

PROMOTION OF ACCESS TO INFORMATION MANUAL
for
MOTUS HOLDINGS LIMITED

**Prepared in accordance with section 51 of the
Promotion of Access to Information Act 2 of 2000 ("PAIA")**

**This manual applies to Motus Holdings Limited, its South African subsidiaries and their divisions.
(collectively referred to in this manual as "Motus")**

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DATE OF REVISION:

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1. Introduction

Motus Holdings Limited, including all wholly or partially owned South African subsidiaries and divisions, collectively referred to as **Motus** for the purpose of this manual, is a diversified (non-manufacturing) business in the automotive sector with unrivalled scale and scope in South Africa, and a selected international presence, primarily in the United Kingdom and Australia. Please refer to Annexure B of this manual for a complete list of all South African companies, subsidiaries and divisions of Motus. Motus' unique business model is fully integrated across the automotive value chain through its four key business segments namely, Import and Distribution, Retail and Rental, Motor-related Financial Services and Aftermarket Parts.

- The Import and Distribution segment imports and distributes passenger and light commercial vehicles and parts to a network of dealerships, car rental companies, fleets, and government institutions in South Africa.
- The Retail and Rental segment sells passenger and commercial vehicles in various segments that include entry level, sports utility vehicles, luxury, light commercial, and heavy-duty vehicles. It also has a number of pre-owned, passenger vehicle, and commercial vehicle dealerships in South Africa. This segment also rents passenger, sports utility, and light commercial vehicles under the Europcar and Tempest brands.
- The Motor-Related Financial Services segment develops and distributes various vehicle related financial products and services through importers and distributors, dealers, vehicle finance houses, call centers, and digital channels. It manages and administers service, maintenance, and warranty plans; and develops and sells value added products and services. This segment also provides fleet management services to corporate customers, including fleet maintenance, fines management, and licensing and registration services.
- The Aftermarket Parts segment distributes, wholesales, and retails accessories and aftermarket parts out-of-warranty vehicles through various owned branches, owned retail stores, and a network of franchised outlets.

Motus Holdings Limited was incorporated in 2017 and is based in Bedfordview, South Africa.

This manual has been compiled in accordance with the requirements of PAIA and contains the information specified in section 51(1) of PAIA, which is applicable to private bodies. This information is as follows:

- the contact details of the head of the private body;
- a description of the guide referred to in section 10 of PAIA;
- the latest notice published by the Minister under section 52(2) of PAIA;
- a description of the records of the private body which are available in terms of any legislation other than PAIA;
- a description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record;

- other information as prescribed by regulation.

The manual will be updated on a regular basis in accordance with the requirements of section 51(2) of PAIA. This manual can be accessed on our website (www.motuscorp.co.za), at our principal place of business for public inspection during normal business hours, or by requesting a copy by email from the duly appointed information officer as provided for in paragraph 2 below.

In this manual, the following words bear the meaning set out below:

“Motus”	means Motus Holdings Limited and its South African subsidiaries and divisions;
“employee”	means any person who works for or provides services to or on behalf of Motus, and receives or is entitled to receive remuneration;
“Guide”	means the guide published by the SAHRC in terms of section 10 of PAIA, as amended and updated by the Information Regulator from time to time;
“PAIA”	means the Promotion of Access to Information Act 2 of 2000 and any Regulations published thereunder, as amended from time to time;
“requester”	means any person or entity requesting access to a record that is under the control of Motus;
“SAHRC”	means the South African Human Rights Commission;
“special personal information”	has the same meaning as set out in section 1 of POPIA;
“the head of Motus”	means the Chief Executive Officer of Motus, or any person duly authorised by him or her to carry out the duties ascribed to the “head” of a private body by PAIA;
“the manual”	means this manual which is published in accordance with section 51 of PAIA and “this manual” shall have the same meaning;
“the Minister”	means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development.

2. **Contact details**

The Chief Executive Officer of Motus Holdings Limited is Mr. Osman Arbee. Mr. Arbee is head of Motus for the purposes of PAIA.

The duly appointed information officer of Motus is Mr. Brandon Cohen is the person to whom requests for access to records should be addressed. His contact details are as follows:

Physical address:

Information Officer: Mr. Brandon Cohen
 1 Van Buuren Rd
 Corner Van Dort Street and Geldenhuis Street
 Bedfordview

2008

Postal address:

Information Officer: Mr. Brandon Cohen
PO Box 1719
Edenvale
1610

Telephone: (011) 607 7300

Fax: None

Email: brandonc@faims.co.za

3. **Section 10 Guide on how to use PAIA**

PAIA 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 body lodges a request, the public body must be acting in the public interest.

Requests in terms of PAIA shall be made in accordance with the prescribed procedures at the rates provided. The forms and tariff are dealt with in paragraphs 8 and 9 of this manual.

Requesters are referred to the Guide in terms of section 10 which has been compiled by the SAHRC, which contains information for the purposes of exercising constitutional rights. This Guide is available from the Information Regulator. The contact details of the Information Regulator are:

Postal address:

Telephone number:

Fax number:

Email: infoereg@justice.go.za

Website: www.justice.gov.za/infoereg

4. **Records available in terms of any other legislation**

Certain records held by Motus are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Administrative Adjudication of Road Traffic Offences Act 46 of 1998
- Advertising on Roads and Ribbon Development Act 21 of 1940
- Basic Conditions of Employment Act 75 of 1997
- Bills of Exchange Act 34 of 1964
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008

- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of the Republic of South Africa Act 108 of 1996
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Criminal Procedure Act 51 of 1977
- Currency and Exchanges Act 9 of 1933
- Customs and Exercise Act 91 of 1964
- Electronic Communications and Transactions Act 25 of 2000
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Act 19 of 2012
- Financial Sector Regulation Act 9 of 2017
- Firearms Control Act 60 of 2000
- Income Tax Act 58 of 1962
- Insurance Act 18 of 2017
- Labour Relations Act 66 of 1995
- Long-Term Insurance Act 52 of 1998
- Medical Schemes Act 131 of 1998
- National Building Regulations and Building Standards Act 103 of 1997
- National Credit Act 34 of 2005
- National Environmental Management Act 107 of 1998
- National Environmental Management: Air Quality Act 39 of 2008
- National Road Traffic Act 93 of 1996
- National Water Act 36 of 1998
- Occupational Health and Safety Act 85 of 1993
- Patents Act 57 of 1978
- Pension Funds Act 24 of 1956
- Prescription Act 68 of 1969
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protected Disclosures Act 26 of 2000

- Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- Second-Hand Goods Act 6 of 2009
- Securities Transfer Tax Act 25 of 2007
- Short-Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- South African Reserve Bank Act 90 of 1989
- The South African National Roads Agency Limited and National Road Act 7 of 1998
- Tobacco Products Control Act 83 of 1993
- Trade Marks Act 194 of 1993
- Transfer Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

5. **Description of the subjects on which Motus holds records and the categories of records held on each subject**

The following is a list of the subjects on which Motus holds records and the categories into which these fall. The procedure in terms of which such records may be requested from Motus is set out in paragraph 8 of this manual. The records listed below will not in all instances be provided to a requester who requests them in terms of PAIA. The requester has to show that he or she has the right in terms of PAIA to be given access to the records in question.

CATEGORIES OF RECORDS

DESCRIPTION OF RECORDS HELD

Administration

- Shareholder records
- Share register
- Dividend register
- Share certificates
- Minutes of meetings of directors
- Resolutions of the directors of Motus
- Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business;
- Memorandum of Incorporation
- Statutory returns to relevant authorities
- Trademark documentation

Corporate Governance

- Codes of Conduct
- Corporate social and investment records
- Minutes of meetings of committees and sub committees
- Executive committee meeting minutes
- Legal compliance records
- Policies

Finance

- Accounting records
- Tax records
- VAT records
- PAYE records
- Debtors' records
- Creditors' records
- Insurance records
- Auditors' reports
- Interim and annual financial statements
- Bank statements and other banking records for business and trust accounts
- Invoices issued in respect of debtors and billing information
- Records regarding Motus' financial commitments
- Statistic SA returns

Human Resources

- List of employees
- Statistics regarding employees
- Employment contracts
- Conditions of employment
- Information relating to prospective employees
- Personnel records including personal details, disciplinary records, performance and internal evaluation records
- Employee tax information
- Records of Unemployment Insurance Fund contributions
- Records regarding group life assurance and disability income protection
- Provident fund records
- Payroll records
- Health and safety records
- Workplace skills plans
- Codes of conduct
- Disciplinary code and procedure
- Grievance procedure
- Appeal procedure
- Remuneration policy
- Internal policies and procedures regarding dismissals,

performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, adoption leave and benefits, BEE procurement, loans, working parents, black economic empowerment, smoking, use of company resources including telephones, motor vehicles and computers, sexual harassment, HIV-Aids and *Pro Bono* policy.

- Training schedules and material
- Training records and statistics
- Training Agreements
- Learnership Programs
- Correspondence relating to personnel

Operations

- Supplier lists and details of suppliers
- Agreements with suppliers
- Access control records
- Insurance documentation
- Travel documentation
- Vehicle registration documents
- Deal files including the following: vehicle needs analysis, offer to purchase, offer to purchase T&C, vehicle delivery note, copy of NaTIS and licence, PDI sheet/ multi-point safety check, a letter of proxy signed by all members, and all ID copies and CIPC/ company documents and VAT registration certificate (where a company/ legal party is purchasing the vehicle (or trading in a vehicle), roadworthy certificate (2nd hand goods only), where applicable: full trade-in valuation, used vehicle purchase invoice, VAT 264 form, trade-in NaTIS, bank settlement letter, release note if outside finance, only applicable to RR files: manufacturer certificate, warranty documents (new cars), vehicle handover letter, dealer invoice, proof of payment, fitment certificates, supplier invoices, tax invoice, HPI checks, COF and waybill (commercial vehicles), fleet documents and automate report
- Client transaction records in respect of finance products, value-added products and insurance products, as well as FAIS disclosure documents where applicable

Information Technology

- Computer software
- Support and maintenance agreements
- Records regarding computer systems and programs

Property

- Asset registers
- Lease agreements in respect of immovable property
- Records regarding insurance in respect of movable property
- Records regarding insurance in respect of immovable property

Miscellaneous

- Internal correspondence
- Firm publications
- Policies required in terms of applicable licensing requirements

6. **Categories of records which are available without request**

No notices relating to Motus have been published by the Minister in terms of section 52(2) of PAIA.

Certain records are available without needing to be requested in terms of the request procedures set out in PAIA and detailed in paragraph 6 of this manual. This information may be inspected, collected, purchased or copied (at the prescribed fee for reproduction) at the offices of Motus. Certain information is also available on Motus' website: www.motuscorp.co.za.

The records include:

- A detailed description of the business of Motus
- Key management team
- Intraday share price
- SENS notices
- Motus pre-listing statement (2018)
- Motus investor presentation (2018)
- Sustainable development best practice document
- Ensuring regulatory compliance document
- Accelerating transformation in South Africa document
- Defensible health and safety practices document
- Employer of choice document
- Environmental Stewardship document
- Differentiated customer experience document
- Driving IT Optimisation document
- High quality products and services document

7. **Request procedure in terms of PAIA**

Any individual or interested party (hereafter called requestor) may request for access to records held by Motus in terms of section 50 of PAIA. Such request must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Annexure A to this manual. The request must be made to Mr. Brandon Cohen, the information officer for Motus, at the address, telefax number or email address, specified in paragraph 2 above.

A requester must provide sufficient detail on the prescribed form to allow Motus to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to Motus. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

The requester must identify the right that he, she or it is seeking to exercise by accessing records held by Motus and must explain why the particular record or records requested is or are required for the exercise or protection of that right.

Motus may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include: that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party or of Motus itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for the purpose of legal proceedings, and that it is necessary to protect the research information of a third party or Motus itself. Access to documents may also be refused on the basis of professional privilege.

Motus is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of Motus' decision in another manner as well, this must be set out in the request and the relevant details included, to allow Motus to inform the requester in the preferred manner.

Motus will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. Motus will notify the requester if the 30-day period for processing a request is to be extended.

Where a request is refused, a requester may lodge a complaint in writing with the Information Regulator, or apply to the High Court within 180 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The Court will determine whether the records should be made available or not.

8. **Fees payable**

A requester has to pay a **request fee** of R50.00, other than where the requester is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on Motus' behalf may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by Motus is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. Motus is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

	Action taken	Fee
1.	Photocopy of an A4-size page or part thereof	R1.10
2.	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
3.	For a copy in a computer-readable form on -	
3.1	stiffy disc	R7.50
3.2	compact disc	R70.00
4.	Transcription of visual images, for an A4-size page or part thereof	R40.00

5.	Copy of visual images	R60.00
6.	Transcription of an audio record, for an A4-size page or part thereof	R20.00
7.	Copy of an audio record	R30.00

In addition, if the search for and preparation of the record or records requested takes more than six hours, Motus may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.

If Motus is of the opinion that the search for and the preparation of the records requested will require more than six hours, Motus is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to Court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

If Motus cannot find the records that the requester is looking for despite reasonable and diligent search and it believes either that the records are lost or that the records are in its possession but unattainable, the requester will receive a notice in this regard from the information officer in the form of an affidavit setting out the measures taken to locate the documents and the inability to locate the documents.

9. **Other information as prescribed**

The Minister has not prescribed that any further information must be contained in this manual.

ANNEXURE A

**FORM C
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:

The Head:

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: _____

Attention: _____

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.**

Description of record or relevant part of the record:

Reference number, if available: _____

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 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 below, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____ -
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend 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:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
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Postage is payable.

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.***

Indicate which right is to be exercised or protected:

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 of _____ 20__

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B**List of all Motus' South African entities (including wholly and partly owned South African subsidiaries and divisions)**

	ENTITY	ENTITY REGISTRATION NUMBER
1.	Motus Holdings Limited	2017/451730/06
2.	360 Plus Proprietary Limited	2011/127388/07
3.	58 Fleet Proprietary Limited	2016/438375/07
4.	Accordian Investments Proprietary Limited	2003/027086/07
5.	Amalgamated Automobile Distributors Proprietary Limited	1972/002784/07
6.	Anvil Premium Finance Proprietary Limited	1998/001411/07
7.	Ariva Rentals Proprietary Limited	2011/009222/07
8.	Automotive Distributors Africa Limited	2015/319160/10
9.	Auto Pedigree Proprietary Limited	1969/005581/07
10.	Auto Renewal Technologies Proprietary Limited	2014/011006/07
11.	Banoscene Proprietary Limited	2015/319160/07
12.	Beekman Super Canopies Proprietary Limited	2005/014249/07
13.	Boundless Trade 154 Proprietary Limited	2000/025968/07
14.	Brietta Trading Proprietary Limited	2007/031442/07
15.	Bumpa Auto Proprietary Limited	2017/393047/07
16.	C2 Computer Investments Proprietary Limited	2005/036504/07
17.	Car Hire Brokers Proprietary Limited	1998/021881/07
18.	Dealernet Proprietary Limited	2002/008624/07
19.	Elskaspan Proprietary Limited	2013/171924/07
20.	Europcar South Africa Proprietary Limited	2017/243996/07
21.	F&I Management Solutions Proprietary Limited	2008/004511/07
22.	Future Automobile Distributors Proprietary Limited	2012/037781/07
23.	Hyundai Automotive South Africa Proprietary Limited	1999/015934/07
24.	Imperial Car Imports Proprietary Limited	1955/002111/07
25.	Imperial Daihatsu Proprietary Limited	1968/011636/07
26.	Imperial Dealership Finance Products and Services Proprietary Limited	2004/035245/07
27.	Imperial Green Mobility Proprietary Limited	2004/019749/07
28.	Kaalfontein Yard Proprietary Limited	2006/023937/07
29.	Kia Motors South Africa Proprietary Limited	1968/003273/07
30.	Konvoi Proprietary Limited	2017/217199/07
31.	Lereko Motors Proprietary Limited	2002/009777/07
32.	Liquid Capital Proprietary Limited	2001/012511/07
33.	Llumar Films Proprietary Limited	2006/001769/07
34.	Motor Compliance Solutions Proprietary Limited	2001/000890/07
35.	Motor Happy Proprietary Limited	2014/020352/07
36.	Motus Africa Proprietary Limited	2014/063620/07

37.	Motus Capital Proprietary Limited	2017/164032/07
38.	Motus Corporation Proprietary Limited	1969/002321/07
39.	Motus Group Limited	1983/009088/06
40.	M-Sure Proprietary Limited	2002/022941/07
41.	National Automobile Parts Association Proprietary Limited	1971/013578/07
42.	NGK Spark Plugs (South Africa) Proprietary Limited	2006/014122/07
43.	Paint Tech Maintenance Proprietary Limited	2010/003758/07
44.	Pearl Automotive Proprietary Limited	2000/017238/07
45.	Renault South Africa Proprietary Limited	2001/006874/07
46.	Rhinoman Outdoor and Offroad Proprietary Limited	2013/130656/07
47.	SA Vehicle Maintenance Proprietary Limited	2000/009578/07
48.	Taylormade Truck Bodies Proprietary Limited	2014/020351/07
49.	Tempest South Africa Proprietary Limited	2017/232547/07
50.	Twin Dragons Proprietary Limited	2000/027015/07

This PAIA Manual is hereby adopted by Motus Holdings Limited on this 03 December 2019 and has been prepared in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 covering Motus Holdings Limited, its South African subsidiaries and their divisions.

A handwritten signature in blue ink, consisting of several overlapping, fluid strokes, positioned above a horizontal line.

Brandon Cohen – Information Officer