



**THE SPAR GROUP LIMITED**

Reg. No. 1967/001572/06  
("the Company" or "SPAR")

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## **ACCESS TO INFORMATION MANUAL**

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In terms of section 51 of the Promotion of Access to Information Act ("the Act")

### **1. INTRODUCTION**

The Company is a public company listed on the JSE Limited, South Africa's stock exchange, and invests in subsidiaries, joint ventures and associates. The Company is primarily a wholesaler and distributor of goods and services to SPAR and SaveMor supermarkets, Build it building materials outlets, TOPS at SPAR liquor stores and Pharmacy at SPAR pharmacy and healthcare outlets. Seven distribution centres provide goods and services to retail stores in South Africa, Swaziland, Botswana, Lesotho, Mozambique, Zambia and Namibia.

Requests for SPAR information must be made to the Company Secretary, as per the details below and in the form reflected in annexure "A". All requests for SPAR information shall be considered in the light of the relevant sections in the Act.

### **2. SCOPE OF MANUAL**

The manual grants access to records held by the Company and its South African subsidiaries. For more information on the Company's South African subsidiaries, requesters are referred to SPAR's latest annual integrated report, which is available on [www.spar.co.za](http://www.spar.co.za).

### **3. CONTACT DETAILS OF THE INFORMATION OFFICER APPOINTED IN TERMS OF SECTION 51(1)(a)**

Ms Mandy Hogan - Company Secretary  
22 Chancery Lane, Pinetown, 3610  
PO Box 1589, Pinetown, 3600  
Email: [mandy.hogan@spar.co.za](mailto:mandy.hogan@spar.co.za)  
Tel: +27 31 719 1900  
Fax: +27 31 719 1990

### **4. SECTION 10 GUIDE [Section 51(1)(b)]**

The Guide referred to in Section 10 of the Act is available from the Human Rights Commission. Please direct your queries to:

The South African Human Rights Commission  
Postal Address: Private bag 2700, Houghton 2041  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Telephone: +27 11 484 8300  
Fax: +27 11 484 0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

5. **RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT [Section 51(1)(c)]**

Records lodged in terms of Government requirements with various statutory bodies, including the Companies and Intellectual Property Commission.

6. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Requesters may make requests for information that may be requested in accordance with applicable South African legislation. SPAR may refuse access to records on one or more of the grounds outlined in Charter 4 of the Act pertaining to, “Grounds for Refusal of Access to Records”.

7. **FORMS OF REQUEST**

To request a SPAR document on grounds not provided for in the Act, the requester must address the request to the Company Secretary in writing, in the prescribed form available from the South African Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

8. **AVAILABILITY OF THE MANUAL**

Copies of this manual are available for inspection at the Office of the Company Secretary of the Company and copies can be made available free of charge. Copies are also available on the Company’s website [www.spar.co.za](http://www.spar.co.za) and from the South African Human Rights Commission.

Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

**PRESCRIBED FORMS**  
**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:**

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**B. Particulars of person requesting access to the record:**

Full names and surname: .....

Identity number: .....

Postal address: .....

Fax number: .....

Telephone number: .....

Email address: .....

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

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

Full names and surname: .....

Identity number: .....

**D. Particulars of record:**

1. Description of record of relevant part of the record:

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2. Reference number if available:

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3. Any further particular of record:

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**E. Notice of decision regarding request for access**

- 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 exception of the payment of any fee, please state the reason for exemption.

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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 request is requested.				
Disability:		Form in which record is required:		
Mark the appropriate box with an <b>X</b> .  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 case, you will be informed if access will be granted in another form. c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.				
<b>1. If the record is in written or printed form:</b>				
Copy of record*		Inspection of record		
<b>2. If record consists of visual images</b>				
View the images		Copy of the images*		Transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>				
Listen to the soundtrack		Transcription of the soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form*
* if you request a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable</b>			YES	NO

**G. Particulars of rights to be exercised or protected**

1. Indicate which right to be exercised or protected

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2. Explain why the record request is required for the exercise or protection of the  
aforementioned

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**H. Notice of decision regarding request for access**

How would you prefer to be informed of the decision regarding your request to access to the  
record?

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Signed at ..... this ..... day of ..... 20.....

.....  
Signature of request/person on whose  
behalf request is made