

**JSE LIMITED
SOUTH AFRICA**

**ACCESS TO
INFORMATION MANUAL**

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1 Preamble

This manual has been compiled in accordance with the Promotion of Access to Information Act, 2000 ("Act"). The preamble to the Act, which is self explanatory, is set out below:

"ACT

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights, and to provide for matters connected therewith.

RECOGNISING THAT –

the system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to an abuse of power and human rights violations;

section 8 of the Constitution provides for the horizontal application of the rights in the Bill of Rights to juristic persons to the extent required by the nature of the rights and the nature of those juristic persons;

section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the State;

section 32(1)(b) of the Constitution provides for the horizontal application of the right of access to information held by another person to everyone when that information is required for the exercise or protection of any rights; and

national legislation must be enacted to give effect to this right in section 32 of the Constitution.

AND BEARING IN MIND THAT –

the State must respect, protect, promote and fulfil, at least, all the rights in the Bill of Rights which is the cornerstone of democracy in South Africa;

the right of access to any information held by a public or private body may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in section 36 of the Constitution; and

reasonable legislative measures may, in terms of section 32(2) of the Constitution, be provided to alleviate the administrative and financial burden on the State in giving effect to its obligation to promote and fulfil the rights of access to information.

AND IN ORDER TO –

foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and

actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights."

2 Particulars in terms of section 14

2.1 The functions and the structure of the JSE Limited ("JSE")

The JSE is a listed company, governed by a Board of Directors. Its activities as an exchange are regulated by an Act of Parliament, namely the Securities Services Act, 30 of 2004. The JSE is licensed as an exchange in terms of these Act, but, in common with international practice, a philosophy of self-regulation by the markets is practiced and applies to the JSE. The JSE members and their clients (investors), must comply with trading and other rules set by the JSE from time to time. The JSE acts as regulator of its members and ensures that markets operate in a transparent and fair manner ensuring investor protection. Similarly, issuers of securities must comply with the JSE Listings Requirements which are aimed at ensuring sufficient disclosure in the public interest of all information relevant to investors.

The JSE's main function is to facilitate the raising of primary capital by re-channelling cash resources into productive economic activity thus building the economy while enhancing job opportunities and wealth creation. In addition, and from a derivatives perspective, the function is to provide an effective and efficient price determination facility and price risk management mechanism.

It is an essential cog in the functioning of an economy and provides an orderly market for dealing in securities, thereby creating new investment opportunities in the country.

The JSE performs the role of regulating applications for listing, the continuing obligations of listed companies and the interpretation of JSE Listings Requirements. In addition, the JSE regulates applications for the alteration of an existing listing and any corporate actions arising from this and scrutinising company documentation with a view of disclosure to the public. The Stock Exchange News Service (SENS) is also provided through which company news, including price sensitive information, is distributed to the market.

This manual covers information available from JSE's wholly owned subsidiaries JSE Trustees (Pty) Limited and Stock Exchange Nominees (Pty) Limited and from the following companies whose businesses are inherently connected to the JSE: SAFEX Clearing Company (Pty) Limited, SATRIX Managers (Pty) Limited and ITRIX Managers (Pty) Limited.

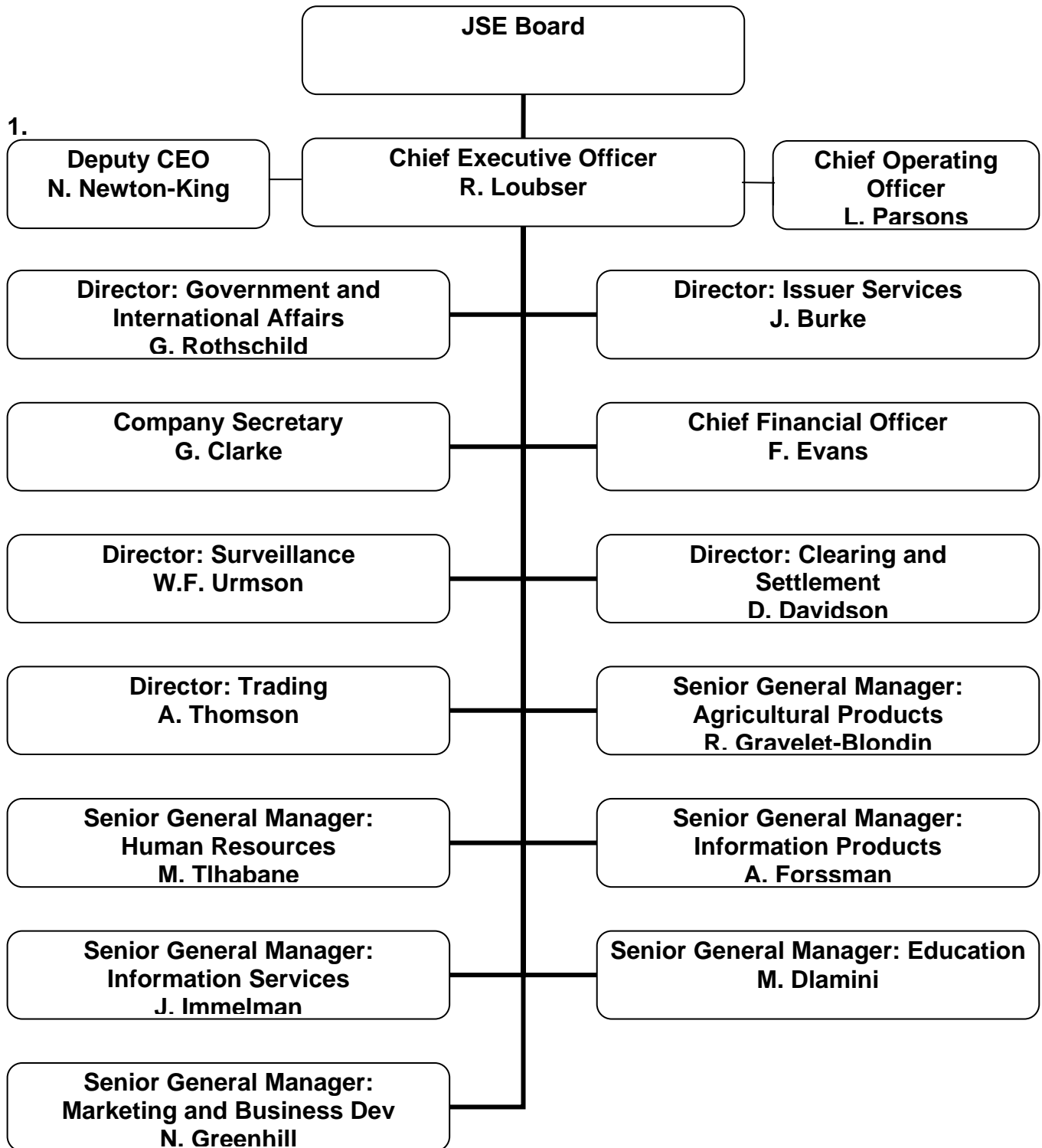
2.2 Structure and Administration of the JSE

The JSE has a Board of Directors which is responsible for corporate policy and strategy. The Board consists of 14 Directors (9 non-Executive, the CEO, deputy CEO, Chief Operating Officer and 2 Executive). There is a full time Executive Committee headed by the CEO that carries out policy decisions. Members of the Executive Committee are individually responsible for the following Divisions -

JSE Division	Functions
Agricultural Products	Agricultural Derivatives Trading.
Clearing and Settlement	Settlement Authority (Equities Settlement Risk Management) SWIFT Bureau
Company Secretariat	Company Secretary, Secretarial Services, Support Services, Building Maintenance.
Education	Investor Education
Finance	Accounting functions, treasury management.
Government and International Affairs	Stakeholder management including African Capital Markets, Government, local and overseas investors and listed companies
Human Resources	Payroll, training, recruitment, counseling
Information Product Sales	Sale of all JSE products, New products
Information Services	Market Information, Corporate actions and Indices
Issuer Services	Listings Operations, Corporate Finance, SENS (Stock Exchange News Service)
Legal and Strategy	Legal Counsel and Strategy
Marketing and Business Development	Marketing and Branding, Communication and press/media relations, Attracting qualifying companies for listing on the JSE
Operations and Services	Co-ordination and management of all projects run by the JSE. Client Services and Account Management Service Management Business and Technical Architecture Enterprise Operational Efficiency Operational Risk Management
Surveillance	Surveillance, Client –Broker Support, Investor Protection and Investigations, Trading Practices and Capital Adequacy.

JSE Division	Functions
Trading	Equity, Financial Derivatives Market, Agricultural Derivatives Market, Yield X and New Products.

2.3 Schematic Diagram of the JSE Executive Structure (not the latest version)



2.4 Contact Details

Details	Information officer	Deputy Information officer
Postal Address Private Bag X991174 Sandton 2146	Mr. Gary Clarke Company Secretary	Ms Angelika Nortje AGM: Operational Risk Management
Physical Address One Exchange Square, Gwen Lane, Sandown, 2146	e-mail garyc@jse.co.za	e-mail angeln@jse.co.za
Telephone (011) 520 7000	(011) 520 7259	(011) 520 7345
Telefax (011) 520 8583	(011) 520 8583	(011) 520 8345

2.5 The Section 10 Guide on how to use the Act [(Section 14(1)(c)]

The guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

South African Human Rights Commission:

PAIA Unit The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-1360
Website: www.sahrc.org.za
e-mail: paia@sahrc.org.za

3 Access to the records held by the JSE [Section 14(1)]

3.1 Records that may be requested [Section 14(1)(d)]

3.1.1 Description of the subjects and categories of records held by the JSE

SUBJECT	CATEGORY
Broker Deal Accounting (BDA): proprietary mainframe back-office accounting application written for JSE members which contains information in respect of deals, financial transactions, scrip records, electronic settlements and general ledgers of individual brokers. ^{1*}	General Maintenance Account Maintenance (client statistical data) Deals and Deal Adjustments Financial Data (clients and general ledger) Credit Control Scrip receipts and contras Re-instate deals and scrip records

^{1*} All the information is not always available in the required format. In addition, the JSE only retains records of reports requested by members. These are stored for a period of five years only.

SUBJECT	CATEGORY
	Open positions and history Entitlement data Money Market Security levels allocated by members - Maintenance of access to BDA Scrip information in respect of reported stolen or lost scrip Bonds information - trading and settlement Portfolio data, holdings and real time valuations
Surveillance: Information in respect of Surveillance of JSE members, including Capital Adequacy requirements. Proprietary client server application written for JSE Surveillance Department	Capital Adequacy Insider Trading and Investigative reports Member's clients information
SWIFT (Merva): information in respect of electronic payments/transfer of scrip etc.	Central service to send SWIFT messages generated by BDA and IMAS systems.
Trade Monitoring System, proprietary mainframe application written for JSE Clearing and Settlement Department: information in respect of JSE's internal monitoring of positions on the equities market	Clearing and Settlement monitoring and failed trade management
JSE Trustees (Pty) Ltd: trust account utilised by members to segregate funds	Financial transactions including bank rates
South African Clearing Company Information (SAFCOM)	Clearing transactions for Derivatives Margin accounts Bank interest rates SWIFT payments
Financial Derivatives Information	Daily statistics- closing prices through a feed on the website (FTP) Daily Trades Mark to Market information Clearing & Settlement Information Data History Margin information JIBAR (Jhb Interbank agreed rate) STEFI (Short term fixed interest rate, calculated by Alexander Forbes, benchmark for MM, also the mov ave for JIBAR) RODI (Rand overnight deposit interest rate for margins, benchmark ave interest on o/night deposits)
Membership Information	Membership application and client application as well as dealer identification number and registered officers Website lists all exchange members Other member info where applicable: compliance officer, jnr/snr dealer, registered for view only Relevant contract details
Agricultural Products Information	Daily Statistics- closing prices through a feed on the website (FTP) Daily Trades Market information Clearing and Settlement information Data History

SUBJECT	CATEGORY
JSE/FTSE Indices	Margin information
Corporate Action Schedule	<p>New listings, suspension and termination of instruments</p> <p>Payment types (from different sources e.g. company profits, reserve capital etc.) and related information e.g. all relevant dates and amounts</p> <p>Issue and withdrawal of shares in the market</p> <p>Offers to shareholders from different parties, e.g. the listed company or a third party</p> <p>Increase or reduction of the number of shares in the market e.g. Consolidations/subdivisions</p> <p>Conversions of shares</p> <p>Changes to structure e.g. unbundling</p> <p>Changes to identify of company e.g. name changes</p> <p>Rights offers</p> <p>Black empowerment deals</p> <p>SENS announcements related to Corporate actions</p> <p>100 Year history of corporate actions in electronic format</p>
Equity Information Database	<p>Equity Daily/Weekly/Monthly stats</p> <p>Annual JSE overall volume, value, number of trades and market capitalization</p> <p>Equity Daily value, volume and number of trades and market capitalization</p> <p>Market Profile</p> <p>Monthly Bulletin</p> <p>Price record books</p> <p>Overall JSE daily, weekly and monthly stats and summaries</p>
Listings Mailing List database	<p>Companies details – Pertinent contact details of all listed companies</p> <p>Dual Listings details – primary and secondary market details</p> <p>Company Directorate – Details of listed companies controlling board members and directors</p> <p>Company sponsor details – pertinent details of all listed company sponsors</p> <p>Country – currency relationships</p> <p>Companies/Issuer</p> <p>Sectors/structure</p> <p>Sector Printing Sequence for media</p> <p>Index/structure</p> <p>Index printing sequence for media</p> <p>Equity notes on Corporate Actions and normal dividends</p> <p>Dividends and earnings</p> <p>Financial Year ends for listed companies</p> <p>Capital structure, shares in issue etc.</p> <p>Equity ISIN values</p> <p>Reserved (used and reserved) codes</p> <p>Instructions - Processing of entitlements</p>

SUBJECT	CATEGORY
	including cash & scrip dividends, rights issues, take-ups, subdivisions, consolidations, cap issues, cap reductions, repayments and redemptions, conversion, name changes, terminations and unbundling, liquidation dividends, interest, special dividends and gilts interest Corporate Actions schedule
Internet - web-based public service	Company Notices – setting out information to the market Corporate Action Schedule Press Releases News Items General information JSE member information Listed companies Stats, including market profile
Financial Portal	Prices, graphs, indices, company news, company info, statistics as provided by an external service provider.
Intranet - web-based public services	Internal staff information
Extranet - web-based for JSE members/customers	For subscribers to applications Market Notices Hotlines JSE Rights Trader, settlement officer, compliance officer exams Listings requirements Capital Adequacy NAS forms Glossary of terms Technical specs for various systems Training manuals, presentations and booking JSE Initiatives JSE Price List JSE Events Calendar Surveillance Returns Information Product Sales
SENS	Stock Exchange News Services - distribution of corporate information by companies
JSE/Liberty Investment Challenge: details in respect of all aspects of Schools and Universities Challenge	Trading Platform provided by independent service provider
JSE Exams	Separated into Equities and Derivatives: JSE Settlement Officer JSE Compliance Officer JSE Securities Trader JSE Financial Derivatives Rules JSE Agricultural Products Dealer JSE Derivatives Snr Dealer
Electronic Projects Office (EPO)	Projects – project documentation Strategy information Research specific to projects
Human Resources	Staff records (including documents relating to taxation, contracts, banking details) Disciplinary records

SUBJECT	CATEGORY
	Leave records Sick Leave records Beneficiary records HR Policies and Procedures Disciplinary Procedures Training Manual Performance management JEF (JSE Empowerment Fund) Salary information Pension Fund deductions Medical Aid deductions Employee information Benevolent Fund
Continuing Obligations Information	Financial reports for Listed Company interims, prelims and annual financial statements Newspaper clippings for cautionaries Shareholder spread compliance, indicators on listed company mailing list Directors emoluments Suspensions Dividend announcements Notices of AGM's Circulars specific to prelisting statements and prospectuses
ITRIX Information	Financial Information drawn off Informsystem (Bank of New York Link)
SATRIX Information	Satrix 40 Satrix Fini Satrix Indi Satrix Swix and Resi Financial Statements Announcements Listings documents
Yield X	Products Trading information Member Data Clearing and Settlement Surveillance Fees JIBAR (Jhb Interbank Agreed Rate)
Agreements	Lease Cession Loan Maintenance Service Suppliers Sponsorship Consulting Vendors Information sharing Memoranda of understanding Licence/assignment Business
JSE Monthly Bulletins	
JSE Rules & Regulations; Listing Requirements	Butterworths – Internet Subscription

SUBJECT	CATEGORY
Occupational Health and Safety Committee Information	
Company Secretary information: Indexco Managers (Pty) Ltd Indexco Limited Open Outcry Investment Holdings (Pty) Ltd Indexco II Ltd Indexco III Ltd JSE SAFEX Clearing Company (Pty) Ltd Guarantee Fund Fidelity Fund Pension Fund Provident Fund	Details of shareholding, annual financial reports, directors and other associated information

3.2 Automatic disclosure [Section 14(1)(e)]

The following publications are available on the JSE website at www.jse.co.za

Beginners Guide to the JSE
Guideline to listing on the JSE
History and development of the JSE
Insider Trading Manual
Understanding Warrants
Membership of the JSE and Safex
Schools and Universities Challenge
JSE Annual Report
System Specifications
Market Statistics
Market News
Delayed SENS announcements
Contacts list
Money Laundering
Corporate Actions
Listing requirements
JSE Calendar
JSE Price List
SENS Procedural requirements
Financial Sector Charter
Investor Relations
Listed Company Information
Broker Information
Frequently Asked Questions (FAQ)
Glossary of terms
JSE Initiatives
JSE Equities Compliance Officer Questions and Answer Guide
JSE Limited Board Charter
JSE Equities Rules and Directives
JSE Guarantee Fund Rules
Press Releases
SENS Submission Requirements
Information Product Sales – Agreements, Brochures etc.

JSE Related Sites
AltX
FTSE/JSE
SAFEX
Satrix
Tax
YieldX

3.3 The request procedures

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal set out in the Act.

Nature of the request:

- A requester must use the form attached and marked "Form A";
- The requester must also indicate if a copy of the record is required or if the requester wants to view the record at the offices of the JSE;
- If a person asks for access in a particular form then the requester is to be granted (if possible) access in the manner that has been requested. In the event that the requested access will interfere unreasonably with the running of the JSE, or damage the record, or infringe a copyright not owned by the JSE, then access may be refused. If for practical reasons access cannot be given in the required form but in an alternate manner, then an appropriate fee will be charged;
- If, in addition to a written reply to their request for the record, the requester requires to be told about the decision in any other way, e.g. telephone, this must be indicated by the requestor [s 18(2)(e)];
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated [s 18(2)(f)];
- If a requester is unable to read or write, or has a disability, then they may make the request for the record orally. The Information Officer must then fill in the form on behalf of such a requester and provide the requester with a copy [s 18(3)].

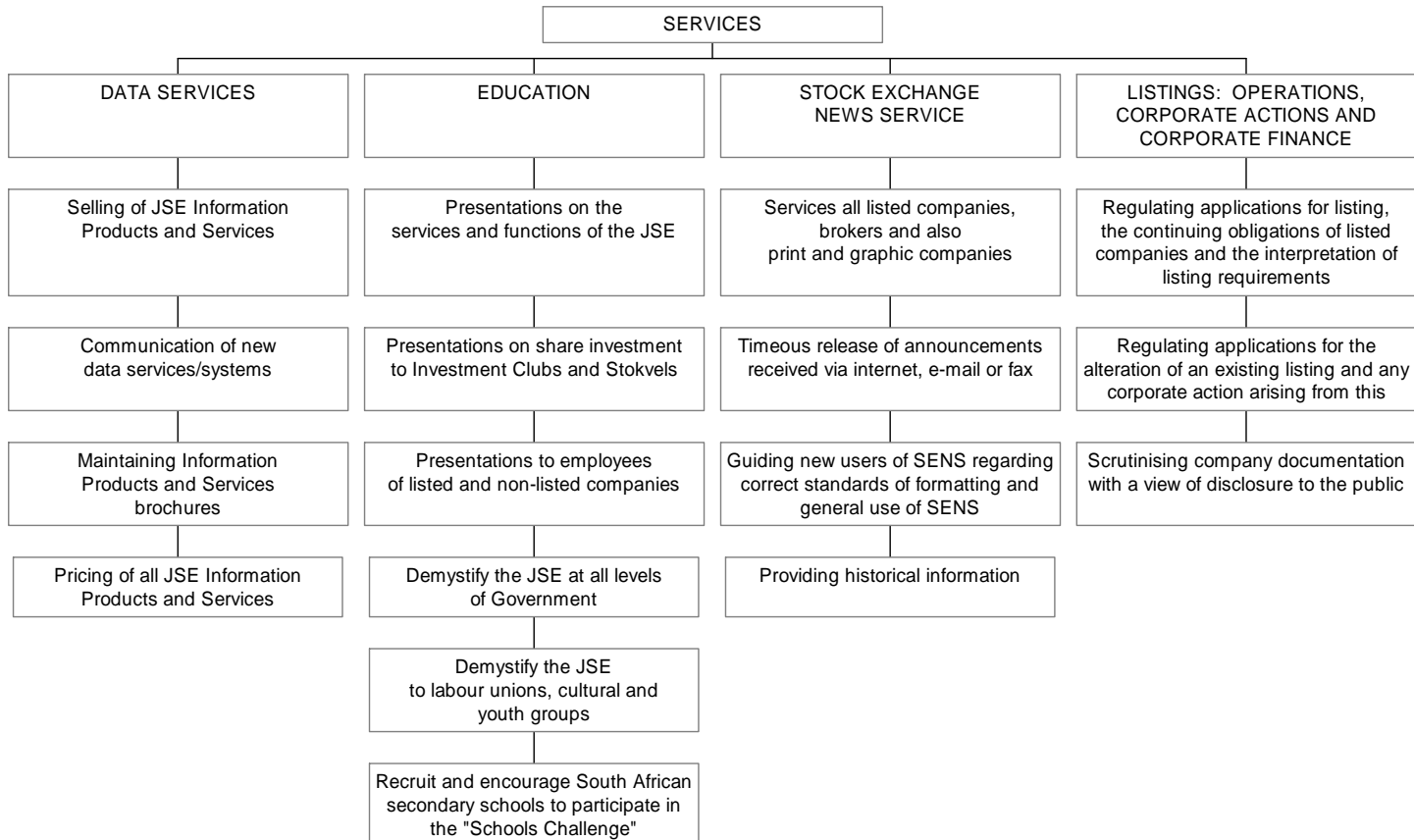
There are two types of fees required to be paid in terms of the Act, that is a request fee and an access fee (s22).

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the required request fee:

- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request;
- After the Information Officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester requested;
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4. Services available on a subscription basis [Section 14(1)(f)]

4.1 Nature of services



4.2 How to gain access to these services:-

To gain access to these services at the JSE, requests must be made to the Information Officer of the JSE:

Mr. G Clarke

Address: One Exchange Square
Gwen Lane
Sandown

Postal address: Private Bag X991174
Sandton
2146

Telephone: +27 11 520-7259
Fax: +27 11 520-8583
Website: www.jse.co.za
E-mail: publicinfo@jse.co.za

5 Arrangement allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1)(g)]

Even though the JSE is a public body in accordance with the definition of "public body" in the Act, it is a listed company. As a result, the formulation of policy and the exercise of power would be determined by its board of Directors. Furthermore, the nature of services provided by the JSE would not require public involvement in the formulation of any JSE policy.

6 Availability of the manual [Section 14 (3)]

The manual is available in English, Afrikaans and Zulu (where are these?) languages at every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997, on the JSE website and can be requested from the Main Reception of the JSE.

7 Prescribed fees for public bodies

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002

FEES IN RESPECT OF PUBLIC BODIES

The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 7(1) are as follows:

	R
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
For a copy in a computer-readable form on:	
Stiffy disc	5,00
Compact disc	40,00
For a transcription of visual images, for an A4-size page or part thereof	22,00
For a copy of visual images	60,00

For a transcription of an audio record, for an A4-size page or part thereof 12,00

For a copy of an audio record 17,00

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

The access fees payable by a requester referred to in regulation 7(3) are as follows:

For every photocopy of an A4-size page or part thereof R 0,60

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form 0,40

For a copy in a computer readable form on:

Stiffy disc 5,00

Compact disc 40,00

For a transcription of visual images, for an A4-size page or part thereof 22,00

For a copy of visual images 60,00

For a transcription of an audio record, for an A4-size page or part thereof 12,00

For a copy of an audio record 17,00

To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

For purposes of section 22(2) of the Act, the following applies:

Six hours must be exceeded before a deposit is payable and one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.

Company Secretariat

Information Officer: Mr Gary Clarke
Telephone: 520-7259
Telefax: 520-8583
E-mail: garyc@jse.co.za



**SECURITIES EXCHANGE
SOUTH AFRICA**

One Exchange Square
Gwen Lane, Sandown.
Private Bag X991174,
Sandton, 2146, South Africa.
Telephone: (2711) 520 7000
Web: www.jse.co.za

Prescribed forms for access to a record of the JSE

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE
ON 15 FEBRUARY 2002

FORM A

REQUEST FOR ACCESS TO RECORD OF THE JSE

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

FOR OFFICE USE

Reference number:

Request received by (state rank, name and surname of Information Officer/Deputy Information Officer) on (date) at (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of the JSE

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(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:

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 therefore.*

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) *Your indication as to the required form of access depends 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 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? A postal fee is payable.			YES
			NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>			
In which language would you prefer the record?			

G. 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 thereof 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 of _____ 20 _____

SIGNATURE OF REQUESTOR / PERSON ON WHOSE BEHALF REQUEST IS MADE

