- (i) Public statutory records as kept by the Companies and Intellectual Property Commission of South Africa; and
- (ii) The following information about Novartis SA is provided on www.novartis.co.za :
 - About Novartis (Group Overview, Novartis's Global Presence and Board of Directors);
 - Investor Relations (including Novartis's Annual Reports, reviews and IFRS financial statements);
 - Information about the company's performance for the current and previous financial years;
 - Links to the websites of its various operations;
 - Contact details; and
 - Legal notices (including this manual).

8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d))

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Records are available in terms of the legislation detailed in Annexure 3 to this manual (as amended from time to time).

Note that the information will only be provided in accordance with the requirements stipulated in the relevant pieces of legislation. If a requester believes that a right to access to a record exists in terms of the legislation above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

9. RECORDS – CATEGORIES AND SUBJECT OF RECORDS (SECTION 51(1)(e))

The information contained in this section is intended to identify the main categories of records held with the Companies and to help the requester to gain a better understanding of the main business activities of the Companies. Further assistance in identifying the records held by the Companies is obtainable from the Information Officer.

Records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act), are available in respect to the following (non-exhaustive) aspects of the Companies' businesses and operations:

(i) COMPANIES ACT RECORDS

- Documents of incorporation;
- Memorandum and Articles of Association or Memorandum of Incorporation (as applicable)
- Records relating to the appointment of directors/ auditor/ secretary;
- Public officer and other officers; and
- Share Register and other statutory registers

(ii) FINANCIAL RECORDS

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic banking records;
- Asset Register;
- Rental Agreements; and
- Invoices.

(iii) INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances:
- VAT;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation

(iv) PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary records;
- Salary records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records; and
- Training Manuals

(v) SAFETY, HEALTH AND ENVIRONMENT (SHE) RECORDS

- SHE Policy
- Mandatory SHE Records

10. PROCESSING OF PERSONAL INFORMATION

10.1. Purpose of Processing Personal Information

In terms of POPIA, data must be processed for a specified purpose. The purpose for which personal information is processed by Novartis SA will depend on the nature of the personal information and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.

The purposes may include standard business operations, including audits, reviews, market research, product development, and other legitimate business purposes. Novartis SA may also process personal information when required to under any laws or regulation, for the purposes of law enforcement, investigations, prevention of terrorist activities or other events which may be in the public interest. The processing activities might include among others collection, collating, storing, disclosing personal information.

Below list is non-exhaustive for purposes of processing for each categories of data subjects.

Categories of Data Subjects	Purposes of Processing
Customers / Clients	For the purposes of conducting business, compliance and B-BBEE audits
Service Providers	For the purposes of providing Novartis services, business administrative purposes including carrying out actions for the conclusion or performance of a contract;
Employees	For the purposes of business administration, as required by legislation and regulation
Healthcare Professionals	For the purposes of providing medical information and educational materials, administering HCPs to events, market research, compliance, B-BBEE audits, pharmacovigilance, digital marketing, maintaining records of enquiries and complaints, providing secure access to Novartis owned websites, scheduling appointments with Novartis SA field force employees,
Patient	For the purposes of patient related records, pharmacovigilance, educational support, and other patient oriented programs, in the context of clinical studies.

10.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

As per section 1 of POPI, a Data Subject may either be a natural or a juristic person.

Novartis SA collects personal information directly from the data subject and/or from third parties, and where Novartis SA obtains Personal Information from third parties, Novartis SA will ensure that the personal information provided to Novartis SA has been obtained lawfully and has valid legal grounds for the processing.

Novartis SA processes personal information relating to the following non-exhaustive categories of data subjects and information.

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	<ol style="list-style-type: none"> 1. Name - Surname 2. Address and contact information 3. Registration numbers or identity numbers, 4. Employment status 5. Bank details 6. Transactional records 7. For juristic persons: entity name, registration number, income tax number, contact details for representative, tax information, company registration details, payment details including bank accounts, invoices
Service Providers	<ol style="list-style-type: none"> 1. Names 2. E-mail address(es), phone number(s) 3. Registration number 4. VAT numbers, 5. Address, 6. Trade secrets 7. Bank details 8. Background checks 9. BEE certificates 10. For juristic persons: entity name, registration number, income tax number, contact details for representative, tax information, company registration details, payment details including bank accounts, invoices
Employees	<ol style="list-style-type: none"> 1. Name- Surname

Categories of Data Subjects	Personal Information that may be processed
	<ol style="list-style-type: none"> 2. Address and contact information 3. Qualifications 4. Gender and race 5. Marital status 6. Employment contracts 7. Salary records 8. Disciplinary records 9. Employment equity plan 10. Pension fund records 11. Leave records 12. Training records 13. Forms and applications 14. Employee benefits arrangements and records 15. Internal evaluation records 16. Disability information 17. Banking records
Healthcare Professionals	<ol style="list-style-type: none"> 1. Contact information 2. Gender and race 3. Reports of adverse events in the context of pharmacovigilance 4. Conference/ event attendance reports 5. Banking information
Patient	Pharmacovigilance and Patient records

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

Depending on the nature of the personal information, related processing activities and purposes of processing, Novartis SA may supply personal information or records to the non-exhaustive categories of recipients:

- Group companies
- Third parties having contractual relationship with Novartis SA to provide services on its behalf (hosting, distributors, logistic providers, event or competition organizers, travel agents, marketing, research, and advertising agencies etc.)
- Auditing and accounting bodies (internal and external)

- Relevant authorities, government departments, statutory bodies or regulators.

A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

10.4. Planned transborder flows of personal information

Novartis SA may transfer personal information to a third party who is in a foreign country to administer certain services but may only do so subject to the provisions of POPIA. Novartis SA does not only envisage internal cross-border transfers but also external cross-border transfers of personal information subject to the provisions of POPIA. In this regard, personal information may be stored in data servers hosted outside South Africa.

Novartis SA will endeavour to ensure that its third party vendors and suppliers will make all reasonable efforts to secure personal information processed on behalf of Novartis SA.

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

The security and confidentiality of Personal Information is important to Novartis SA. Novartis has implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorized access or disclosure and improper use.

Novartis implements and maintains reasonable technical and organisational measures to protect personal information, including by way of the implementation of policies, procedures and controls through the Information Management Framework (IMF) aimed at preventing any unauthorised access to, loss or destruction of personal information. Within the IMF framework, lie comprehensive controls aimed at mitigating data security breaches, accidental loss or destruction of, or damage to, personal information. These controls can be found in the Securely Managing Novartis Technology Guideline or Control Matrix and include the implementation of, for example, the secure storage of information in archive rooms or cabinets within the Novartis offices; and secure operational controls such as access management, backup management, virus and malware protection, threat and vulnerability management, patching and network and physical security.

Novartis SA has and will continue to take steps to ensure that third party providers who process personal information on behalf of Novartis SA apply appropriate safeguards in compliance with POPIA

11. ACCESS REQUESTS

11.1. ACCESS REQUEST PROCEDURE (SECTION 51(1)(e)) COMPLETION OF ACCESS REQUEST FORM

To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- The Access Request Form, attached as Annexure “1” hereto, must be completed.
- Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form; requesters will be required to supply a certified copy of their green bar- coded identification document or a valid passport document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state “N/A” in response to that question.
- If there is nothing to disclose in reply to a particular question state “NIL” in response to that question.
- If there is insufficient space on the printed form, additional information may be provided of an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

Please note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

12. SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a certified copy of the requester’s identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

An initial request fee of R57.00 (including VAT) is payable on submission of the request. This fee is not applicable to Personal Requesters, referring to any person seeking access to records that contain their personal information.

13. PAYMENT OF FEES

Payment details can be obtained from the Information Officer indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record. If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees as set out in Annexure "2" hereto.

14. NOTIFICATION

The Information Officer will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the Companies and the information cannot reasonably be obtained within the original 30 (thirty) day period. The requester will be notified in writing should an extension be sought.

15. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS (CHAPTER 4)

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of Novartis or a third party, if the record contains:
 - Trade secrets;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
 - Information disclosed by a third party to any of the Companies if the disclosure could put that third party to a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of Novartis and/or third parties if it is protected in terms of any agreement – the provisions of the Act to apply in relation to the rights of the relevant third parties;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The commercial activities of the Companies, which may include:
 - Trade secrets of the Companies; and

- Financial, commercial, scientific or technical information which, if disclosed, could likely cause harm to the financial or commercial interests of the Companies.

16. APPEAL AGAINST REFUSAL TO GRANT ACCESS

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, upon notification of the Information Officer's decision (or upon his or her deemed refusal in terms of Section 58 of the Act), apply to court for appropriate relief within the prescribed timeframes as prescribed by the Act.

17. ADDITIONAL PRESCRIBED INFORMATION (SECTION 51(1)(f))

The Minister of Justice has not prescribed any additional information to be contained in this Manual.

18. UPDATING OF THE MANUAL

Novartis SA will review and/or update this Manual regularly.

ANNEXURE “1”

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

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

Deputy Information Officer

Postal address

Street address

Business phone

E-mail address

The Company Secretary

Leilah Jacobs; or

Mulisa Thovhakale

P.O. Box 12257, Vorna Valley 1686, South Africa

The Novartis Building, Magwa Crescent West, Waterfall City, Jukskei, 2090

+2711 347 6631

leilah.jacobs@novartis.com; or

mulisa.thovhakale@novartis.com

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			
Telephone Number		Email address	
Capacity in which request is made, if 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 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

- (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.

Reasons for exemption from payment of fees:

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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.			
NOTES: (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 for 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		Inspection of record	
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
View images		Copy images	Transcription of images
3. If record consists of recorded words or information which can be reproduced in sound:			
Listen to the soundtrack audio		Transcription of soundtrack written or printed document	
4. 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 (USB disc, compact disc etc.)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you			YES
*Postage is payable			NO

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue a separate folio and attach it to this form. The requester must sign all the additional folios.

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 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 of20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE “2”

PRESCRIBED FEES

(Section 54(7) of the Promotion of Access to Information, Act No. 2 of 2000)
[Regulation 11(3)]

(a)	For every photocopy of an A4-size page or part thereof	R1.25
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	R0.85
(c)	For a copy in a computer-readable form on compact disc	R79.80
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R45.60
	(ii) For a copy of visual images	R68.40
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R22.80
	(ii) For a copy of an audio record	R34.20
(f)	To search for and prepare the record for disclosure or part thereof for each hour or part thereof reasonably required for such search and preparation	R34.20
(g)	Six hours of searching to be exceeded before a deposit is payable	
(h)	One third of the access fee is payable as a deposit by the requester	
(i)	The actual postage fee is payable when a copy of a record must be posted to a requester	

PLEASE NOTE THAT ALL PRICES LISTED ARE INCLUSIVE OF VALUED-ADDED TAX

ANNEXURE “3”

RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d))

Records are available in terms of the following legislation, as amended from time to time:

- Auditing Profession Act No. 26 of 2005
- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Black Economic Empowerment Act No. 53 of 2003 Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Disease Act No. 130 of 1993 Competition Act No. 89 of 1998
- Constitution of South Africa Act No. 108 of 1996 Consumer Protection Act No. 68 of 2008 Copyright Act No. 98 of 1987
- Customs and Excise Act No. 91 of 1964 (updated 2008/05/13) Deeds Registries Act No. 47 of 1937 Electronic Communications Act No. 36 of 2005
- Electronic Communications and Transactions Act No. 25 of 2002 (updated 2007/06/27) Engineering Profession Act No. 46 of 2000 (updated 2008/04/15)
- Environmental Conservation Act No. 73 of 1989 Employment Equity Act No. 55 of 1998 Firearms Control Act No. 60 of 2000
- Foodstuffs, Cosmetics & Disinfectants Act No. 54 of 1972 Hazardous Substances Act No. 5 of 1973 Income Tax Act No. 58 of 1962 Information Act No. 70 of 2002 Labour Relations Act No. 66 of 1995
- Long-Term Insurance Act No. 52 of 1998 Marketable Securities Act No. 32 of 1948 Medical Schemes Act No. 131 of 1998
- Medicines and Related Substances Act No. 101 of 1965 (updated 2008/05/08) National Credit Act No. 34 of 2005 (updated 2007/08/31)
- National Environmental Management Act No. 107 of 1998
- National Environmental Management Act: Air Quality Act No. 39 of 2004 National Environmental Management: Waste Act No. 59 of 2008
- National Ports Act No. 12 of 2005 (updated 2007/11/26) National Road Traffic Act No. 93 of 1996 National Water Act No. 36 of 1998
- Occupational Health and Safety Act No. 85 of 1993 Patents Act No. 57 of 1987
- Pension Funds Act No. 24 of 1956 Pharmacy Act No. 54 of 1974
- Preferential Procurement Policy Framework Act No. 5 of 2000 Promotion of Access to Information Act No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000 Protected Disclosures Act No. 26 of 2000
- Regulation of Interception of Communications and Provision of Communication Related Revenue Laws Amendment Act No. 35 of 2007
- Revenue Laws Second Amendment No. 36 of 2007 Sea Transport Documents Act No. 65 of 2000 Securities Services Act No. 36 of 2004
- Securities Transfer Tax Act No. 25 of 2007 (added 2008/01/14) Security by means of Movable Property Act No. 57 of 1993
- Short-Term Insurance Act No. 53 of 1998 Skills Development Act No. 97 of 1998 Skills Development Levy Act No. 9 of 1999
- South African Reserve Bank Act No. 90 of 1989
- Standards Act No. 29 of 1993 (updated 2008/04/14) State Tender Board Act No. 86 of 1968 Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985 Tobacco Products Control Act No. 12 of 1999 Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949 Unemployment Insurance Act No. 63 of 2001
- Unemployment Insurance Contributions Act No. 4 of 2002 (updated 2008/02/04) Value Added Tax Act No. 89 of 1991

PLEASE NOTE:

Although all reasonable endeavours have been made to provide a complete list of applicable legislation herewith, it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall immediately update the list a basis other than that set out in the Act we shall immediately update the list.