

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL

FPG INVESTMENTS (PTY) LTD

Registration Number: 2000/016098/07

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INTRODUCTION

This Manual has been prepared in accordance with section 51 of the Act and aims to facilitate a Request for access to a Record held by a private body that is required for the exercise or protection of any rights.

DEFINITIONS

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder, namely –

- “Act” means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;
- “FPG” means FPG Investments (Pty) Ltd and its subsidiaries;
- “Information Officer” means the person acting on behalf of FPG and discharging the duties and responsibilities assigned to the CEO of FPG by the Act. The Information Officer is duly authorised to act as such and such authorization has been confirmed by the CEO of FPG in writing;
- “Manual” means this manual published in compliance with Section 51 of the Act;
- “Record” means any recorded information, regardless of form or medium, which is in the possession or under the control of FPG, irrespective of whether or not it was created by FPG;
- “Request” means a request for access to a Record of FPG;
- “Requestor” means any person, including a public body or an official thereof, making a Request for access to a Record of FPG and includes any person acting on behalf of that person; and
- “SAHRC” means the South African Human Rights Commission.

Unless a contrary intention clearly appears, words signifying:-

- the singular includes the plural and vice versa;
- any one gender includes the other genders and vice versa; and
- natural persons include juristic persons.

Unless otherwise stated, terms defined in the Act shall have the same meaning in this Manual.

OVERVIEW OF FPG

FPG as the holding company is a South African based privately held property and retail/franchise investment and development company, incorporated in accordance with the company laws of South Africa.

Its Subsidiary, FPG Property Fund has a 30-year history. The fund covers all facets of the real-estate industry but primarily in the retail convenience sector across South Africa and offshore.

Its Subsidiary, FPG Foods was awarded a Yum Brands (KFC) franchise license in 2010.

Its Subsidiary, New Line Investments 7 owns a service station located in Longbeach Noordhoek, Cape Town

FPG comprises the following companies:

- FPG Investments (Pty) Ltd
- FPG Property Fund (Pty) Ltd
- FPG Holdings (Pty) Ltd

- Foodprop Epping (Pty) Ltd
- Insight Property Developers (Palmyra Road) (Pty)Ltd
- FPG Foods (Pty) Ltd
- Newline Investments 7 (Pty) Ltd
- FPG (UK) LTD

This Manual applies to all South African entities, both jointly and severally, and such entities are referred to both individually and collectively as FPG.

1. CONTACT DETAILS OF INFORMATION OFFICER (SECTION 51(1)(a))

The Chief Executive of FPG, as head of the private body, has delegated his powers to the as Information Officer and Deputy Information Officer respectively, whose details appear hereunder for purposes of dealing with all matters in connection with Requests for information on FPG's behalf and to ensure compliance with the Act.

Information Officer:	Mr Imraan Parker
Deputy Information Officer:	Mrs Lilian Hendricks
Postal address:	P O Box 12668 N1 City, 7463
Street address:	FPG House 2 nd Floor 1 Fairway Close, N1 City Parow, 7500
Telephone:	+(27) 21 595 3000
E-mail:	popi@fpggroup.co.za
Website:	www.fpggroup.co.za

2. GUIDE TO THE ACT (SECTION 51(1)(b) READ WITH SECTION 10)

The SAHRC has compiled a guide, as required by Section 10 of the Act, containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

The guide is available on the SAHRC website, <http://www.sahrc.org.za>.

The SAHRC can be contacted directly at:

The South African Human Rights Commission: PAIA Unit

Postal address: Private Bag X2700
HOUGHTON
2041

Physical address: 2nd Floor
Braampark
Forum 3
33 Hoofd Street
Braamfontein

Telephone: +27 11 877 3600 (Switchboard)
+27 11 877 3750 (Gauteng Office)
+27 11 887 3803

Facsimile: +27 11 403 0668 (Gauteng Office)
+27 11 403 0625

E-mail: section51.paia@sahrc.org.za

Website: <http://www.sahrc.org.za>

3. AUTOMATIC DISCLOSURE - CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS [SECTION 51(1)(c)]

Any records that are required to be made available in terms of the Companies Act No. 71 of 2008, shall be made available for inspection by interested parties.

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION [SECTION 51(1)(d)]

Records are kept in accordance with the following legislation (which is not an exhaustive list):

- Basic Conditions of Employment Act, 1997
- Broad Based Black Economic Empowerment Act, 2003
- Businesses Act, 1991
- Companies Act, 2008
- Consumer Protection Act, 2008
- Compensation for Occupational Injuries and Diseases Act, 1993
- Copyright Act, 1978
- Deeds Registries Act, 1937
- Electronic Communications and Transactions Act, 2002
- Employment Equity Act, 1998
- Financial Markets Act, 2012
- Harmful Business Practices Act, 1999
- Immigration Act, 2002
- Income Tax Act, 1962

- JSE Listings Requirements
- Labour Relations Act, 1995
- Long Term Insurance Act, 1998
- Medical Schemes Act, 1956
- Occupational Health and Safety Act, 1993
- Pension funds Act, 24 of 1956
- Prevention of Organised Crime Act, 1998;
- Protected Disclosures Act, 2000
- Securities Services Act, 2004
- Short Term Insurance Act, 1998
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Trademarks Act, 1993
- Unemployment Insurance Act, 2001
- Value Added Tax Act, 1991

5. ACCESS TO THE RECORDS HELD BY FPG

Upon written notice, an appointment within reasonable company hours can be made by interested parties to view records at:

FPG House
 2nd Floor
 1 Fairway Close, N1 City
 Parow, 7500

Records deemed confidential by FPG will not be available for viewing.

Records deemed confidential on the part of a third party will necessitate permission from the third party concerned before FPG will permit access.

6. ACCESS: PROCEDURE, AVAILABILITY AND FEES

- Requests for access to Records must be made to the Information Officer in the prescribed form
- A requestor 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 prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a 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 SAHRC at www.sahrc.org.za.

- This Manual is available on the FPG website and at FPG's Head Office (during office hours) situated at:

FPG House
2nd Floor
1 Fairway Close, N1 City
Parow, 7500

