



ACCESS TO INFORMATION MANUAL OF ASTRAZENECA (SOUTH AFRICA) (PTY) LIMITED (“COMPANY/ASTRAZENECA”)

Registration Number: 1992/005854/07

Prepared in accordance with terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000 (“PAIA”)

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1. Introduction

AstraZeneca is a British-Swedish multinational pharmaceutical and biotechnology company with its headquarters at the Cambridge Biomedical Campus in Cambridge, England. Our innovative medicines are used by millions of patients worldwide.

1.1 Background to the Promotion of Access to Information Act

PAIA became operative on 09 March 2001, giving effect to the constitutional right to access information as contained in section 32(2) of the Bill of Rights.

This Promotion of Access to Information Manual (“Manual”) details the process for the submission of a request to access these records under PAIA, as well as the types of records and personal information held by AstraZeneca South Africa. It also describes how to access, object to, or request correction of personal information stored by the Company, in accordance with paragraphs 23 and 24 of POPIA. PAIA and POPIA give effect to everyone’s constitutional right of access to information held by private sector or public bodies, if the record or personal information is required for the exercise or protection of any rights.

1.2 Availability of the PAIA Manual

This Manual is published on the Company website at astrazeneca.co.za or alternatively, a copy can be requested from the Information Officer (see contact details in section 2).

1.3 Availability of guides to PAIA and POPIA:

Guides to PAIA and POPIA can be obtained as per below:

PAIA
https://www.environment.gov.za/promotionaccess_informationact
POPIA
https://www.gov.za/sites/default/files/gcis_document/201409/a2-000.pdf

2. Contact Person: The Information Officer

AstraZeneca’s appointed Information Officer will consider such a request for access to information and to oversee the PAIA essential tasks and is as follows:

Information Officer:	Mrs Barbara Nel
Physical Address	Building 2, Northdown Office Park, 17 Georgian Crescent West, Bryanston, 2191.
Telephone number	+27 11 797 6000
Email	Barbara.Nel@astrazeneca.com

3. Guide to SA Human Rights Commission

The South African Human Rights Commission has developed a guide in terms of Section 10 of the PAIA which details the information required by a person who will exercise their Constitutional Rights. The guide is available at the offices of the Human Rights Commission and can be accessed at the following address:

Contact body:	The South African Human Rights Commission
Physical Address:	33 Hoofd Street, Braampark Forum 3, Braamfontein, Johannesburg.
Postal Address:	Private Bag X2700, Houghton, 2041
Telephone Number:	+27 11 877 3600
Fax:	011 403 0668
Email:	PAIA@sahrc.org.za
Website:	www.sahrc.org.za

4. APPLICABLE LEGISLATION

The following legislations makes provision for certain people to have access to specific records upon request. The list is not exhaustive and will be reviewed to ensure validity.

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No. 75 of 1997	Basic Conditions of Employment Act
2	No. 53 of 2003	Broad-Based Black Economic Empowerment Act
3	No 61 of 1973	Companies Act
4	No 69 of 1984	Close Corporations Act
5	No. 130 of 1993	Compensation for Occupational Injuries and Disease
6	No. 89 of 1998	Competition Act
7	No. 68 of 2008	Consumer Protection Act
8	No 98 of 1978	Copyright Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 55 of 1998	Employment Equity Act
11	No 37 of 2002	Financial Advisory and Intermediary Services Act
12	No 95 of 1967	Income Tax Act
13	No 66 of 1995	Labour Relations Act
14	No. 131 of 1998	Medical Schemes Act
15	Act No. 101 of 1965 (updated 2008/05/08)	Medicines and Related Substances
16	No. 34 of 2005 (updated 2007/08/31)	National Credit Act
17	No. 85 of 1993	Occupational Health and Safety Act
18	No. 57 of 1987	Patents Act
19	No. 24 of 1956	Pension Funds Act
20	No. 54 of 1974	Pharmacy Act
21	No. 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
22	No. 26 of 2000	Protected Disclosures Act
23	No 2 of 2000	Promotion of Access of Information Act
24	No 4 of 2013	POPIA Act
25	No. 25 of 2007	Securities Transfer Tax Act
26	No. 97 of 1998	Skills Development Act
27	No. 63 of 2001	Unemployment Insurance Act
28	No. 89 of 1991	Value Added Tax Act

5. Schedule of Records

Below is a list of the type of records held by AstraZeneca South Africa. This list not exhaustive.

Subject	Category
Company Act Records	All trust deeds Documents of Incorporation Index of names of Directors Memorandum of Incorporation Minutes of meetings of the Board of Directors Minutes of meetings of Shareholders Proxy forms Register of debenture-holders Register of directors' shareholdings Share certificates Special resolutions/Resolutions passed at General and Class meetings Records relating to the appointment of: Auditors Directors Prescribed Officer Public Officer and Secretary
Personnel Documents And Records	Accident books and records Address Lists Disciplinary Code and Records Employee benefits arrangements rules and records Employment Contracts Employment Equity Plan Forms and Applications Grievance Procedures Leave Records Medical Aid Records Payroll reports/ Wage register Pension Fund Records Safety, Health and Environmental records Salary Records SETA records Standard letters and notices

	<p>Training Manuals</p> <p>Training Records</p> <p>Workplace and Union agreements and records.</p>
Procurement Department	<p>Standard Terms and Conditions for supply of services and products</p> <p>Contractor, client and supplier agreements</p> <p>Lists of suppliers, products, services and distribution</p>
Sales Department	<p>Information and records provided by a third party, HCP, HCO and Trade vendors</p>
Risk Management and Audit	<p>Audit reports</p> <p>Risk management frameworks</p> <p>Risk management plans</p>
Safety, Health and Environment	<p>Business Continuity</p> <p>COVID 19 Risk Assessment</p> <p>SHE Handbook</p> <p>Vehicle Handbook</p> <p>Accident Report Form</p> <p>Vehicle Inspection Form</p> <p>Vehicle Application Form</p> <p>Insurance/Traffic Fine Consent Form</p> <p>Incident Form</p> <p>Workman's Compensation/COIDA Forms</p> <p>Vehicle Collection Form</p> <p>Netstar Form</p> <p>Complete Safety, Health and Environment Risk Assessment</p> <p>Environmental Managements Plans</p> <p>Inquiries, inspections, examinations by environmental authorities</p>
IT Department	<p>Computer / mobile device usage policy documentation</p> <p>Disaster recovery plans</p> <p>Hardware asset registers</p> <p>Information technology systems and user manuals</p> <p>Information usage policy documentation.</p> <p>Software licensing</p>
Corporate Social Responsibility (CSR)	<p>CSR schedule of projects/record of organisations that receive funding</p> <p>Reports, books, publications and general information related to CSR spend</p> <p>Records and contracts of agreement with funded organisations.</p>
Financial Records	<p>Accounting Records</p> <p>Annual Financial Reports</p> <p>Annual Financial Statements</p> <p>Asset Registers</p>

	<p>Bank Statements Banking details and bank accounts Banking Records Invoices Rental Agreements and Tax Records</p>
<p>Income Tax Records</p>	<p>PAYE Records Documents issued to employees for income tax purposes Records of payments made to SARS on behalf of employees VAT Regional Services Levies Skills Development Levies UIF Workmen's Compensation</p>

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

Requests can be submitted either via conventional mail, or email and should be addressed to the relevant contact person as per below:

Information Officer:	Barbara Nel
Physical Address	Building 2, Northdown Office Park, 17 Georgian Crescent West, Bryanston, 2191.
Telephone number	+27 11 797 6000
Email	Barbara.Nel@astrazeneca.com

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:

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:

Any further particulars of record:

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
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If 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 soundtrack* written or printed document
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* (stiffy or compact disc)	
'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

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.

1. Indicate which right is to be exercised or protected:
2. 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?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Annexure 2: Prescribed Fees

Copy per A4 Page	R1.10
Printing per A4 page	75 cents
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.