

## ACCESS TO INFORMATION – HOSKEN CONSOLIDATED INVESTMENTS LIMITED

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Manually prepared in accordance with section 51 of The Promotion of Access to Information Act 2 of 2000 ("the Act")

### COMPANY DETAILS

#### Hosken Consolidated Investments Limited ("HCI")

Registration Number: 1973/007111/06

Head of organisation for the purposes of this Act: Mr JA Copelyn – chief executive officer

Mr JA Copelyn has delegated this power to Ms CL Philip, the information officer ("IO")

#### ADDRESS OF COMPANY AND INFORMATION OFFICER:

Postal Address: P.O. Box 5251, Cape Town 8000

Physical Address: Suite 801, 76 Regent Road, Sea Point, 8000

Email address: [informationofficer@hci.co.za](mailto:informationofficer@hci.co.za)

Telephone number: 021-4817560

#### DIRECTOR DETAILS:

##### *Executive Directors*

JA Copelyn – chief executive officer

JR Nicolella – finance director

TG Govender

Y Shaik

##### *Independent non-executive directors*

MH Ahmed

FM Magugu

SNN Mhkwanazi-Sigege

VE Mphande

JG Ngcobo

RD Watson

##### *Non-executive directors*

L McDonald

## THE ACT AND DESCRIPTION OF GUIDE:

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public company lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za). The contact details of the Commission are: Postal Address Private Bag 2700, Houghton, 2041 Telephone No: 011 484 8300 Fax Number; 011 484 05 Website address: [www.sahrc.org.za](http://www.sahrc.org.za)

## RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- National Gambling Act 7 of 2004
- Promotion of Access of Information Act 2 of 2000
- Skills Development Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax 89 of 1991

## CATEGORIES OF RECORDS HELD BY HOSKEN CONSOLIDATED INVESTMENTS LIMITED:

- Statutory company information
- Financial records
- Employee records
- Company policies and procedures
- Intellectual property records
- Transactional records
- Records relating to fixed and movable property

- Commercial contracts
- Insurance Contracts
- Internal telephone and address lists
- Supplier listings
- Product records
- All the necessary records that a Financial Services Provider needs to hold in terms of the Financial Advisory and Intermediary Services Act as well as the records that an accountable institution needs to hold in terms of the Financial Intelligence Centre Act.

#### ACCESS TO RECORDS AND AVAILABILITY:

Record subject to availability

Available on website [www.hci.co.za](http://www.hci.co.za):

- Media and SENS releases
- Financial Statements
- Integrated Annual Report
- Shareholder Circulars

Available from Company Secretary/ Information Officer:

- HCI Share Employee Scheme Available
- Memorandum of Incorporation
- Documents of Incorporation
- Shareholder meeting minutes

#### DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e):

- The requester must complete Form C available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) or from the website of the Department of Justice and Constitutional Development (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- Address this form to the Information Officer – HCI;
- Submit this form to the Information Officer at his/ her address, or electronic mail address ([informationofficer@hci.co.za](mailto:informationofficer@hci.co.za)), together with the request fee.
- The form must:
  - provide sufficient particulars to enable the Information Officer to identify the record/s requested and to identify the requester;
  - indicate which form of access is required;
  - specify a postal address or email address of the requester in the Republic;
  - identify the right that the requester is seeking to exercise or protect;
  - provide an explanation of why the requested record is required for the exercise or protection of that right;
  - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner;
  - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

The schedule below outlines the time-periods, which are applicable to this Act. This will enable you to understand the process whereby requests for access to records are considered and the time periods involved.

#### SECTION OF THE ACT DESCRIPTION OF ACTIVITY TIME PERIOD:

- Information officer to decide whether to grant request for access to record that does not relate to a third party and notify requestor within 30 days after the request has been received;
- Information officer to notify third party of an extension of the 30-day time period with reasons for the extension within 30 days after the request (this may only be done once and only for the reasons in this section);
- Information officer to notify third party of request for access to information that relates to him/her within 21 days of request for access to record affecting the third party has been received;
- Third party to give written consent or written/oral submissions to information officer within 21 days of being informed by the information officer of the request for access to the record;
- Information officer to make a decision about the granting of access to a record which relates to a third party and notify third party and requestor 30 days after third party has been informed of the request;
- Information officer to give requester access to the record if a decision has been made to grant access within 30 days of notifying requestor of the decision to allow access;
- If access to a record is denied the requester has 30 days in which to lodge an application at court to appeal against the refusal 30 days from date of notification by information officer of decision;
- If access to a record which affects a third party is granted, third party may lodge an application to court to appeal decision of information officer within 30 days within 30 days of notification by the information officer of the decision;
- If no appeals lodged by third party, information officer must give access to the record within 30 days of notification by information officer of third party.

#### PRESCRIBED FEES:

The following applies to requests (other than personal requests)

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested required more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid;
- The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) or from the website of the Department of Justice and Constitutional Development (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)

#### ANNEXURE 1: LIST OF SUBSIDIARY COMPANIES INCLUDED IN THIS MANUAL:

This manual provides the relevant information for the subsidiary companies of the Group as these companies have the same head office, the same physical and postal addresses, the same contact person, and the same contact details.

COMPANY NAME	REGISTRATION NUMBER
21 Impala Road Properties Proprietary Limited	2002/005092/07
Curagen Investments Proprietary Limited	2010/008951/07
Fulela Trade and Invest 81 Proprietary Limited	2007/026772/07
Fulela Trade and Invest 96 Proprietary Limited	2008/018834/07
Glendal Trading Proprietary Limited	2014/218217/07
Griffin Oil and Gas Proprietary Limited	2014/023797/07
HCI – Shell House Proprietary Limited	2014/024004/07
HCI – The Palms Proprietary Limited	2014/036229/07
HCI Blue Hills Phase 2 Proprietary Limited	2014/038232/07
HCI Cecilia Precincts Proprietary Limited	2019/318104/07
HCI Central Investments Proprietary Limited	2003/009896/07
HCI Coal Proprietary Limited	2006/005730/07
HCI Invest 1 Holdco Proprietary Limited	2012/021513/07
HCI Invest 3 Holdco Proprietary Limited	2012/125138/07
HCI Invest Holdco 6 Proprietary Limited	2012/125148/07
HCI Invest 14 Holdco Proprietary Limited	2014/023937/07
HCI Invest 15 Holdco Proprietary Limited	2014/023996/07
HCI Invest 20 Holdco Proprietary Limited	2014/145317/07
HCI Invest 21 Holdco Proprietary Limited	2015/443931/07
HCI Invest 23 Holdco Proprietary Limited	2015/442044/07
HCI Invest 24 Holdco Proprietary Limited	2015/442069/07
HCI Invest 25 Holdco Proprietary Limited	2015/442092/07
HCI Managerial Services Proprietary Limited	1996/017874/07
HCI Live The City Proprietary Limited	2014/063756/07
HCI Monte Precinct Proprietary Limited	2012/125143/07
HCI Niveus Holdco 1 Proprietary Limited	2019/308050/07
HCI Property Investments 2 Proprietary Limited	1996/009211/07
HCI - Properties Proprietary Limited	2016/470388/07
HCI Propco 3 Proprietary Limited	2014/024008/07
HCI Propco 6 Proprietary Limited	2014/033787/07
HCI Propco 14 Proprietary Limited	2019/442041/07

HCI Propco 15 Proprietary Limited	2019/442529/07
HCI Propco 16 Proprietary Limited	2019/442556/07
HCI Rand Daily Mail Proprietary Limited	2014/021480/07
HCI Roeland Park Proprietary Limited	2016/387473/07
HCI Solly Sachs Proprietary Limited	2014/038186/07
HCI Sun Energy Two Proprietary Limited	2014/021485/07
HCI Sydney Road Proprietary Limited	2012/125164/07
HCI Twickenham Proprietary Limited	2016/387490/07
HCI Vergenoegd Proprietary Limited	2014/146350/07
HCI - Treasury Proprietary Limited	2019/308050/07
HCI Water One Proprietary Limited	2019/075950/07
HCI-Whale Coast Village Proprietary Limited	2014/036206/07
Highland Night Investments 93 Proprietary Limited	2002/013856/07
IGI Investment Company Limited	1954/002813/06
Johnnic Holdings Proprietary Limited	1889/000429/07
Johnnic Holdings Management Services Pty Limited	1969/014373/07
Johnnic Properties Proprietary Limited	1936/008628/07
Johnnies Strategic Investments Holdings Limited	1957/001260/07
Kalahari Village Mall Proprietary Limited	2006/024913/07
La Concorde Builders Precinct Proprietary Limited	2018/625182/07
La Concorde Holdings Limited	2009/012871/06
La Concorde International Proprietary Limited	1981/001076/07
La Concorde Investments Limited	2007/000644/06
La Concorde Projects Proprietary Limited	1999/025339/07
La Concorde South Africa Proprietary Limited	1997/020814/07
Lennings Limited	1966/004748/07
Lynnridge Shopping Centre Proprietary Limited	2010/007943/07
Mironetix Proprietary Limited	2011/138882/07
NIB 16 Share Block Proprietary Limited	1998/012441/07
Niveus Invest 3 Proprietary Limited	2012/190292/07
Niveus Invest 5 Proprietary Limited	2013/172138/07
Niveus Invest 14 Proprietary Limited	2015/163945/07

Niveus Invest 18 Proprietary Limited	2015/241502/07
Niveus Invest 20 Proprietary Limited	2015/309722/07
Niveus – La Concorde Holdings Proprietary Limited	2010/022470/06
Niveus Managerial Services 2 Proprietary Limited	2015/250820/07
Permasolve Investments Proprietary Limited	2011/126545/07
Squirewood Investments 64 Proprietary Limited	2006/027305/07
TIH Prefco (RF) Proprietary Limited	2011/142270/07
TIHC Investments (RF) Proprietary Limited	2012/224250/07
Tsogo Investment Holding Company PTY Limited	1994/008525/07
Tylon Holdings Proprietary Limited	1999/017147/07
Wina Njalo Proprietary Limited	2019/308074/07

This company strives to be a leader in its industry in all fields, including its practical subscription to the guiding principles in our constitution such as transparency and the free flow of information. Should you have any queries in the use of this manual, please do not hesitate to contact the information officer or myself.

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J.A.COPELYN

HOSKEN CONSOLIDATED INVESTMENTS LIMITED

Whilst the companies endeavour to ensure that the published information is accurate, complete and updated on a regular basis, no representation is made regarding the fitness of such information.