

Buffalo Coal Group

Access to Information Manual



**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("PAIA")
AND UPDATED IN LIGHT OF
THE PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013 ("POPIA")
(Together "The Act")
FOR BUFFALO COAL CORP. (Registration Number 2011/011661/10) AND ITS SUBSIDIARIES
("Buffalo Coal")**

PROMOTION, ACCESS, AND PROTECTION OF PERSONAL INFORMATION MANUAL

INTRODUCTION

PAIA came into effect on 9 March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise and protect their constitutional right to access a record.

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

- That record is required for the exercise or protection of any of his or her 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.

In terms of the Act private bodies are required to publish a manual to assist requesters who wish to request access to a record.

POPIA was enacted in November 2013, to promote the protection of personal information processed by public and private bodies. POPIA amended certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information.

CONTACT DETAILS

The Board of Directors and the Chief Executive Officer ("CEO") of Buffalo Coal has delegated their powers to the designated Information Officer ("IO") below in terms of the provisions of PAIA and/or POPIA to handle all requests on the Group's behalf and to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

Information Officer: Ravi Lutchman
Physical address: Greytown Road, Industrial Area, Dundee, Kwazulu-Natal, South Africa, 3000
Postal address: PO Box 72, Woodlands, 2052, Johannesburg, South Africa
Telephone number: +27 34 212 1455
Fax number: +27 34 212 1232
E-mail: ravi.lutchman@buffalocoal.co.za
Website: www.buffalocoal.co.za

Buffalo Coal Group

Access to Information Manual



AVAILABILITY OF THIS MANUAL

A copy of this manual will be available free of charge for inspection at Buffalo Coal's head office and is available on the Group's website at www.buffalocoal.co.za or on request from the Information Officer referred to in the contact details. The Buffalo Coal Webpage is accessible to anyone with access to the internet.

BUFFALO COAL GROUP OVERVIEW

Buffalo Coal is a coal producer in South Africa. It holds a majority interest in two operating mines through its 100% interest in Buffalo Coal Dundee (Pty) Ltd, a South African company which has a 70% interest in Zinoju Coal (Pty) Ltd. Zinoju Coal (Pty) Ltd holds a 100% interest in the Magdalena bituminous mine and the Aviemore anthracite mine in South Africa.

The Company has its primary listing on the TSX Venture Exchange ("TSXV") and has a secondary listing on the Alternative Exchange ("AltX"), operated by the JSE. Buffalo Coal trades under the symbol "BUF" on the TSXV and "BUC" on the AltX.

SCOPE OF THE MANUAL

The scope of the manual is to provide a reference of the records held by Buffalo Coal Corp. and its subsidiary companies ("Buffalo Coal"). It is intended to give a description of the records held by and on behalf of Buffalo Coal; to outline the procedure to be followed and the fees payable when requesting access to any of these records in the exercise of the right of access to information, with a view of enabling requesters to obtain records which they are entitled to in a quick, easy and accessible manner.

SAHRC GUIDANCE

The South African Human Rights Commission ("SAHRC") has compiled a guide that will facilitate ease of access to information in terms of PAIA and POPIA for requesters. This guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from the Information Regulator in the manner described below:

SAHRC

Postal address: Private Bag 2700, Houghton, 2041
Physical address: Forum 3, Braampark Office Park, Braamfontein
Phone: +27 11 877 3600 (Head Office)
+27 11 877 3750 (GP Office)
Fax number: +27 11 403 0668
E-mail: info@sahrc.org.za
Website: www.sahrc.org.za

Kindly direct any queries to:

Phone: +27 11 848 8300
Email: PAIA@sahrc.org.za

Buffalo Coal Group

Access to Information Manual

RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

A private body may, on a voluntary basis, make available a description of categories of records that are automatically available without a person having to request access in terms of PAIA. We have not yet compiled such a list of records but may do so at some point in the future.

LEGISLATIVE RECORDS

In terms of Section 51(1)(d) of PAIA, records are kept in accordance with such other legislation as applicable to Buffalo Coal, which includes, but is not limited to, the following legislation:

- Atmospheric Pollution Prevention Act No. 45 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Copyright Act No. 98 of 1987
- Consumer Protection Act No. 68 of 2008
- Employment Equity Act No. 55 of 1998
- Hazardous Substances Act No. 15 of 1973
- Income Tax act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Minerals Act No. 50 of 1991
- Mine Health and Safety Act No. 29 of 1996
- Mineral Petroleum Resources Development Act No. 28 of 2002
- National Water Act No. 36 of 1992
- National Environmental Management Act No. 107 of 1998
- National Environmental Management: Air Quality Act No. 39 of 2004
- National Environmental Management: Waste Act No. 59 of 2008
- Occupational Diseases in Mines and Works Act No. 78 of 1973
- Occupational Health and Safety Act No. 85 of 1993
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 97 of 1999
- Stock Exchanges Control Act No. 1 of 1985
- Tax Administration Act No. 28 of 2011
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Insurance Contribution Act No. 4 of 2002
- Value Added Tax Act No. 89 of 199

Buffalo Coal Group

Access to Information Manual

SUBJECT CATEGORIES OF RECORDS HELD BY BUFFALO COAL

In terms of Section 51(1)(e) of PAIA, categories of records that may be requested and for which access may be provided or refused are:

CORPORATE, STATUTORY AND LEGAL

- Applicable Statutory Documents
- Board of Directors Charter
- Codes of Conduct
- Directives
- Incorporation Documents
- Internal Correspondence
- JSE Correspondence, requirements and Corporate Sponsors
- Legal correspondence and Compliance
- Licenses and approvals
- Memorandum of Incorporation and Articles of Association
- Mineral Resource and Reserve Statement
- Minutes of Board of Directors and Board Committee Meetings
- Minutes of Shareholders Meetings
- Minute Books and Resolutions
- Management Information Circulars and Proxy Forms
- Policies and Procedures
- Register of Directors and Officers
- Records relating to appointment of Directors, Auditors, Secretary, Public Officer and any other Officer
- Share Certificates
- Shareholder Agreements
- Shareholder Register (Buffalo Coal Corp's official share register is maintained by the transfer secretary of the Company)
- SENS Releases
- Statutory Returns to Relevant Authorities
- TSXV Correspondence and requirements

FINANCE AND TAXATION

- Accounting Records
- Agreements
- Annual Financial Statements
- Audit Reports
- Accounting Policies
- Asset Registers
- Banking Records
- Budgets and Cash Flows
- Capital Expenditure Records
- ESTMA reports
- Foreign Exchange Records
- Intercompany Records
- Investment Records
- Invoices and Statements
- Interim Financial Statements
- Loan Agreements
- Management Reports
- Management accounts
- Management Discussion and Analysis (MD&A)
- PAYE Records
- Purchasing Records
- Sale Records
- Supply Records
- Tax Records and Returns
- Treasury Dealing
- Transactional Records
- VAT Returns

Buffalo Coal Group

Access to Information Manual

HUMAN RESOURCES

- BEE Statistics
- Correspondence with Employees
- Disciplinary Code
- Employment Contracts
- Employment Equity Reports
- Employee Benefit Records
- Education and Training Records
- Group HR Policies and Procedures
- Labour Relations Records
- Leave Records
- Medical Records
- Personnel Information
- PAYE, UIF and WCA Returns
- Recruitment Policies
- Remuneration Records and Policies
- Retirement Benefits and Medical Aid Records
- Tax Returns of Employees and IRP5 Certificates
- Statutory Employee Records
- SETA Records
- Skills Development Plans
- Standard Terms and Conditions of Employment
- Workmen's Compensation Records

INFORMATIONS MANAGEMENT AND TECHNOLOGY

- Contracts and Agreements with Service Providers
- Information Policies, Standards, Procedures and Guidelines

INSURANCE

- Claim Records
- Details of Coverage, Limits and Insurers
- Insurance Policies

OPERATIONAL AND TECHNICAL

- Access Control Records
- Administration Documents
- Agreements with Contractors and Suppliers
- Contractor and Supplier Data
- Environmental Assessment Records
- Incident Reports and Investigations
- Licenses and Approvals
- Marketing Strategies
- Mining Rights
- Mining Charter Compliance Information
- Production Statistics
- Resource and Reserve Information
- Safety and Environmental Statistics
- Safety, Health, Environment and Sustainability Policies
- Strategic and Mine Plans
- Survey Reports
- SHEQ – Safety, Health, Environmental and Quality Reports
- Specialist Risk Reports
- Sustainability Information
- Security Records
- Technical Records
- Vendor's list

Buffalo Coal Group

Access to Information Manual



PROCESSING DETAILS

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

PURPOSE OF THE PROCESSING

Personnel data

Buffalo Coal processes personnel data for business administration purposes. For example, personnel data are processed for payroll purposes. Personnel data are also processed to the extent required by legislation and regulation. For example, Buffalo Coal discloses employees' financial information to the Commissioner for the South African Revenue Service, in terms of the Income Tax Act 58 of 1962 and employee's sensitive personal information in terms of the Employment Equity Act 55 of 1998.

Customer related data

Buffalo Coal processes customer related data for its sales and contracts to sell coal. This list of processing purposes is non-exhaustive.

Other third-party data

Buffalo Coal processes "other third-party" records for business administration purposes. For example, personnel data may be processed in order to effect payment to contractors and / or suppliers. In performing these various tasks, Buffalo Coal may, amongst others, collect, collate, process, store and disclose personal information.

CATEGORIES OF DATA SUBJECTS

Buffalo Coal holds information and records on the following category of data subjects:

- Employees of Buffalo Coal
- Customers of Buffalo Coal
- Any third party with whom Buffalo Coal conducts its business services
- Contractors of Buffalo Coal
- Suppliers of Buffalo Coal
- Service providers of Buffalo Coal
- This list of categories of data subjects is non-exhaustive

RECIPIENTS TO WHOM PERSONAL INFORMATION WILL BE SHARED

Depending on the nature of the data, Buffalo Coal may supply information or records to the following categories of recipients:

- Our other group of companies in South Africa
- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (i.e. the Competition Commission in terms of the Competition Act 89 of 1998)
- South African Revenue Services, Department of Mineral Resources and Energy or another similar authority

Buffalo Coal Group

Access to Information Manual



- Third parties with whom Buffalo Coal has a contractual relationship for the retention of data (for example, a third-party archiving services)
- Research/ academic institutions
- Auditing and accounting bodies
- Anyone making a successful application for access in terms of PAIA

ACTUAL OR PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

In some cases, the third party service providers to whom Buffalo Coal may disclose Personal Information may be located outside your country of residence (for example, in a cloud service, system or server), and may be subject to different privacy regimes. This includes our own related entities.

Buffalo Coal Corp. is listed on the TSXV Venture Exchange in Canada and we may need to share information throughout our network for operational purposes. This means that when we collect Personal Information we may process or transfer it to a country other than the country in which a person is located.

Where required by applicable law when we disclose Personal Information overseas, we will take appropriate safeguards to protect Personal Information and that the recipient will handle the information in a manner consistent with this Policy and all applicable privacy laws.

SECURITY MEASURES

Buffalo Coal uses appropriate technical and organizational information security measures to prevent loss and damage to or unauthorized destruction of Personal Information and unlawful access to or processing of Personal Information to ensure the confidentiality, integrity and availability of Personal Information in our possession.

These measures include but are not limited to virus software, firewalls, update protocols and physical access controls.

Buffalo Coal Group

Access to Information Manual

ACCESS REQUEST PROCEDURE

Section 51(1)(e) of PAIA, sets out the request for access procedure.

It is important to note that the successful completion and submission of an access to information 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 PAIA.

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

COMPLETION AND SUBMISSION OF PRESCRIBED ACCESS REQUEST FORM

The requester must use the **prescribed form** attached to this manual as **Annexure “A”** to make the request for access to a record. These forms are also available from:

- Our Information Officer (whose contact details are available in this manual)
- The SAHRC website (www.sahrc.org.za)
- The Department of Justice and Constitutional Development website (www.doj.gov.za)

COMPLETION

In order to facilitate a timely response to a request for access of a record, the requesters should follow the below instructions when completing the Access Request Form:

- The Access Request Form must be comprehensively completed.
- Proof identity is required to authenticate the identity of the requester.
- 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 a printed form in which to answer a question, additional information may be provided on an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title to that question.

The Access Request Form must be completed with enough particularity to enable the Information Officer to identify:

- The record(s) requested;
- The identity number of the requester;
- The form of access required if the request is granted;
- The postal address or fax number of the requester.
- The requester must also state that he or she requires the information in order to exercise or protect a right, and clearly state the nature of the right to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

Buffalo Coal Group

Access to Information Manual



If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

The requester will be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.

SUBMISSION

The completed Access Request Form, together with a copy of the requester's identity document should be submitted either via conventional mail or e-mail and must be addressed to the Information Officer.

PAYMENT OF FEES

Banking details can be obtained from the Information Officer as indicated above and can be made via a direct deposit EFT (no credit card payments are accepted). Proof of payment must be supplied when the Access Request Form is submitted.

REQUEST FEE

An initial, non-refundable request fee is payable on submission. A requester who seeks access to a record containing the requester's personal information is not required to pay the request fee.

REPRODUCTION FEE

This fee is payable with respect to all documents/records that are automatically available.

ACCESS FEE

If the request for access is successful an access fee may be required to re-imburse Buffalo Coal for the costs involved in the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees.

DEPOSIT

A deposit of one third (1/3) of the amount of the applicable access fee, is payable if Buffalo Coal receives a request for access to information held on a person other than the requester him/herself and the preparation for the record will take more than six (6) hours. In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Refer to Prescribed Fees outlined below in this manual.

NOTIFICATION

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

The thirty (30) day period within which Buffalo Coal has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty (30) days, if the request is for a large volume of information, or the request requires a search for information held at another office of Buffalo Coal and the information cannot be reasonably obtained within the original thirty (30) day period. Buffalo Coal will notify the requester in writing should an extension be sought.

Buffalo Coal Group

Access to Information Manual

If the request for access to a record is **successful**, the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted; and
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is **not successful**, the requester will be notified of the following:

- Adequate reasons for the refusal (Refer to Third Party Information and Grounds for Refusal below); and
- That the requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

THIRD PARTY INFORMATION

If access is requested to a record that contains information about a third party, Buffalo Coal is obliged to attempt to contact this third party to inform them of the request. This provides the third party with an opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event of the third-party furnishing reasons for the support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted or not.

Buffalo Coal will inform the third party as soon as reasonably possible, but in any event, within twenty-one (21) days after that request is received, the third party may:

- make written or oral representations to the Information Officer why the request for access should be refused; or
- give written consent for the disclosure of the record to the requester.

Buffalo Coal will notify the third party of the outcome of the request. If the request is granted, adequate reasons for granting the request will be given.

The third party may lodge a complaint to the Information Regulator or an application with a court against the decision within thirty (30) days after notice is given, after which the requester will be given access to the record after the expiry of the thirty (30) day period.

GROUND OF REFUSAL OF ACCESS TO RECORDS

GROUND FOR REFUSAL

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 a third party, if the record contains:
- Trade secrets of that party.
- Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.

Access to Information Manual

- Information disclosed in confidence by a third party to Buffalo Coal if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- 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.
- Financial, commercial, research, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Buffalo Coal.
- Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

In terms of Chapter 3(55) of the PAIA act, if Buffalo Coal has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

REMEDIES AVAILABLE AND APPEALS

Remedies available when Buffalo Coal refuses a request for information:

INTERNAL REMEDIES

Buffalo Coal does not have internal appeal procedures. Therefore, the decision made by the Information Officer is final. Requesters who are dissatisfied with a decision of the Information Officer will have to exercise external remedies at their disposal.

EXTERNAL REMEDIES

All complaints, by a requester or a third party, can be made to the Information Regulator or a court, in the manner prescribed below.

COMPLAINTS TO THE INFORMATION REGULATOR

The requester or third party, as the case may be, may submit a complaint in writing to the Information Regulator, within one hundred and eighty (180) days of the decision, alleging that the decision was not in compliance with the provisions of PAIA.

The Information Regulator will investigate the complaint and reach a decision - which may include a decision to investigate, to take no further action or to refer the complaint to the Enforcement Committee established in terms of POPIA. The Information Regulator may serve an enforcement notice confirming, amending, or setting aside the impugned decision, which must be accompanied by reasons.

APPLICATION TO COURT

An application to court maybe brought in the ordinary course. For purposes of PAIA, any reference to an application to court includes an application to a Magistrates' Court.

Buffalo Coal Group

Access to Information Manual

PRESCRIBED FEES

Prescribed fees in respect of private bodies in terms of PAIA:

REPRODUCTION FEE

The applicable fees referred to in regulation 11(1) of PAIA which will be payable are:	Rand (excluding VAT)	Rand (including VAT)
• For every photocopy of an A4–size page or part thereof	1.10	1.27
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75	0.86
• For a copy in a computer readable form: Compact disc	70.00	80.50
• A transcription of visual images, for an A4-size page or part thereof	40.00	46.00
• For a copy of visual images	60.00	69.00
• A transcription of an audio record, for an A4-size page or part thereof	20.00	23.00
• For a copy of an audio record	30.00	34.50

REQUEST FEE

	Rand (excluding VAT)	Rand (including VAT)
• A non-refundable request fee is payable upfront (other than a personal requester)	50.00	57.50

ACCESS FEE

The applicable fees referred to in regulation 11(3) of PAIA which will be payable are:	Rand (excluding VAT)	Rand (including VAT)
• For every photocopy of an A4–size page or part thereof	1.10	1.27
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	0.75	0.86
• For a copy in a computer readable form: Compact disc	70.00	80.50
• A transcription of visual images, for an A4-size page or part thereof	40.00	46.00
• For a copy of visual images	60.00	69.00
• A transcription of an audio record, for an A4-size page or part thereof	20.00	23.00
• For a copy of an audio record	30.00	34.50
• To search a record that must be disclosed, per hour or part of the hour	30.00	34.50

POSTAGE FEE

Where a copy of the record needs to be posted the actual postal fee is payable in addition to the applicable fees.

Please note: The South African Human Rights Commission further confirms that VAT is only payable if applicants are registered VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

Buffalo Coal Group

Access to Information Manual

ANNEXURE A – ACCESS REQUEST FORM
REQUEST FOR ACCESS TO A RECORD OF BUFFALO COAL
 (Section 53(1) of the Promotion to Information Act No. 2 of 2000)

A. PARTICULARS OF BUFFALO COAL'S INFORMATION OFFICER	
Requests can be submitted either via post, e-mail or fax and should be addressed to the Information Officer as indicated below:	
Information Officer	Ravi Lutchman
Physical address	Greytown Road, Industrial Area, Dundee, Kwazulu-Natal, South Africa, 3000
Postal address	PO Box 72, Woodlands, 2502, Johannesburg, South Africa
Telephone number	+27 34 212 1455
Fax number	+27 34 212 1232
E-mail	Ravi.Lutchman@buffalocoal.co.za
B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD	
<p>(a) The particulars of the person who requests access to the record must be recorded below.</p> <p>(b) Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.</p> <p>(c) Proof of identity is required from both the requester and any person or any party acting on behalf of the requester. The original identity document or such other proof satisfactory to the Chief Executive Officer or Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.</p> <p>(d) If the request is made on behalf of another person, proof of the capacity in which the request is made, is also to be presented with this request.</p>	
Full names and surname	
Identity number	
Postal Address	
Telephone number	
Fax number	
E-mail	
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	
E-mail	

Buffalo Coal Group

Access to Information Manual

D. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD (IF A LEGAL ENTITY)	
<p>(a) The particulars of the person who requests access to the record must be recorded below.</p> <p>(b) Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.</p> <p>(c) Proof of the capacity in which the request is made, is also to be presented with this request.</p>	
Name of Entity	
Registration number	
Postal address	
Telephone number	
Fax number	
E-mail	
E. 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> <p>(c) The requester's attention is drawn to the grounds on which the private body must or may refuse access to a record (in certain instances this may be mandatory, in others it may be discretionary):</p> <ul style="list-style-type: none"> • Mandatory protection of the privacy of a third party who is a natural person (human being); • Mandatory protection of commercial information of third party; • Mandatory protection of certain confidential information of a third party; • Mandatory protection of the safety of individuals, and the protection of property; • Mandatory protection of records privileged from production in legal proceedings; • Commercial information of a private body; • Mandatory protection of research information of a third party and a private body. 	
Description of record or relevant part of the record	
Category	Description of record

Buffalo Coal Group

Access to Information Manual

F. FEES		
<p>(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 (currently R57.50 Including VAT) has been paid.</p> <p>(b) If the prescribed request fee is amended you will be notified of the amount required to be paid as the request fee.</p> <p>(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.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.</p>		
The requester qualified for an exemption in payment of fees (mark the appropriate box)	YES	NO
Reason:		

G. 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>	
Disability:	
Form in which record is required:	
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form

- Copy of record Inspection of record

2. If the record consists of visual images

- View the images Copy of images Transcription of the images

3. If the record consists of recorded information that can be reproduced in sound

- Listen to the soundtrack (audio) Transcription of soundtrack

4. If the record is held on computer or in electronic or machine-readable form

- Printed copy of record Printed copy of information derived
 Copy in computer readable format

Buffalo Coal Group

Access to Information Manual

If you requested a copy or transcription of a record (above) do you wish the copy of transcription to be posted to you? Note that postage is payable by you.	YES	NO
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record:	
--	--

H. 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/protected:

--

2. Explain why the requested record is required for the exercising or protection of the aforementioned right:

--

I. 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 thereof 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 _____ on this day of _____ 20 _____.

SIGNATURE OF REQUESTOR/PERSON ON
WHOSE BEHALF REQUEST IS MADE