Deloitte.

DELOITTE AFRICA
ACCESS TO INFORMATION MANUAL
("MANUAL")

Prepared in accordance with requests received by the Africa Member Firm in terms any requirements around Access to Information

1 **DELOITTE AFRICA**

1.1 Deloitte Africa refers to the Deloitte Africa Member Firm, a member firm forming part of the global network of member firms of Deloitte Touche Tohmatsu Limited ("DTTL"), and any of its related entities. DTTL is a private company registered in the United Kingdom (also referred to as "Deloitte Global") and each of its member firms are legally separate and independent entities.

1.2 Any reference in this Manual to "Deloitte Africa" includes entities governed under the following listed partnerships, which partnerships all form part of the Deloitte Africa Member Firm:

1.2.1 Deloitte & Touche (South Africa), IRBA number 902276;

1.2.2 Deloitte & Touche (Botswana), registration number BN1992/10322;

1.2.3 Deloitte & Touche (Mozambique), registration number 5917;

1.2.4 Deloitte & Touche (Namibia), registration number 9407;

1.2.5 Deloitte & Touche (Malawi), registration number 1143;

1.2.6 Deloitte & Touche (Zambia), registration number 49300;

1.2.7 Deloitte & Touche (Zimbabwe), registration number 907/87;

1.2.8 Deloitte & Touche (Kenya), registration number 177912;

1.2.9 Deloitte & Touche (Ugunda), registration number 102558;

1.2.10 Deloitte & Touche (Tanzania), registration number 109055;

1.2.11 Deloitte (Rwanda) Limited, registration number 103113775;

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1.2.12 Deloitte & Touche (Nigeria), registration number LAZ 078253;

1.2.13 Deloitte & Touche Ghana, registration number C0004078608.

1.3 This Manual is available to view at each of the local Deloitte Offices, as well as at the Deloitte South Africa Partnership premises: Deloitte, Magwa Crescent, Waterfall City, as well as on its website: www.deloitte.co.za.

2 PURPOSE OF THE MANUAL

2.1 The purpose of this Manual is to ensure that Deloitte Africa complies with and fosters a culture of transparency and accountability by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people have effective access to information to enable them to exercise and protect their rights.

2.2 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the requests for access to information which may be received in order for them to exercise their rights in relation to public and private bodies.

2.3 It is important to note that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

2.3.1 Limitations aimed at the reasonable protection of privacy;

2.3.2 Commercial confidentiality; and

2.3.3 Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution applicable to each jurisdiction.

3 REQUEST MADE TO DELOITTE AFRICA

3.1 Where a request is made in terms of access to any information, the body to whom the request is made is obliged to release the information, subject to Deloitte Policies and applicable legislative and / or regulatory requirements applicable to that Deloitte entity, as listed in 1.2.1 to 1.2.13 above.

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3.2 Any requests received should be directed to the Deloitte Africa Information Protection Officer:

Information Officer	Chris Kotze
Physical Address	Deloitte, 5 Magwa Crescent, Waterfall City, 2090
Telephone	+27 11 806 5389
Email	ckotze@deloitte.co.za
Alternative Email	africafirmcompliance@deloitte.co.za

3.3 Requests received will be addressed in accordance with the legislation applicable to that partnership entity as listed in 1.2.1 to 1.2.13 above.

Mr. Lwazi Bam, Chief Executive Officer
Deloitte Africa

Date: 9 March 2020