

ACCESS TO INFORMATION SECTION 14 MANUAL

**Prepared in terms of the Promotion of
Access to Information Act 2 (PAIA) of
2000**

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1. PREAMBLE

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

The JSE Limited (“JSE”) is a key part of South Africa's economic landscape. As South Africa's only full service securities exchange, we connect buyers and sellers in a variety of different financial markets, namely equities, equity derivatives, commodity derivatives and interest rate instruments.

We are the market of choice for local and international investors looking to gain exposure to the leading capital markets in South Africa and the broader African continent. The JSE also enables companies to access to both debt and equity capital.



A respected brand associated with market integrity, we are regarded as a mature, efficient, secure market with world class regulation, trading, clearing, settlement assurance and risk management.

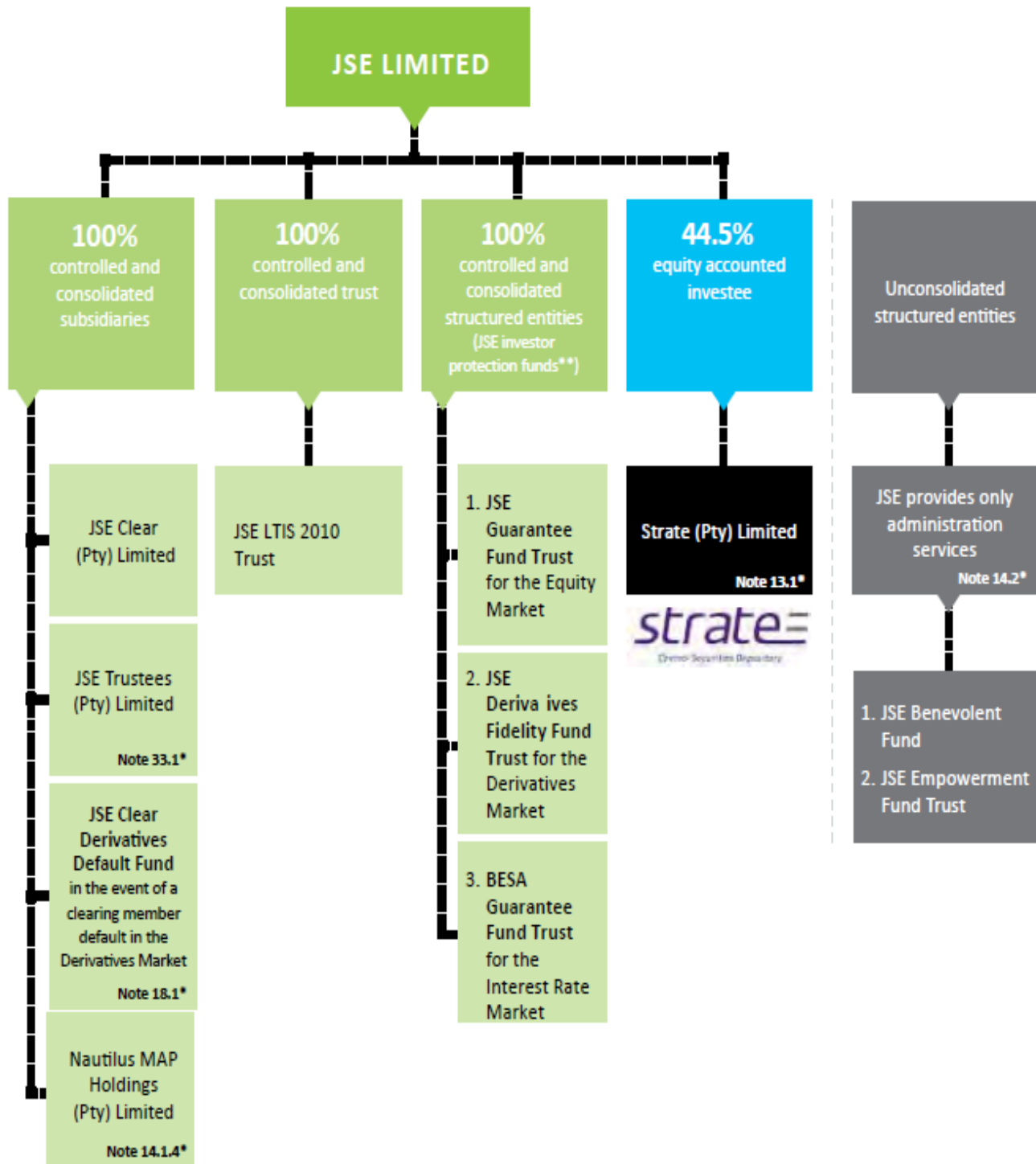
We provide markets for trading in:

- Equities (Main Board and AltX);
- Equity Derivatives;
- Commodity Derivatives; and
- Interest Rate products

Our primary areas of business are:

- Issuer Services;
- Trading;
- Clearing and Settlement;
- Technology and related Services; and
- Market Data

Group structure



*Refer to the relevant notes to the consolidated financial statements.

3. ORGANISATIONAL STRUCTURE

The JSE's operations are conducted out of the following divisions:

- CEO's office;
- Issuer Regulation;
- Capital Markets;
- Trading & Market Services;
- Post-Trade & Information Services;
- Technology;
- Finance;
- Human Resources;
- Governance, Risk & Compliance;
- Marketing & Corporate Affairs; and
- Strategy & Public Policy

4. KEY CONTACT DETAILS

DETAILS	INFORMATION OFFICER	DEPUTY INFORMATION OFFICER
<u>Postal Address</u> Private Bag X991174 Sandton 2146	Ms. Nicky Newton-King CEO	Mr. Graeme Brookes Director: Governance, Risk & Compliance
<u>Physical Address</u> One Exchange Square 2 Gwen Lane, Sandown	e-mail: nickyn@jse.co.za	e-mail: graemeb@jse.co.za
<u>Telephone</u> (011) 520 7000	<u>Telephone</u> (011) 520 7001	<u>Telephone</u> (011) 520 7817

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

The Commission has, in terms of section 10 of PAIA, developed a guide on how to use PAIA to access information held by public and private bodies and provides the contact details of Information Officers in National, Provincial and Local Government. The Guide is available on the Commission's website at www.sahrc.org.za. Members of the public can inspect or make copies of the Guide from the Head Office and any Provincial Office of the Commission.

South African Human Rights Commission: Access to Information Queries:

Access to Information general contacts:

PAIA Helpdesk: paia@sahrc.org.za

National Head Office

Postal and Physical Address: The South African Human Rights Commission
 33 Hoofd Street
 Forum III, Braampark
 Braamfontein
 Johannesburg, Gauteng
 2041

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za ; info@sahrc.org.za ; complaints@sahrc.org.za

5. ACCESS TO THE RECORDS HELD BY THE JSE [Section 14(1)]

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

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

SUBJECT	CATEGORY
<p>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.</p>	<ul style="list-style-type: none"> - General Maintenance - Account Maintenance (client statistical data) Deals and Deal Adjustments - Financial Data (clients and general ledger) Credit Control - Scrip receipts and contracts - Re-instate deals and scrip records - 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

SUBJECT	CATEGORY
<p>Market Regulation Information in respect of surveillance of JSE members, including Capital Adequacy requirements. Proprietary client server application written for JSE's Market Regulation Division</p>	<ul style="list-style-type: none"> - Capital Adequacy - Insider Trading and Investigative reports - Member's clients information
<p>SWIFT (Merva) Information in respect of electronic payments/transfer of scrip etc.</p>	<ul style="list-style-type: none"> - Central service to send SWIFT messages - Generated by BDA and IMAS systems
<p>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</p>	<ul style="list-style-type: none"> - Clearing and Settlement monitoring and failed trade management
<p>JSE Trustees (Pty) Ltd Trust account utilized by members to segregate funds</p>	<ul style="list-style-type: none"> - Financial transactions including bank rates
<p>JSE Clear (Pty) Ltd</p>	<ul style="list-style-type: none"> - Clearing transactions for Derivatives - Margin accounts Bank interest rates SWIFT payments

SUBJECT	CATEGORY
IRC (Interest Rates and Currencies)	<ul style="list-style-type: none"> - Daily statistics - closing prices through a feed on the website (FTP) - Daily Trades and volume/value - Mark to Market information Clearing & Settlement Information - Data History - Market information - JIBAR (Jhb Interbank agreed rate) - STEFI (Short term fixed interest rate) - RAVI (Rand Volatility Index) - RODI (Rand overnight deposit interest rate for margins, benchmark average interest on overnight deposits) - Product information - Trading information Member Data - Surveillance - Fees - Margin information - Forex prices through the website - Weekly and monthly statistics - Margin calculator
Membership Information	<ul style="list-style-type: none"> - 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, dealers, registered for view only and back office admin - Relevant contract details

SUBJECT	CATEGORY
Commodities Information	<ul style="list-style-type: none"> - Daily Trading Statistics (includes MTM, volume traded and open interest)- available through a feed on the website (FTP) - Market information including details of the physical delivery terms and various discounts - Daily Physical Delivery Statistics including basis premiums traded - Clearing and Settlement information including risk arrays for margining purposes - History on all the above - Margin information
FTSE/JSE Indices	<ul style="list-style-type: none"> - Index values, index constituents
Corporate Action Schedule	<ul style="list-style-type: none"> - New listings, suspension and termination of instruments - Payment types (from different sources e.g. company profits, reserve capital etc.) and related information e.g. all relevant dates and amounts - Issue and withdrawal of shares in the market - Offers to shareholders from different parties, e.g. the listed company or a third party Increase or reduction of the number of shares - in the market e.g. Consolidations/subdivisions - Conversions of shares - Changes to structure e.g. unbundling Changes to identify of company e.g. name changes - Rights offers - Black empowerment deals - SENS announcements related to Corporate actions - 100 Year history of corporate actions in electronic format

SUBJECT	CATEGORY
Equity Information Database	<ul style="list-style-type: none"> - Equity Daily/Weekly/Monthly stats - Annual JSE overall volume, value, number of trades market capitalization; VWAP, Number of Instruments issued, Earnings Yield, Price Earnings Ratio and Dividend Yield - Equity Daily value, volume and number of trades and market capitalization - Market Profile - Monthly Bulletin
Listings Mailing List database	<ul style="list-style-type: none"> - Companies details – Pertinent contact details of all listed companies - Dual Listings details – primary and secondary market details - Company Directorate – Details of listed companies controlling board members and directors - Company sponsor details – pertinent details of all listed company sponsors - Country – currency relationships Companies/Issuer - Sectors/structure - Sector Printing Sequence for media Index/structure - Index printing sequence for media Equity notes on Corporate Actions and normal dividends - Dividends and earnings - Financial Year ends for listed companies Capital structure, shares in issue etc. Equity ISIN values - Reserved (used and reserved) codes - Instructions - Processing of entitlements 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

SUBJECT	CATEGORY
Internet - web-based public service	<ul style="list-style-type: none"> - 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 - JSE Interactive (Social Media, Email Alerts, Blogs, Webcasts, JSE Apps, etc.) - Trader, settlement officer, compliance officer exams - Listings requirements - JSE Price List - JSE Events Calendar - Market Data
Financial Portal	<ul style="list-style-type: none"> - Prices, graphs, indices, company news, company info, statistics as provided by an external service provider.
Intranet - web-based public services	<ul style="list-style-type: none"> - Internal staff information
Extranet - web-based for JSE members/customers	<ul style="list-style-type: none"> - For subscribers to applications - Hotlines - Capital Adequacy - Technical specs for various systems Training manuals, presentations and booking JSE Initiatives - Surveillance Returns - SENS (Issuer Regulation) - Software downloads - Swift handbook
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	<ul style="list-style-type: none"> - http://schools.jse.co.za - http://university.jse.co.za
JSE Exams	<ul style="list-style-type: none"> - All examination requirements can be located in the directives of the rules - http://www.jse.co.za/Regulation.aspx

SUBJECT	CATEGORY
Electronic Projects Office (EPO)	<ul style="list-style-type: none"> - Projects – project documentation - Strategy information Research specific to projects
Human Resources	<ul style="list-style-type: none"> - Staff records (including documents relating to taxation, contracts, banking details) - Disciplinary records - 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	<ul style="list-style-type: none"> - 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
Agreements	<ul style="list-style-type: none"> - Lease - Service - Suppliers Sponsorship Consulting Vendors - Vendor selection documentation, vendor contracts - Information sharing - Memoranda of understanding - Licenses/assignment - Business agreements
JSE Rules & Regulations; Listing Requirements	<ul style="list-style-type: none"> - Butterworths Internet Subscription

SUBJECT	CATEGORY
Investor/Shareholder Information	- Details of shareholding, annual financial reports, directors and other associated information

All of the information is not always available in the required format and is retained in accordance with JSE document retention policy.

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

The publications available on the JSE website at www.jse.co.za as amended from time to time.

5.3 The Request Procedure

A requester must, in terms of the Act, 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;
- 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.

6. SERVICES AVAILABLE ON A SUBSCRIPTION BASIS [Section 14(1) (f)]

6.1 Nature of Services

Market Data Services

- Selling of JSE Market Data;
- Maintaining Market Data brochures; and
- Pricing of all JSE Market Data

Issuer and Investor Relations Services

- Presentations on the services and functions of the JSE;
- Presentations on share investment to Investment Clubs and Stokvels;
- Presentations to employees of listed and non-listed companies;
- Demystify the JSE at all levels of Government;
- Demystify the JSE to labour unions, cultural and youth groups;
- Recruit and encourage South African secondary schools to participate in the "Schools Challenge";
- Recruit and encourage South African universities and private college to participate in the "University Challenge"
For information on the University Challenge, visit- <http://university.jse.co.za/>
- Demystify the JSE at all levels.

STOCK EXCHANGE NEWS SERVICE (SENS)

- Services all listed companies, brokers and also print and graphic companies;
- Timeous release of announcements received via internet, e-mail or fax;
- Guiding new users of SENS regarding correct standards of formatting and general use of SENS;
- Providing historical information;
- Regulating applications for listing, the continuing obligations of listed companies and the interpretation of Listing Requirements;
- Regulating applications for the alteration of an existing listing and any corporate action arising from this; and
- Scrutinizing company documentation with a view of disclosure to the public.

6.2 How to gain access to these services:

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

Mr. Graeme Brookes

Physical Address

JSE Limited
One Exchange Square
2 Gwen Lane
Sandown

Postal address:

Private Bag X991174
Sandton 2146

Telephone: +27 11 520-7817

Website: www.jse.co.za

E-mail: info@jse.co.za

7. 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" as contemplated 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.

8. AVAILABILITY OF THE MANUAL [Section 14 (3)]

The manual is available in English language at every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997 and on the JSE website and a copy may be requested from the Main Reception of the JSE.

9. PRESCRIBED FEES FOR PUBLIC BODIES

SCHEDULE OF FEES	
Description	Fee
The fee for a copy of the manual as contemplated in regulation 5(c) is R0, 60 (sixty cents) for every photocopy of an A4-size page or part thereof.	R0.60
Reproduction Fees: Regulation 7(1):	
For every photocopy of an A4-size page or part thereof	R0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
(i) Compact disc	R40.00
For a transcription of visual images:	
(i) for A4-size page or part thereof	R22.00
(ii) copy of visual images	R60.00
(ii) transcription of an audio record, A4 size page or part thereof	R12.00
(iii) copy of an audio record	R17.00
Request fee payable by a requester, other than a personal requester	R35.00
Search Fees	R15.00
To search and prepare a record for disclosure. The fee is charged per hour (or part of the hour); however the first hour is free.	
For purposes of section 22(2) of the Act, the following applies:	
(a) Six (6) hours as the hours to be exceeded before a deposit is payable; and	
(b) 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.	