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No. 28506

M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

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BARLOWORLD LTD

(Company Registration No. 1918/000095/06)

**And those associated companies listed in Annexure 1
(hereinafter collectively referred to as "Barloworld Ltd")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NO. 2 OF 2000 ("the Act")**

PART I

Information required under section 51 (1) (a) of the Act

Name of body: Barloworld Limited
Head of body: Mr A J Phillips
Address: Barloworld Corporate Office
180 Katherine Street
Sandton
2126

Postal Address: P.O. Box 782248
Sandton
2146

**All requests for information in terms of the Act should be addressed to
the appointed Deputy Information Officer, Mr Sibani Mngomezulu, who
can be contacted as follows:**

Telephone No.: (011) 445-1433
Fax: (011) 444-4170
e-mail: SibaniM@barloworld.com

PART II

Information required under section 51 (1) (b) of the Act

The guide referred to in this section (as well as the request forms themselves) can be obtained from the South African Human Rights Commission at www.sahrc.org.za, telephone number (011) 484-8300.

PART III

Information referred to under section 51 (1) (c) of the Act

The following categories of records will be freely available:

1. Annual Reports
2. Marketing and promotional material published by Barloworld Ltd
3. All information published on the Barloworld Website (www.barloworld.com)

PART IV

Information required under section 51 (1) (d) of the Act

Records are kept in accordance with the following legislation:

1. Administration of Estates Act, No. 66 of 1965
2. Arbitration Act No. 42 of 1965
3. Basic Conditions of Employment Act No. 75 of 1997
4. Closed Corporations Act No. 69 of 1984
5. Companies Act No. 61 of 1973
6. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
7. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
8. Copyright Act No. 98 of 1978
9. Credit Agreements Act No. 75 of 1980
10. Currency and Exchanges Act No. 9 of 1933
11. Debt Collectors Act No. 114 of 1998
12. Employment Equity Act No. 55 of 1998
13. Finance Act No. 35 of 2000
14. Financial Services Board Act No. 97 of 1990
15. Financial Relations Act No. 65 of 1976
16. Harmful Business Practices Act No. 23 of 1999
17. Income Tax Act No. 95 of 1967

18. Insolvency Act No. 24 of 1936
19. Insurance Act No. 27 of 1943
20. Intellectual Property Laws Amendments Act No. 38 of 1997
21. Labour Relations Act No. 66 of 1995
22. Long Term Insurance Act No. 52 of 1998
23. Medical Schemes Act No. 131 of 1998
24. Occupational Health & Safety Act No. 85 of 1993
25. Pension Funds Act No. 24 of 1956
26. Post Office Act No. 44 of 1958
27. Regional Services Councils Act No. 109 of 1985
28. SA Reserve Bank Act No. 90 of 1989
29. Short Term Insurance Act No. 53 of 1998
30. Skills Development Levies Act No. 9 of 1999
31. Skills Development Act No. 97 of 1998
32. Stamp Duties Act No. 77 of 1968
33. Stock Exchange Control Act No. 1 of 1985
34. Tax on Retirement Funds Act No. 38 of 1996
35. Trade Marks Act No. 194 of 1993
36. Unemployment Contributions Act No. 4 of 2002
37. Unemployment Insurance Act No. 63 of 2001
38. Usury Act No. 73 of 1968
39. Value Added Tax Act No. of 89 of 1991

PART V

Information required under section 51 (1) (e) of the Act

Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Barloworld Ltd and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Barloworld Ltd. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to Barloworld Ltd by their personnel;
- Any records that a third party has provided to Barloworld Ltd about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity that receives services from Barloworld Ltd. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of Barloworld Ltd;
- Any records a third party has provided to Barloworld Ltd; and
- Records generated by or within Barloworld Ltd pertaining to the customer, including transactional records.

Records pertaining to Barloworld Ltd

The following are considered to include but not be limited to records that pertain to Barloworld Ltd's own affairs:

- Financial records;
- Operational records;
- Databases;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of Barloworld Ltd;
- Software and licensing agreements.

Other Parties

Barloworld Ltd may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary and associated companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to Barloworld Ltd.

The following records fall under this category:

- Personnel, customer or Barloworld Ltd's records which are held by another party as opposed to being held by Barloworld Ltd; and
- Records held by Barloworld Ltd pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head office of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned. [s53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted than a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

Annexure 1**COMPANY:****REGISTRATION NUMBER:**

Amosite Investments Limited	1926/000140/06
Barloworld Air (Proprietary) Limited	1962/001625/07
Barloworld Capital (Proprietary) Limited	1979/004891/07
Barloworld Farms Limited	1893/000746/06
Barloworld Global Services (Proprietary) Limited	1965/007852/07
Barloworld Homecare (Proprietary) Limited	1971/001216/07
Barloworld Information Systems (Proprietary) Limited	1961/000151/07
Barloworld Investments (Proprietary) Limited	1965/007346/07
Barloworld Knysna Properties (Proprietary) Limited	1963/006192/07
Barloworld Trust Company Limited	1964/004845/06
Barlows Cement Investments Limited	1971/011042/06
Barlows Consumer Electric Products Group Limited	1937/009437/06
Barlows Home Appliances (Proprietary) Limited	1975/003316/07
Blajohn (Proprietary) Limited	1962/002778/07
Blajohn Properties Limited	1936/008617/06
Blajohn Timbers (Proprietary) Limited	1961/002512/07
F.T. Building Supplies (Proprietary) Limited	1995/003426/07
Federated-Blaikie Limited	1965/002325/06
The Comer House Investment Company Limited	1958/003127/06
Thesen Exports (Proprietary) Limited	1966/000460/07
Thesen Properties (Proprietary) Limited	1964/002970/07
W.F. Johnstone & Co. Limited	1913/000677/06