

GROWTHPOINT PROPERTIES LIMITED

Registration Number: 1987/004988/06

MANUAL FOR ACCESS TO INFORMATION (Section 51 of the Promotion of Access to Information Act, No 2 of 2000)

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EK de Klerk

CEO: South Africa

Growthpoint Properties Limited

1. INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (hereinafter referred to as “the **Act**”) was enacted on 3 February 2000, to give effect to the provisions of section 32 of the Constitution, which provides that any person has a right to gain access to information held by a public or private body, when that information is required for the exercise or protection of any rights. In terms of the **Act**, a private body includes any former or existing juristic person.

2. GROWTHPOINT PROPERTIES LIMITED

Growthpoint Properties Limited is a diversified Real Estate Investment Trust company listed under the Financial Services: Real Estate Investment Trust (“REIT”) sector on the JSE Limited.

BOARD OF DIRECTORS

JF Marais	Chairman
NO Chauke	HR Director
MG Diliza	Non-executive Director
EK de Klerk	CEO: South Africa
PH Fechter	Non-executive Director
LA Finlay	Non-executive Director
JC Hayward	Lead Independent Director
SP Mngconkola	Non-executive Director
R Moonsamy	Non-executive Director
NBP Nkabinde	Non-executive Director
LN Sasse	Group CEO
N Siyotula	Non-executive Director
FJ Visser	Non-executive Director
G Völkel	Group Financial Director

2.1 WHOLLY-OWNED SUBSIDIARIES OF GROWTHPOINT PROPERTIES LIMITED

- **1 Roger Dyason (Pty) Ltd**
Registration Number: 1989/002710/07

Directors: EK de Klerk
G Völkel

- **Acucap Investments (Pty) Ltd**
Registration Number: 2001/017530/07

Directors: EK de Klerk
G Völkel

- **Acucap Investments 4 (Pty) Ltd**
Registration Number: 1996/017480/07

Directors: EK de Klerk
G Völkel

- **Acucap Management Services (Pty) Ltd**
Registration Number: 1980/000527/07

Directors: EK de Klerk
G Völkel

- **Acucap Properties Limited**
 Registration Number: 2001/021725/06

Directors: EK de Klerk
 SA le Roux
 RG Pienaar
 LN Sasse

- **Acucap Property Management (Pty) Ltd**
 Registration Number: 2001/012254/07

Directors: EK de Klerk
 G Völkel

- **Advent Properties (Pty) Ltd**
 Registration Number: 1991/004879/07

Directors: EK de Klerk
 G Völkel

- **Atlas Properties Limited**
 Registration Number: 1988/000742/06

Directors: EK de Klerk
 SA le Roux
 FJ Schindehütte
 G Völkel

- **Atlas Property Developments (Pty) Ltd**
 Registration Number: 1986/004563/07

Directors: EK de Klerk
 G Völkel

- **Atlas Property Services (Pty) Ltd**
 Registration Number: 1997/011894/07

Directors: EK de Klerk
 G Völkel

- **Basfour 2721 (Pty) Ltd**
 Registration Number: 2002/025858/07

Directors: EK de Klerk
 G Völkel

- **Burg Brothers Investments (Pty) Ltd**
 Registration Number: 1990/006787/07

Directors: EK de Klerk
 G Völkel

- **Carlyn's Trust (Pty) Ltd**
 Registration Number: 1960/000190/07

Directors: EK de Klerk
 G Völkel

- **Changing Tides 5 (Pty) Ltd**
 Registration Number: 2001/009248/07

Directors: EK de Klerk
 G Völkel
- **Complex Investments (Pty) Ltd**
 Registration Number: 1989/002468/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Down House Investments (Pty) Ltd**
 Registration Number: 2013/050810/07

Directors: EK de Klerk
 G Völkel
- **Erf 4 of 8 Sandown (Pty) Ltd**
 Registration Number: 1996/005691/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Erven 99 and 100 Parktown Township (Pty) Ltd**
 Registration Number: 2005/040118/07

Directors: EK de Klerk
 G Völkel
- **Fairy Glen Properties (Pty) Ltd**
 Registration Number: 1990/004352/07

Directors: EK de Klerk
 G Völkel
- **Ferns Investments (Pty) Ltd**
 Registration Number: 1994/001722/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Four Ways Crossing Retail Centre (Pty) Ltd**
 Registration Number: 1998/000954/07

Directors: EK de Klerk
 G Völkel
- **Growthpoint ABQ (Pty) Ltd**
 Registration Number: 2000/010590/07

Directors: EK de Klerk
 LN Sasse
 FJ Schindehütte
 G Völkel

- **Growthpoint Building Managers (Pty) Ltd**
 Registration Number: 1998/014895/07

Director: BM van der Walt
- **Growthpoint Healthcare Property Management Company (Pty) Ltd**
 Registration Number: 2016/350196/07

Directors: EK de Klerk
 LN Sasse
 G Völkel
- **Growthpoint Management Services (Pty) Ltd**
 Registration Number: 2004/015933/07

Directors: E Binedell
 EK de Klerk
 SA le Roux
 RG Pienaar
 LN Sasse
 FJ Schindehütte
 G Völkel
- **Growthpoint Properties International (Pty) Ltd**
 Registration Number: 2004/015978/07

Director: EK de Klerk
 LN Sasse
 G Völkel
- **Growthpoint Security SPV Number 2 (Pty) Ltd**
 Registration Number: 2004/015984/07

Director: EK de Klerk
 LN Sasse
 G Völkel
- **Growthpoint SYC Properties (Pty) Ltd**
 Registration Number: 2015/280875/07

Director: EK de Klerk
 G Völkel
- **Growthpoint TPG (Pty) Ltd**
 Registration Number: 1999/025600/07

Directors: EK de Klerk
 LN Sasse
 G Völkel
- **GRT Bloekom Properties (Pty) Ltd**
 Registration Number: 1992/004645/07

Directors: EK de Klerk
 G Völkel

▪ **Highway Properties Houghton (Pty) Ltd**

Registration Number: 1991/000933/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel

▪ **Inclub Properties (Pty) Ltd**

Registration Number: 1996/007915/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel

▪ **Kilkishen Investments (Pty) Ltd**

Registration Number: 1995/000130/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel

▪ **Majorshef 184 (Pty) Ltd**

Registration Number: 2000/023282/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel

▪ **Metboard Properties Limited**

Registration Number: 1998/005425/06

Directors: EK de Klerk
LN Sasse
FJ Schindehütte
G Völkel

▪ **Okahao Properties (Pty) Ltd**

Registration Number: 2006/017004/07

Directors: EK de Klerk
RG Pienaar
G Völkel

▪ **Oxford 144 Property Investments (Pty) Ltd**

Registration Number: 2011/008866/07

Directors: EK de Klerk
RG Pienaar

▪ **New Heights 344 (Pty) Ltd**

Registration Number: 2000/023109/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel

- **Paramount Property Fund Limited**
 Registration Number: 1945/019928/06

Directors: EK de Klerk
 LN Sasse
 FJ Schindehütte
 G Völkel
- **Pin Mill Share Block (Pty) Ltd**
 Registration Number: 1994/009349/07

Directors: EK de Klerk
 G Völkel
- **Scopefull 157 (Pty) Ltd**
 Registration Number: 2000/017240/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Silverhorn Properties (Pty) Ltd**
 Registration Number 2000/007952/07

Directors: EK de Klerk
 G Völkel
- **Skillfull 82 (Pty) Ltd**
 Registration Number: 2001/004336/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Skillfull 115 (Pty) Ltd**
 Registration Number: 2001/001475/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Stand 1135 Houghton (Pty) Ltd**
 Registration Number: 1990/002318/07

Directors: EK de Klerk
 FJ Schindehütte
 G Völkel
- **Sycom Property Fund Managers Limited**
 Registration Number: 1986/002756/06

Directors: EK de Klerk
 SA le Roux
 RG Pienaar
 G Völkel

- **Tyger Hills Investments (Pty) Ltd**
Registration Number: 2000/008914/07

Directors: EK de Klerk
G Völkel
- **Tyger Hills Office Park (Pty) Ltd**
Registration Number: 2000/008476/07

Directors: EK de Klerk
G Völkel
- **Witkoppen Corner (Pty) Ltd**
Registration Number: 2000/029055/07

Directors: EK de Klerk
FJ Schindehütte
G Völkel
- **Woodlands Office Park Property Management Company (Pty) Ltd**
Registration Number: 2008/014244/07

Directors: EK de Klerk
G Völkel

2.2 TRUSTS OPERATED BY GROWTHPOINT PROPERTIES LIMITED

- **The Acucap Share Purchase Trust**

Trustee: Maitland Trustees (Pty) Ltd
- **Growthpoint Properties Trust**
IT 6147/01

Trustee: Ironwood Trustees (Pty) Ltd
- **Growthpoint Securitisation Warehouse Trust**
IT 5094/05

Trustee: Maitland Trustees (Pty) Ltd
- **Growthpoint Staff Incentive Scheme Trust**
IT 12949/07

Trustee: Quadridge Trust Services (Pty) Ltd
- **Second Growthpoint Properties Trust**
IT 4631/2003

Trustee: Ironwood Trustees (Pty) Ltd
- **Truzen 75 Trust**
IT701/2008/PMB

Trustee: EK de Klerk
PL Kollenberg
RG Pienaar
G Völkel

2.3 CO-OWNED AND ASSOCIATE COMPANIES

▪ **FC Property Management Company (Pty) Ltd**

Registration Number: 2008/014170/07

Directors: KM Ellerine
GR Jones
NA Schloss
DT Hirschowitz

▪ **Ferguson Place (RF) (Pty) Ltd**

Registration Number: 2007/026862/07

Directors: EK de Klerk
S Pandya
RM Ramakers
G Völkel

▪ **Growthpoint Healthcare Property Holdings (RF) Limited**

Registration Number: 2016/350751/06

Directors: EK de Klerk
LN Sasse
G Völkel

▪ **Refuel Properties (Pty) Ltd**

Registration Number: 2009/038410/23

Directors: M Seftel
P Keursten
WS Wilkinson

▪ **Remaining Extent of Erf 241 Sandown Share Block (Pty) Ltd**

Registration Number: 2005/040404/07

Directors: EK de Klerk
AJF Mundell
JO Tannenberger
G Völkel

▪ **V & A Waterfront Holdings (Pty) Ltd**

Registration Number: 2006/024423/07

Directors: E Masilela (Chairman)
E Binedell (Alternate Director)
EK de Klerk
VW Hako
JF Marais
SA le Roux (Alternate Director)
SP Mngconkola
R Mokate
RG Pienaar (Alternate Director)
LN Sasse

3. CONTACT DETAILS FOR CEO AND CIO

EK de Klerk
CEO: South Africa

Tel: +27 (11) 944 6248

Email: edeklerk@growthpoint.co.za

A Davis
Chief Information Officer

Telephone: +27 (11) 944 6300

Email: adavis@growthpoint.co.za

Growthpoint Properties Limited

The Place
1 Sandton Drive
Sandton
2196

PO Box 78949
Sandton
2146

3 SECTION 10 GUIDE

The **Act** requires the South African Human Rights Commission (**SAHRC**) to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the **Act**.

Any queries regarding this guide can be addressed directly to the **SAHRC** at:

The South African Human Rights Commission

Braampark Forum 3

33 Hoofd Street

Braamfontein

Tel: + 27 (011) 877 3600

Website www.sahrc.org.za

Email info@sahrc.org.za

4 INFORMATION AUTOMATICALLY AVAILABLE

Any records that are required to be made available in terms of the Companies Act No. 71 of 2008 and the listing requirements as laid down by the JSE, as amended from time to time, shall be made available for inspection by interested parties.

5 INFORMATION KEPT AS A MATTER OF GENERAL PRACTICE

- Accounting and Financial Records
- Customer Records and Credit Services
- Documentation on Taxation
- Documentation on Employment Equity and Black Economic Empowerment
- Environmental, Health and Safety Records
- Employment Records and Human Resources Information
- Information Technology Records
- Insurance Information
- Legal Records
- Marketing Information
- Operational Records
- Pension/Provident Fund Details
- HR Policy Documents
- Property Records and Documents of Title
- Share Scheme Information
- Statutory Records and Information
- Supplier Records
- Trade Marks, Patents and Designs
- Correspondence and Memoranda

6 ACCESS TO THE RECORDS HELD BY GROWTHPOINT PROPERTIES LIMITED

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at: -

Growthpoint Properties Limited

The Place

1 Sandton Drive

Sandton, Gauteng 2196

Records deemed confidential on the part of a third party will necessitate permission from the third party concerned before Growthpoint will permit access.

7 REQUEST PROCEDURE

7.3 Form of Request

- 8.1.1 To request a document that does not fall within the ambit of the **Act**, the requester must direct the request to the Information Officer in writing, and request an appointment to view the documentation.
- 8.1.2 To request a document that does fall within the ambit of the **Act**, the requester must make use of the prescribed form. This must be directed to the CEO or the Information Officer of Growthpoint Properties Limited at the address, fax number or email address of the party concerned.
- 8.1.3 The requester must provide sufficient detail on the request form to facilitate identifying the record requested. The requester should also indicate which form of access is required, and indicate if any other method is to be used to respond to the requester.
- 8.1.4 The requester must identify the right being exercised or protected, and provide an explanation of why the requested record is necessary to exercise or protect that right.
- 8.1.5 If a request is made on behalf of another person, a consent form/letter of authority must accompany the request.

7.4 Request Fee

- 8.2.1 A requester seeking access to a record containing personal information is not required to pay a fee. Any other requester, not requesting personal information, must pay the required fee.
- 8.2.3 The party concerned must notify the requester (if not seeking access to personal information) of the prescribed fee to be paid (if any) before processing the request.
- 8.2.4 The fee that the requester must pay to Growthpoint Properties Limited is R50 (fifty Rand). The requester may lodge an application to the court against the tender or payment of the requested fee.
- 8.2.5 After the party concerned has made a decision regarding the request, the requester must be notified in the required format.
- 8.2.6 If the request is granted, a further access fee must be paid for the search, reproduction, preparation and time in excess of the prescribed hours to search and prepare the record for disclosure.

8 PRESCRIBED FEES

- 9.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) to the Act is R1,10 for every photocopy of an A4-size page or part thereof.
- 9.2 The fee for reproduction referred to in regulation 11(1) to the Act are as follows:
- | | | |
|-----|--|--------|
| (a) | For every photocopy of an A4-size page or part thereof | R 1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R 0,75 |
| (c) | For a copy in a computer-readable form on – | |
| | (i) stiffy disc | R 7,50 |
| | (ii) compact disk | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R40,00 |
| | (ii) For a copy of visual images | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) For a copy of an audio record | R30,00 |
- 9.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) to the **Act** is **R50,00**.
- 9.4 The access fees payable by a requester referred to in section 54(7) of the **Act**, unless exempted under regulation 11(3) to the **Act**, are as follows:
- | | | |
|-----|---|--------|
| (a) | For every photocopy of an A4-size page or part thereof | R 1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form. | R 0,75 |
| (c) | For a copy in a computer-readable form on – | |
| | (i) stiffy disc | R 7,50 |
| | (ii) compact disk | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R40,00 |
| | (ii) For a copy of visual images | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) For a copy of an audio record | R30,00 |
| (f) | To search for the record for disclosure, for each hour or part of an hour reasonably required for such search. | R30,00 |
- 9.5 The actual postal fee is payable when a copy of a record must be posted to a requester.
- 9.6 For the purposes of section 54(2) of the **Act**, the following applies:
- Six hours as the hours to be exceeded before a deposit is payable; and
 - One third of the access fee is payable as a deposit by the requester

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A Particulars of a private body

The Head: _____

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: _____

Telephone number: _____

Fax 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 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.

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

2. Reference number, if available: _____

3. 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: _____

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: _____

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 to 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

2. If the record consists of visual images

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

View the images Copy of the images* Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound

Listen to the soundtrack (audio cassette) Transcription of the soundtrack*

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)

* If you requested a copy of the 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**

5. Indicate which right is to be exercised or protected:

6. 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 by alternative means, 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 access to the record? _____

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTER / PERSON ON BEHALF OF WHOM REQUEST IS MADE