

**In accordance with Section 51 of the Promotion of Access to Information Act No2 of 2000
("the Act")**

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1. INTRODUCTION

Novus Holdings Limited (formerly known as the Paarl Media Group) is a public company, listed on the Johannesburg Stock Exchange (“JSE”) since March 2015.

Novus Holdings Limited is the most comprehensive commercial printing and manufacturing operations in South Africa. Its operations comprised twelve specialised printing and one tissue plant in key metropolitan areas across South Africa. The Group provides a comprehensive range of services nationally and in parts of Africa.

This manual is to assist any person (natural/juristic) with the proper procedures that must be followed when requesting access to information and/or documentation from Novus Holdings Limited and all subsidiaries within the Novus Group of Companies (“Novus”) as contemplated in terms of the Act.

The subsidiaries include the following entities:

- Extra Dimensions 1 (Pty) Ltd;
- Intrepid Printers (Pty) Ltd;
- Macleary Investments 456 (Pty) Ltd;
- Marano Investments (Pty) Ltd;
- Media Administration (Pty) Ltd;
- Paarl Coldset (Pty) Ltd;
- Paarl Labels (Pty) Ltd;
- Paarl Media (Pty) Ltd;
- Paarl Media Paarl (Pty) Ltd;
- Paarl Packaging (Pty) Ltd;
- Paarl Tissue (Pty) Ltd;
- Skotaville Web (Pty) Ltd;
- Victory Ticket 376 (Pty) Ltd t/a Digital Printing Solutions

Novus reserves for itself the right to amend this manual from time to time and as soon as any amendments have been finalised and thereafter communicated to the South African Human Rights Commission (“the SAHRC”).

Any person requesting information in terms of Section 51(1) of the Act is advised to contact the Information Officer should he/she require any assistance in respect of the use of this manual and/or requesting of records, documentation and/or information from Novus. A copy of this manual is available to the public.

2. PARTICULARS IN TERMS OF SECTION 51(1)(A)

2.1 CONTACT DETAILS

Full Company Name	Novus Holdings Limited
Registration Number	2008/011165/06
Principle Business	Investment in printing and related activities.
Registered Address of Company	10 Freedom Way Milnerton Western Cape 7441

Postal Address of Company	PO Box 37014 Chempet Western Cape 7442
Telephone Number	021 550 2500
Fax Number	021 550 6233
Website Address	www.novus.holdings
Information Officer	Edrich Fivaz
Telephone Number	021 550 6212
Fax Number	021 550 6233
Email	Edrich.Fivaz@novus.holdings

3. SECTION 10 GUIDE (IN TERMS OF SECTION 51(1)(B))

In terms of Section 10 of the Act, the SAHRC is required to compile a guide in each official language. The objective of the guide is to assist persons who may wish to exercise their rights as provided for in the Act. A copy of the guide is available for inspection at the offices of the SAHRC.

Contact details of the SAHRC is as follows:

**The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department**

Postal Address	Private Bag 2700 Houghton 2041
Telephone	011 484 8300
Fax	011 484 0582
Website	www.sahrc.org.za
Email	paia@sahrc.org.za

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

Novus Holdings maintains records, information and/or documentation as required in terms of the following legislation:

- ✓ Basic Conditions of Employment Act No.75 of 1997
- ✓ Broad Based Black Economic Empowerment Act No.53 of 2008
- ✓ Companies Act No.71 of 2008
- ✓ Compensation for Occupation Injuries and Diseases Act No.130 of 1993
- ✓ Consumer Protection Act No.68 of 2008
- ✓ Copyright Act No.98 of 1978
- ✓ Electronic Communications Act No.25 of 2008
- ✓ Employment Equity Act No.55 of 1998
- ✓ Income Tax Act No.95 of 1967
- ✓ Labour Relations Act No.66 of 1965
- ✓ National Credit Act No.34 of 2005
- ✓ Promotion of Access to Information Act No.2 of 2000
- ✓ Skills Development Act No.97 of 1998
- ✓ Skills Development Levies Act No.9 of 1999
- ✓ Trade Marks Act No.194 of 1993
- ✓ Unemployment Contributions Act No.4 of 2002
- ✓ Unemployment Insurance Act No.63 of 2001
- ✓ Value Added Tax Act No.89 of 1991

5. WHICH RECORDS MAY BE ACCESSED (IN TERMS OF SECTION 51(1)(C) & 51(1)(e))

The provisions of the Act provide that certain records, information and/or documentation must be disclosed, in such instances then a formal request for such records, information and/or documentation is not required.

Subjects & Categories of records

- ✓ Companies Act & Statutory Documents
- ✓ Financial Records
- ✓ Income Tax Records
- ✓ Human Resource Records

6. HOW TO REQUEST RECORDS

Any persons requesting information must complete the prescribed Form C (as may be obtained on www.doj.gov.za) and submit this form together with the request fee. The form must be submitted to the Information Officer at his/her address, fax number or email address as provided herein.

The form must contain the following information:

- ✓ Provide sufficient detail on the form to enable the Information Officer to clearly identify the records, information and/or documentation requested.
- ✓ Identity of the person making the request.
- ✓ Indicate which form of access is required.
- ✓ Specify a postal address or fax number of the person making the request.
- ✓ Identify the right that the person making the request is seeking to exercise or protect and provide an explanation of why he requested record, information and/or documentation is required for the exercise or protection of that right.
- ✓ If the request is made on behalf of another person, to submit proof to the satisfaction of the Information Officer of the capacity in which the person making the request has.
- ✓ The prescribed fee (if any) must be paid as set out below in clause 9.

7. AVAILABILITY OF THE MANUAL (IN TERMS OF SECTION 51(3))

This manual is available for inspection during office hours, at no cost, at the registered address of Novus Holdings Limited. A copy of this manual, or part thereof, may be obtained from either one of the following

- I. The registered address of Novus Holdings Limited; or
- II. The SAHRC.

8. PRESCRIBED FORMS

Your request must be set out in the prescribed form, which can be downloaded from the Department Justice at www.doj.gov.za and after completion must be forwarded to Novus Holdings Limited.

For Attention	Information Officer PO Box 37014 Chempet 7442
Telephone Number	021 550 6212
Fax Number	021 550 6233
Email	Edrich.Fivaz@novus.holdings

9. PRESCRIBED FEES

- 9.1 A fee of R50.00 (Fifty Rand) must accompany any request for record, documentation and/or information.
- 9.2 Payment of this fee is to be made as directed by the Information Officer.
- 9.3 You will be notified of the decision regarding your request for the records, documentation and/or information.
- 9.4 Should your request be refused; you may lodge an application to a court of law against the tender or payment of the requested fees as well be advised in the notification sent to you (in terms of Section 54(3) of the Act.
- 9.5 If your request is granted, you will be required to pay a further access fee for the search, production and preparation of the record as well as for any time that has exceeded the prescribed hours, to search and in order to prepare the record, documentation and/or information.
- 9.6 The fees schedule can be downloaded from the Department of Justice website at www.doj.gov.za.

FORM C

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 BODY

NOVUS HOLDINGS LIMITED
 c/o Information Officer
 PO Box 37014
 Chempet
 7442

Attention: Edrich Fivaz

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	
Email	
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 ONLY if a request for information is made on behalf of another person)

Full names and surname	
Identity number	

D. PARTICULARS OF RECORD

- (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.
- (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.

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

E. FEES

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

Reason for exemption from payment of fees	
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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 record is required.

Disability	
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Form in which record is required (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

	Copy of record*		Inspection of record
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2. If record consists of visual images

	View the images		Copy of the images''		Transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound

Listen to the soundtrack Audio cassette	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

Printed copy of record*	Printed copy of information derived from the record"	Copy in computer readable form* (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
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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.

Indicate which right is to be exercised or protected	
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?	
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Signed at _____ this _____ day of _____ 20 _____.

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE