

**TIGER BRANDS**



**TIGER BRANDS LIMITED**  
**REGISTRATION NUMBER 1944 / 017881 / 06**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT  
ACT 2 / 2000  
("THE ACT")**

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## 1. INTRODUCTION

Tiger Brands Limited (“**Tiger Brands**”), a Top 40 JSE Listed company whose footprint extends across the African continent and beyond, is one of the largest manufacturers and marketers of FMCG products in Southern Africa, and has been for several decades. Our group focus is on the core business of FMCG categories that spread across the value chain. Our wide range of brands are underpinned by comprehensive research and meaningful insights into each of the markets in which Tiger Brands operates

## 2. COMPANY CONTACT DETAILS

**Street Address:** Tiger Brands Limited  
3010 William Nicol Drive, Bryanston

**Postal Address:** PO Box 78056  
Sandton  
2146

**Phone Number:** +27 11 840 4000

**Fax Number:** +27 11 514 0084

### **Chief Information**

**Officer:** Mr Joe Ralebepa

### **Deputy Information Officer & Company**

**Secretary:** Adv. Kgosi Monaisa

**E-mail Address:** [Companysecretary@tigerbrands.com](mailto:Companysecretary@tigerbrands.com)

**Company Website:** [www.tigerbrands.com](http://www.tigerbrands.com)



#### 4. **SCHEDULE OF RECORDS AVAILABLE PUBLICLY WITHOUT A FORMAL REQUEST FOR ACCESS IN TERMS OF THE ACT**

Records of a public nature, typically those disclosed on the Tiger Brands website or in other publicly available records, may be accessed directly from the website without the need to submit a formal application. Other non-confidential records, such as those maintained at the Companies and Intellectual Property Commission (“CIPC”) may also be accessed directly from the CIPC, and/or other relevant body, without the need to submit a formal application.

Examples of information and where to typically find such information is listed below:

Category of Records	Subject	Availability
Public Interest	<ul style="list-style-type: none"> <li>Public Product Information</li> <li>Media Releases</li> </ul>	Freely available on web site: <a href="http://www.tigerbrands.com">www.tigerbrands.com</a>
Financial	<ul style="list-style-type: none"> <li>Group Annual Financial Statements</li> <li>Group Interim Audited Report</li> </ul>	Registrar of Companies / Company Website: <a href="http://www.tigerbrands.com">www.tigerbrands.com</a>
Company Secretarial	<ul style="list-style-type: none"> <li>Memorandum and Articles of Association</li> <li>Contents of the Register of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Registrar of Companies</li> <li>Registrar of Companies / Company Website: <a href="http://www.tigerbrands.com">www.tigerbrands.com</a></li> </ul>

#### 5. **REQUEST PROCEDURES**

5.1 All information which is not publically available must be requested through the process set out herein and the request form must be completed with all relevant information set out in paragraph 5.3 - (i) to (vii) below, and must substantially correspond with the prescribed form in terms of the Act.



5.2 The Company Secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act.

5.3 Every request shall:

- (i) Specify the description of the record concerned and the location of the record, if known.
- (ii) Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
- (iii) Indicate the form of access required.
- (iv) Specify a postal address or fax number in South Africa, or an e-mail address.
- (v) Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
- (vi) Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
- (vii) Give proof of the capacity in which you are acting, if requesting access on behalf of another.

5.4 All requests must be sent to:

**Designation of Person:** Deputy Information Officer  
**Name of Company:** Tiger Brands Limited  
**Postal Address:** PO Box 78056, Sandton, 2146  
**Fax:** +27 11 840 4552  
**E-mail:** [Companysecretary@tigerbrands.com](mailto:Companysecretary@tigerbrands.com)

5.5 The request for access to records will be deemed to have been made once the application form has been received by our offices. An acknowledgement of receipt of the application will be provided in writing within 48 hours of receiving the application. Upon acknowledgement, we will aim to resolve the request within a thirty day period.

5.6 The application form is attached as Schedule 1 to this manual. Additional forms and fee structure are available on the following websites:



South African Human Rights Commission: [www.sahrc.org.za](http://www.sahrc.org.za) ; or

Department of Justice and Constitutional Development: [www.doj.gov.za](http://www.doj.gov.za) (under "Regulations")

## 6. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection at the offices of Tiger Brands Limited and copies can be made available at a charge of R1.10 (One Rand Ten Cents) per A4 page. Copies are also available from the South African Human Rights Commission and on our website: <http://www.tigerbrands.com>

## 7. REFUSAL OF ACCESS TO RECORDS

- 7.1 As a private body, Tiger Brands may refuse a request for information which:
- 7.1.1 if disclosed or provided, may amount to a contravention of any law, regulation or contractual obligation, including but not limited to the Protection of Personal Information Act, No 4 of 2013 ("POPI Act").
  - 7.1.2 may amount to commercially sensitive information or trade secrets of Tiger Brands or other third parties;
  - 7.1.3 any information which is subject to or related to a current investigation (internal or external);
  - 7.1.4 appears to be frivolous or vexatious in nature.
- 7.2 A decision by the Company Secretary is deemed to be final and no further correspondence will be entered into in this regard. Any person who is dissatisfied with the Company Secretary's decision to refuse access to any information may, within 30 (thirty) days of notification of the decision, apply to a Court for relief.

## 8. TIGER BRANDS PRIVACY PRACTICES

- 8.1 Tiger Brands collects information from its business or its website or through marketing campaigns, etc. which information may be of a personal information and which information is protected under

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POPI Act.

8.2 Tiger Brands collects personal information where it has obtained the consent of the person to whom the information belongs and where it:

8.2.1 has a legitimate requirement to use or process such information; or

8.2.2 meet its responsibilities to customers, employees and other natural or juristic persons.

8.3 Tiger Brands may disclose personal information lawfully to:

8.3.1 Any regulatory authority (i.e. the Financial Services Board) and the regulators they appoint for the various financial sectors;

8.3.2 Comply with any regulation passed under the relevant legislation, or any legal process

8.3.3 Protect and defend Tiger Brands rights and property (including its intellectual property);

8.3.4 Protect public interest;

8.3.5 Legal advisors or similar service providers with the appropriate undertakings to protect the information; or

8.3.6 Group companies and subsidiaries.

8.4 Tiger Brands may supply employee personal information to:

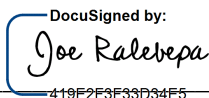
8.4.1 Pension/provident fund and/or their trustees;

8.4.2 Medical Aid funds;

8.4.3 Recruitment companies; or

8.4.4 Credit Bureau

8.5 Where Tiger Brands uses the services of third parties to process personal information, Tiger Brands will ensure that the necessary contractual measures are in place to protect against loss or disclosure of such personal information.

DocuSigned by:  
  
419E2F3F33D34E5...

**Chief Information Officer**

**Tiger Brands Limited**

DATE: 01-Mar-21 | 15:33:58 SAST



## SCHEDULE 1

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*

**The Company Secretary  
Tiger Brands Limited  
3010 William Nicol Drive  
Bryanston**

**E-Mail: [companysecretary@tigerbrands.com](mailto:companysecretary@tigerbrands.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:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

### C. *Particulars of person on whose behalf request is made*

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
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Full names and surname:

Identity number:



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**D. Particulars of record**

- |  |
|--|
| <p>(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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</p> |
|--|

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

**E. Fees**

- |  |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

**F. Form of access to record**

<p>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.</p>
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Disability:	Form in which record is required
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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:**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images**

this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
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**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  
Postage is payable.

YES NO

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on 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 of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS BEING MADE