

PAIA MANUAL

CHEGE PUBLISHING (PTY) LTD • African Power, Mining & Oil Review (APMO Review) • APMOREview.com

PAIA MANUAL — PRIVATE BODY

CHEGE PUBLISHING (PTY) LTD

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1. INTRODUCTION

This Manual is intended to provide a practical guide to requests for access to records held by CHEGE PUBLISHING (PTY) LTD under the Promotion of Access to Information Act 2 of 2000 (PAIA), as applicable.

2. COMPANY DETAILS

Legal entity: CHEGE PUBLISHING (PTY) LTD

Registration number: 2012/080193/07

Address: 2 Burgundry, Tokai Villas, Tokai, Western Cape, 7945

Information Officer: Anna-Marie Gabriel

Email: amgabriel@apmoreview.com

3. RECORDS HELD

Depending on the business, records may include corporate records; financial and accounting records; contracts; supplier and service-provider records; advertising and commercial records; subscriber or customer records; employment and HR records; editorial records; correspondence; website and technical records; intellectual-property records; and records required by law.

The existence of a category does not mean every record is automatically accessible.

4. AUTOMATICALLY AVAILABLE INFORMATION

Publicly available website content, published APMO Review articles, public announcements, policies and other material intentionally made available to the public may be accessed without a PAIA request, subject to intellectual-property and other rights.

5. REQUESTS

A requester should submit a request in the prescribed form and provide sufficient detail to identify the record(s) sought. The requester should provide contact details and any other information required by applicable PAIA procedures.

Requests should be sent to mchege@apmoreview.com.

6. GROUNDS FOR REFUSAL

Access may be refused or limited where PAIA or another law permits or requires refusal, including applicable protections for personal information, confidential information, privileged records, commercial information, safety or other protected interests.

7. FEES

Any applicable request, access or reproduction fees will be handled in accordance with PAIA and applicable regulations.

8. APPEAL OR COMPLAINT

Where access is refused, a requester may have rights to challenge the decision through the mechanisms available under PAIA and applicable law, including the Information Regulator where appropriate.

9. MANUAL MAINTENANCE

This Manual should be reviewed periodically and updated when material organisational, legal or contact changes occur.