

PROMOTION OF ACCESS TO INFORMATION

MANUAL

OF

ARCELORMITTAL SOUTH AFRICA LIMITED

Registration Number 1989/002164/06

("ArcelorMittal South Africa")

and

all its subsidiaries

Prepared in accordance with section 51 of the Promotion of Access to Information Act, No 2 of 2000

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1. DEFINITIONS

“Data Subject” means a living natural or existing juristic person to whom Personal Information relates, such as employees, customers, suppliers and other third parties;

“Information Officer” means the Chief Executive Officer of ArcelorMittal South Africa, any person duly authorised by the Chief Executive Officer as contemplated in section 1 of PAIA;

“Information Regulator” means an independent statutory body established in terms of section 39 of the POPIA, and which is, among others, empowered to monitor and enforce compliance with POPIA and PAIA;

“Manual” means the manual set out in this document compiled in terms of section 51 of the PAIA;

“PAIA” means the Promotion of Access to Information Act 2 of 2000;

“Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including:

- information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person;
- the blood type or any other biometric information of the person;
- the personal opinions, views or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; and
- the name of the person if it appears with other Personal Information relating to the person, or if the disclosure of the name itself would reveal information about the person.

“POPIA” means the Protection of Personal Information Act 4 of 2013;

“Processing” or **“Process”** means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

- the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- dissemination by means of transmission, distribution or making available in any other form; or
- merging, linking, as well as blocking, degradation, erasure or destruction of information;

“Private Body” means a natural person who carries or has carried on any trade, business or profession in such capacity, a partnership or an existing or former juristic person;

“Record” means any recorded information, regardless of form or medium, which includes writing, label, marking, hardware, software, book, audio-visual, image (as further defined in section 1 of POPIA);

“Responsible Party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information; and

“Requester” in relation to a private body means any person, including, but not limited to, a public body or an official thereof, requesting access to a record of that private body or any person acting on behalf of that person.

“Request for Access” means a request for access to a Record (as further defined in section 1 of PAIA).

2. INTRODUCTION

PAIA

The Promotion of Access to Information Act, No. 2 of 2000 (**“PAIA”**) was promulgated to give effect to, amongst others, the constitutional right of access to information held by a Private Body; and to foster a culture of transparency and accountability.

PAIA provides that a Requester must be given access to any record of a private body if:

- that record is required for the exercise or protection of any rights;
- that Requestor complies with all the procedural requirements relating to a request for access to that record; and
- access to that record is not refused in terms of any ground for refusal referred to in PAIA.

POPIA

Furthermore, the Protection of Personal Information Act, No. 4 of 2013 (**“POPIA”**) provides that a Data Subject, having provided adequate proof of identity, has the right to—

- request a Responsible Party to confirm, free of charge, whether or not the Responsible Party holds Personal Information about the Data Subject; and
- request from a Responsible Party the record or a description of the Personal Information about the Data Subject held by the Responsible Party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.

PURPOSE

The purpose of this Manual is, amongst others, to outline:

- the nature of the records which may be available at ArcelorMittal South Africa, without the need for submitting a formal PAIA request;
- the process for making a requests for access to a record held by ArcelorMittal South Africa;
- the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist in processing the requests for access to a record;
- the remedies available within ArcelorMittal South Africa regarding requests for access to the records, before approaching the Courts;
- the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- how and when ArcelorMittal South Africa will process Personal Information, the purpose of Processing of Personal Information, the description of the categories of Data Subjects and of the information or categories of information relating thereto;
- the process to be followed if ArcelorMittal South Africa plans to transfer or Process Personal Information outside the Republic of South Africa and the recipients or categories of recipients to whom the Personal Information may be supplied; and
- the security measures implemented by ArcelorMittal South Africa to ensure the confidentiality, integrity and availability of the information which is to be Processed.

3. SCOPE OF THE MANUAL

This Manual applies to ArcelorMittal South Africa, its direct and indirect wholly owned subsidiaries in South Africa and all their directors, officers and employees. Reference to ArcelorMittal South Africa, in this Manual, shall be read to include each of its subsidiaries in South Africa, with the necessary changes. A list of subsidiaries is attached hereto as [Annexure C.](#)

This Manual has been prepared and is published in accordance with the requirements of section 51 of PAIA for purposes is facilitating access to records held by ArcelorMittal and its subsidiaries.

4. AVAILABILITY OF THE MANUAL

This Manual is available on the company's website - www.arcelormittalsa.com. A hard copy of the Manual may be inspected at ArcelorMittal South Africa's offices at: Office N3-5, Main Building, Delfos Boulevard, Vanderbijlpark, during office hours from Monday to Friday.

5. UPDATES TO THIS MANUAL

This Manual may be amended from time to time and any new versions of the Manual will be made available in accordance with the provisions of PAIA and as set out herein.

6. CONTACT DETAILS FOR ACCESS TO INFORMATION

The Chief Executive Officer of ArcelorMittal South Africa Limited has duly authorised Deputy Information Officers(s) to perform the powers, duties, and responsibilities of the Information Officer in accordance with PAIA and POPIA and ensure that the requirements of the PAIA and POPIA are administered in a fair, objective and unbiased manner, in particular, to receive and co-ordinate all Requests for Access. Where reference is made to the Information Officer, it must be read to include the Deputy Information Officer(s).

Deputy Information Officer	General Counsel & GM Regulatory Affairs
Deputy Information Officer	Compliance / Data Protection Officer
Physical Address	Room N3 -5, Main Building, Delfos Boulevard, Vanderbijlpark, 1911
Postal Address	PO Box 2, PP 80700, Vanderbijlpark, 1900
Telephone Number	+27 (16) 889 9111
Email Addresses	InfoCompliance@arcelormittalsa.com
Website	www.arcelormittalsa.com

7. GUIDE ON HOW TO USE THE ACT

The Information Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised guide on how to use PAIA (“**Guide**”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The Guide is available in each of the official languages on the Information Regulator's website on <https://inforegulator.org.za/training/wp/paia-guidelines/> and in braille at the offices of the Information Regulator.

Members of the public can also inspect or make copies of the [English](#); [Sesotho](#); and [isiZulu](#), versions of the Guide from the offices of ArcelorMittal South Africa or any of its operating subsidiaries by contacting the Deputy Information Officer(s) (see the contact details in paragraph 6 above).

Any enquiries relating to the Guide published by the Information Regulator must be addressed to the Information Regulator at:

Physical Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg
Postal Address	P.O. Box 31533, Braamfontein, Johannesburg 2017
Email	<ul style="list-style-type: none"> • enquiries@inforegulator.org.za • PAIAcomplaints@inforegulator.org.za
Website	https://www.inforegulator.org.za/

8. RECORDS AUTOMATICALLY AVAILABLE WITHOUT CHARGE OR PAIA REQUEST

The records below are available on the company's website www.arcelormittalsa.com without the need for the requester having to make a request in terms of PAIA:

Description of the record	Manner of access
Published financial reports / results / statements	Website / soft copy
Share price information	Website
SENS announcements / media	Website/soft copy

releases	
Publications and presentations	Website/soft copy
B-BBEE certificate and report	Website/soft copy
Product information	Website
Customer electronic order placing terms and conditions	Website
Published recruitment / career opportunities / advertisements	Website
Information Manual	Website / soft copy / physical inspection
Data Subject request forms	Website / soft copy
Privacy policy	Website

9. RECORDS HELD IN TERMS OF OTHER LEGISLATION

ArcelorMittal South Africa keeps certain Records in accordance with legislation that is applicable to it including, but not limited to the legislation listed in [Annexure D](#).

The list of applicable legislation is not exhaustive and may also be updated from time to time, whenever it comes to our attention that existing or new legislation requires ArcelorMittal South Africa to keep Records that may be subject to POPIA or PAIA.

Should the Requester be of the view that a right to access to a Record exists in terms of the legislation listed above, or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity to properly consider and respond to the request.

10. RECORDS AVAILABLE SUBJECT TO REQUEST

[Annexure E](#) contains types and categories of records held by ArcelorMittal which will be subject to the request procedure detailed in this Manual. Each such request will be assessed and determined on its own merits, and the mere fact that a Record is listed does not mean that access to that Record will be granted.

11. PROTECTION OF PERSONAL INFORMATION AND PRIVACY

11.1. Data protection and privacy principles

ArcelorMittal South Africa takes the privacy of all its stakeholders and third parties seriously, and has put in place measures, systems, policies and procedures required to comply with its obligations under applicable data privacy laws and regulations in South Africa, specifically the POPIA. ArcelorMittal South Africa will treat Personal Information in a manner consistent with its privacy policies, which are available on its website at www.arcelormittalsa.com.

POPIA requires Personal Information to be processed lawfully and in a reasonable manner that does not infringe the privacy of the Data Subject.

ArcelorMittal South Africa will process Personal Information based on the legal grounds set out in POPIA, including:

- The conclusion or performance of a contract with Data Subjects or to take action on their requests;
- The protection of ArcelorMittal South Africa's legitimate business interests or of a third party to whom the information is supplied;
- The protection of Data Subject's legitimate interests;
- Compliance with a mandatory legal obligation; or
- The consent of the Data Subject where none of the above legal grounds are applicable, subject to compliance with the requirements for consent;

In this regard, ArcelorMittal South Africa will:

- process Personal Information lawfully and in a transparent manner;
- process Personal Information only for the purpose for which it was collected;
- not to subject Personal Information to further processing unless it is compatible with the purpose for which it was collected;
- ensure that Personal Information which is Processes is complete, accurate, not misleading and is, where necessary, updated;
- not retain the Personal Information for a period longer than what is necessary;
- ensure that the integrity and confidentiality of Personal Information under its possession is secured by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction or unlawful access to or processing of Personal Information.

11.2. The Purpose of Processing Personal Information

The purpose for which Personal Information is Processed by ArcelorMittal South Africa will depend on the nature of the Personal Information to be collected and the Data Subject concerned.

In general, Personal Information is processed for the purpose of dealing with, amongst others, recruitment and employment; procurement of goods and/or services; sales and marketing; stakeholder management and engagement; third party contracting and related engagements; information management; health, safety and security; as well as legal and compliance.

The purpose for the collection will be disclosed, explicitly or implicitly, at the time the Personal Information is collected, and the Personal Information will be Processed in accordance with that purpose.

11.3. Categories of data subjects and information

In terms of POPIA, ArcelorMittal South Africa is required to provide Data Subjects with a description of the personal information that it Processes, the reason thereof, and with whom it may be shared.

The type of Personal Information that is Processed will depend on the purpose for which it is collected.

The list below describes the personal information that ArcelorMittal South Africa Processes and to which broad category of Data Subject the Personal Information belongs:

Data Subjects	Category of Information
Employment <i>[job and bursary applicants, employees, and candidate/learnership trainees]</i>	Names and surname, identity or passport numbers, financial history, employment history, Employee disciplinary and performance information, banking details, medical aid records, medical history and conditions, pension and provident fund details, payroll information, performance records, disciplinary records, background checks and screening reports, Conflict of interest declarations, leave records, training records, qualifications, spouses information, contact numbers, e-mail address, physical and postal address, vehicle registration details, ethnic group, gender, marital status, disabilities, Physical and electronic access t, biometric information, Closed-circuit television footage criminal background, Monitoring of business communication platforms

Governance <i>[Directors, officers, shareholders]</i>	names and surname, identity, passport or registration numbers, addresses, contact details, directorships, shareholding information, demographic; financial information; education information, due diligence checks and reports, Conflict of interest declarations, Personal views and opinions (board and committee survey records).
Customers, Suppliers, business associates/partners and other third parties <i>[joint ventures, contractors, transporters; service providers bankers, financiers; financial advisors, sponsors, lawyers, auditors, consultants, insurers; trusts and trustees; pension/provident fund and medical aid providers]</i>	Names and surnames of contact persons; name of the legal entity and registration number; physical and postal addresses and contact details; banking and financial information; credit profile information, authorised signatories, beneficiaries, pricing information, registration number; founding documents; tax-related information, Transactions and transactional history, and advisory opinions.
Visitors	Names and surname, identity or passport numbers, addresses, contact details, vehicle registration numbers, images, Physical and electronic access biometric information. Closed-circuit television footage.
Website end-users / social media	Names, electronic identification data: IP address; login data, cookies, electronic localization data; cell phone details, social media.

11.4. The recipients to whom the personal information may be supplied

ArcelorMittal South Africa may provide Personal Information to a number of recipients for the purposes of conducting its business operations. These recipients include:

- Board members, officers, management and employees as part of executing its business functions;
- Group entities;
- Third parties with whom ArcelorMittal South Africa conducts business;
- Statutory oversight bodies and/or regulators, law enforcement agencies or judicial commissions of enquiry making a request for information;

- Courts, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules; and
- Anyone making a successful application for access to Records in terms of PAIA or POPIA.

11.5. **Transfer of Personal Information**

ArcelorMittal South Africa may from time to time also share/obtain Personal Information with/from third parties to/from countries outside the Republic of South Africa.

In consideration of the above, ArcelorMittal will ensure that it executes the appropriate policies, procedures and/or contractual documents with the relevant third parties in accordance with the applicable data protection laws, including POPIA, to ensure that the Personal Information is adequately protected.

11.6. **Security Safeguards**

ArcelorMittal South Africa has implemented physical, organisational, contractual and technological security measures to protect the Personal Information in our possession or under our control from loss or theft, unauthorised access, disclosure, copying, use or modification.

The security measures include:

- Firewalls; authentication software; intrusion detection systems; unique user profiles; encryption;
- Anti-virus and anti-malware software and update protocols;
- Logistical and physical access control; alarm systems; biometric access barriers; video monitoring; and
- Cybersecurity incident response plan.

Employees, contractors and third parties will have access to Personal Information only if it is needed for the performance of their duties or contractual obligations.

ArcelorMittal South Africa will provide the Data Subject and the Information Regulator with detailed written notification should there be a security breach or a reasonable belief of a security breach which allows unauthorised persons to access your Personal Information. We will provide such notification as soon as reasonably possible after we discover a security compromise.

12. WHO MAY REQUEST ACCESS TO INFORMATION

PAIA provides that a person may only request information in terms of PAIA, if the information is required for the protection of a right.

POPIA, further, provides that a Data Subject, having provided adequate proof of identity, has the right (a) to request a responsible party to confirm, whether or not the responsible party holds personal information about the data subject; (b) and request from a Responsible Party the Record or description of the Personal Information about the Data Subject held by the Responsible Party, including information about the identity of all third parties, or categories of third parties who have, or have had access to the information.

A requestor can, therefore, request access to information in different capacities as outlined below:

- A personal requestor, being a person who requests personal and other information about themselves;
- A representative requestor, that is, a person requesting information on behalf of another person;
- A third-party requestor, that is, a person requesting information about another person;
- A public interest requester, who requests information in the public interest.

13. DATA SUBJECT ACCESS RIGHTS

POPIA provides that a Data Subject has the following rights in relation to the Processing of Personal Information:

- to object to the Processing of Personal Information, on reasonable grounds, unless legislation provides for such Processing. Data Subject may complete and submit the prescribed POPIA FORM 1 substantially in the form set out in [Annexure F](#) to object to the Processing of Personal Information; and
- to request correction/deletion of Personal Information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or to destroy/delete a Record that ArcelorMittal is no longer authorised to retain. Prescribed POPIA FORM 2, substantially in the form set out in [Annexure G](#), may be used for this purpose.

14. HOW TO SUBMIT A REQUEST FOR ACCESS

14.1. General

The Requester must comply with all the procedural requirements contained in PAIA when submitting a Request for Access form.

NB: a Request for Access may be refused if the application does not comply with the procedural requirements of PAIA and this Manual (e.g. *where the Request for Access application is incomplete or incorrectly completed or which is not accompanied by supporting documents evidencing the identity and/or representative capacity of the Requester or proof of payment of the fee (where applicable) is not provided*).

A Data Subject may request access to Personal Information, including information about the identity of third parties who have or have had access to such information free of charge.

NB: The successful completion and submission of a procedurally compliant Request for Access does not automatically allow the Requester access to the Record.

Requester will only be entitled to access a Record where the Requester has satisfied the Information Officer that the Record is required to exercise or protect a right.

Should it be determined that the Requester may have obtained access to Records through the submission of a materially false or misleading information request, legal proceedings may be instituted against such Requester.

14.2. Requests for access

A Request for Access must be made by completing and submitting the prescribed Form 2 ([Annexure A](#)) to the Information Officer at the address or email address specified in paragraph 6 of this Manual.

To enable the Information Officer to respond adequately and promptly to a Request for Access, the Requester must complete the access request form in full, taking into account the following:

- the Request for Access application must be accompanied by proof of identity of the Requester, or proof of the representative capacity of the Requester, to the reasonable satisfaction of ArcelorMittal South Africa.
- the Access Request Form must be fully completed by typing or writing in block or capital letters;
- where there is insufficient space on a printed form in which to answer a question or where the information is required to be completed, additional information may be

provided on a separate document, clearly referencing the section on the Access Request Form to which the information relates.

- where the requester is unable to complete the prescribed form due to illiteracy or disability, such a person may make the request orally, in which case, the Information Officer will reduce the request in writing and confirm the same with the requester.
- the Access Request Form must provide sufficient information to enable ArcelorMittal to adequately identify or determine (a) the record or records requested; (b) the identity of the requester; the type of access required, if the request is granted; and (c) the contact details of the requester;
- in the case of a general request for access to information, the requester must set out in detail the right which the requester seeks to protect or enforce.
- the Requester must pay the fees (and provide proof thereof) relevant to the type of request being made.

14.3. Request Procedure and timeline for consideration of a request

ArcelorMittal South Africa will follow the procedure set out below upon receipt of the request for access to information:

- ArcelorMittal will acknowledge receipt of the Request and assess if all the requirements of PAIA and this Manual have been complied with;
- Once all the submission requirements have been met, ArcelorMittal will process the Request and inform the requester within 30 (thirty) days if the request has been granted, unless additional information or clarity is required from the Requester, or the input of an interested third party is required before finalising the request, in which event the Requester will be informed accordingly together with a request for an extension.
- if the request is granted, then the Requester may be required to pay a further access fee for the search, reproduction and preparation of the Record as well as for the time that has exceeded the prescribed hours to search and to prepare the Record for disclosure.
- If the request for access is not granted, ArcelorMittal South Africa will notify the Requester and give the reasons for refusal.
- ArcelorMittal does not have internal appeal procedures, and as such, the decision made by the Information Officer is final. Accordingly, if the Request for Access is refused, the Requester is entitled to approach a court of competent jurisdiction or lodge a complaint with the Information Regulator for relief.

14.4. Grounds for refusal of access

- a request for access may be denied on the grounds, which shall include but not be limited to:
 - mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
 - mandatory protection of the commercial information of a third party, if the record contains:
 - ◆ trade secrets of that third party;
 - ◆ financial, commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and
 - ◆ information disclosed in confidence by a third party to ArcelorMittal, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition
 - mandatory protection of confidential information of third parties if it is protected in terms of any agreement
 - mandatory protection of the safety of individuals and the protection of property
 - mandatory protection of records which would be regarded as privileged in legal proceedings
 - the commercial information of ArcelorMittal, which may include
 - ◆ trade secrets;
 - ◆ financial, commercial, scientific or technical information the disclosure of which would likely cause harm to the financial or commercial interests of ArcelorMittal; and
 - ◆ information which, if disclosed, could put ArcelorMittal at a disadvantage in contractual or other commercial negotiations;
 - ◆ a computer program which is owned by ArcelorMittal, and which is protected by copyright; and

- Mandatory protection of research information of third parties and protection of research information of private bodies.

15. PRESCRIBED FEES

PAIA makes provision for two types of fees that might be payable, namely:

- **A request fee**, which is a standard fee, prescribed by the regulations published in terms of PAIA, payable by the Requester on submission of the Request for Access before such request is considered (except where the request is for access to the Requester's Personal Information); and
- **An access fee**, which is payable before the Requester gains access to the Record, is calculated taking into account factors such as reproduction costs, search and preparation time and postal costs.

The fees are set out in [Annexure B](#) and are subject to change whenever a schedule of fees is published, from time to time, in terms of the PAIA Regulations.

The Information Officer will notify the requester (other than a Requester of Personal Information) of the prescribed request fee payable (if applicable) before further processing the request.

ANNEXURE A REQUEST FOR ACCESS TO RECORD
PAIA FORM 2 [Regulation 7]
NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests are made on behalf of another person, proof of such authorisation must be attached to this form.*

TO: The Information Officer
Office N3-5, Main Building
Delfos Boulevard
Vanderbijlpark
1911

E-mail address:

Mark with an "X"

☐ Request is made in my own name. Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of the person on whose behalf the request is made <i>(if applicable)</i> :				
Identity Number				
Postal Address				
Street Address				

E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
The record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound.			
The record is held on a computer or in an electronic or machine-readable form.			
<p align="center">FORM OF ACCESS</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of the record at the registered address of a public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on a computer or in an electronic or machine-readable form)</i>	
Postal services to a postal address	
Postal services to a street address	
Courier service to a street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
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:	

FEES	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.
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 an exemption from the payment of any fee, please state the reason for the exemption.
Reason	

You will be notified in writing whether your request has been approved or denied and if approved, the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

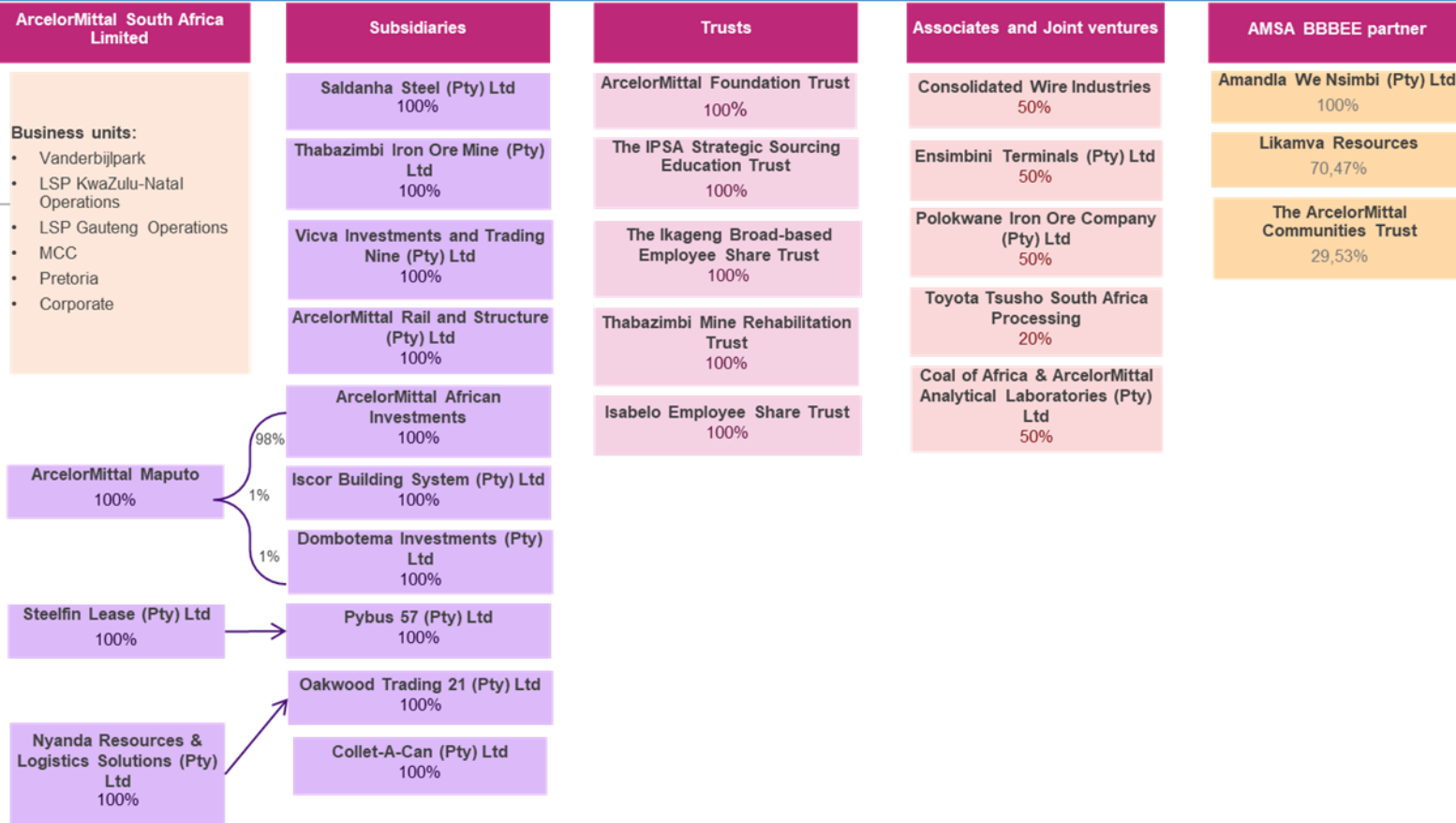
ANNEXURE B PRESCRIBED FEES

Item	Description	Amount
1.	Request fee, payable by every requester	R140.00
2.	A photocopy or a printed black & white copy for every A4 page	R2.00 per page or part of the page
3.	Printed copy of an A4-size page	R2.00 per page or part of the page
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> a flash drive (provided by the requester) 	R40.00
	<ul style="list-style-type: none"> a compact disc (CD) if the requester provides the CD to us 	R40.00
	<ul style="list-style-type: none"> a compact disc (CD) if we give the CD to the requester 	R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider.
6.	For a copy of the visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
7.	For a transcription of an audio record, per A4-size page	R24.00
8.	For a copy of an audio record on a flash drive (provided by the requester)	R40.00
	For a copy of an audio record on compact disc (CD) if the requester provides the CD to us	R40.00
	For a copy of an audio record on compact disc (CD) if we give the CD to the requester	R60.00
9.	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure	R145.00

Item	Description	Amount
	The search and preparation fee cannot exceed	R435.00
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE C GROUP STRUCTURE

ArcelorMittal South Africa Group



ANNEXURE D RECORDS HELD IN TERMS OF OTHER LEGISLATION

ENVIRONMENT MANAGEMENT	EMPLOYMENT AND LABOUR
National Environmental Management Act No 107 of 1998	Labour Relations Act No 66 of 1995
National Environmental Management: Air Quality Act No 39 of 2004	Employment Equity Act, 55 of 1998
National Environmental Management: Biodiversity Act No 10 of 2004	Basic Conditions of Employment Act No 75 of 1997
National Environmental Management: Integrated Coastal Management Act No 24 of 2008	Employment Services Act, 4 of 2004
National Environmental Management: Protected Areas Act No 57 of 2003	National Minimum Wage Act, 9 of 2018
National Environmental Management: Waste Act No 59 of 2008	Skills Development Act, No. 97 of 1998
Hazardous Substances Act No 15 of 1973	Skills Development Levies Act, No. 9 of 1999
National Water Act No 36 of 1998	Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
National Environmental Management: Air Quality Act No 39 of 2004	Unemployment Insurance Contributions Act, No. 4 of 2002
Carbon Tax Act, No. 15 of 2019	Unemployment Insurance Act No. 63 of 2001
HEALTH AND SAFETY AND PROTECTION SERVICES	FINANCE / CORPORATE / COMMERCIAL
Occupational Health and Safety Act No 85 of 1993	Companies Act, 71 of 2008
Explosives Act No. 15 of 2003	JSE Listings Requirements and Rules
National Railway Safety Regulator Act No. 16 of 2002	King IV Report on Corporate Governance

Disaster Management Act No. 57 of 2002	Financial Intelligence Centre Act, No. 38 of 2001
Critical Infrastructure Protection Act, No. 8 of 2019	Competition Act, No. 89 of 1998
Nursing Act, No. 33 of 2005	Income Tax Act, No. 58 of 1962
MINING	Tax Administration Act, No. 28 of 2011
Mineral and Petroleum Resources Development Act, No. 28 of 2002,	Value Added Tax, No. 89 of 1991
The Mining Charter	Insolvency Act, No. 24 of 1936
Mine Health and Safety Act, No. 29 of 1996	National Credit Act, No. 34 of 2005
National Heritage Resources Act, No. 25 of 1999	Consumer Protection Act, No. 68 of 2008
PROCUREMENT	LEGAL AND COMPLIANCE
Broad-based Black Economic Empowerment Act, No. 53 of 2003, and the Codes of Good Practice	Promotion of Access to Information Act, No. 2 of 2000
INFORMATION MANAGEMENT	Protection of Personal Information Act, No. 4 of 2013
Cybercrimes Act, No. 19 of 2020	Protection of Constitutional Democracy Against Terrorist and Related Activities Act, No. 33 of 2004
Regulation of Interception of Communications and Provision of Communication-related information Act, No. 70 of 2002	Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
INTERNAL ASSURANCE	General Laws (Anti-Money Laundering and Combating Terrorism Financing) Amendment Act, No. 22 of 2022
Protected Disclosures Act, No. 26 of 2000	Expropriation Act, N. 13 of 2024

ANNEXURE E RECORDS WHICH ARE SUBJECT TO A PAIA REQUEST

Category	Type / description of records
Governance	<ul style="list-style-type: none"> • Organisational strategy, business plans and budgets • Internal policies, standards and procedures
Corporate Communication	<ul style="list-style-type: none"> • Internal notices and communication • Branding information • Newsletters
Company Secretary	<ul style="list-style-type: none"> • Minutes of shareholders' and board committees' meetings • Shareholders and board resolutions • Board charters and committee terms of reference • Share registers • Share certificates • Share incentive scheme documentation • Records of all subsidiary companies • Memorandum of Incorporation • Other statutory documents, including but not limited to, certificate of incorporation, certificate to commence business • Corporate structure and organogram
Finance, Tax, Insurance and Risk Management	<ul style="list-style-type: none"> • Accounting and investment records; • Management reports/presentations; • Tax records; • Internal and external audit reports • Trust deeds and related documentation/information • Insurance policies, claims records, coverage, limits, and details of insurers
Legal and Compliance	<ul style="list-style-type: none"> • Details of legal proceedings / Litigation reports • General legal correspondence • Internal policies, standards and procedures • Details of external counsel/law firms used by the company • Internal and external instructions
Human Resources	<ul style="list-style-type: none"> • Employee and non-employee records (employment contracts, performance, payroll and remuneration, disciplinary, training, job application details, education, employee onboarding records) • Collective agreements and other agreements relating to collective issues that are conducted at the sectoral or central level • Human resource policies and procedures • Documents relating to general terms of employment, such as but not limited to, pension and medical aid benefits, share incentive schemes and termination of services • documents relating to appointments, promotions, dismissals, suspensions,

	<ul style="list-style-type: none"> • demotions and disciplinary actions • recruitment records • performance management records
Health, Safety and Employee Wellness	<ul style="list-style-type: none"> • Safety, Health and Environment policies and procedures • documents relating to business unit/division/country/site best practices • medical files, • Sustainable Development Reports • Safety, Health, and Environment governance audits • environmental impact assessments • Safety, Health, and Environment audits, inspections, plans, programmes, procedures, training and emergency response • reports on Safety, Health, and Environment-related complaints or information • documents relating to the investigation and reporting of Safety, Health and Environment incidents • applications in respect to permits, authorisations and exemptions • documents relating to corporate policy, standards and systems of managing and optimising aspects of health and hygiene in the workplace • documents relating to water conservation, waste management and emissions
Environment	<ul style="list-style-type: none"> • Licences, permits, authorisations and approvals • Environmental audits and reports • General communication, notices
Procurement & Logistics	<ul style="list-style-type: none"> • documents and contracts relating to the procurement and supply of commodities and services; • General Correspondence; minutes of meetings; contracts; templates; financial records; supplier information
Commercial / Sales	<ul style="list-style-type: none"> • Customer information; pricing information; • Standard sale agreements • Sales order/confirmation information • Intellectual Property records (trademarks/patents applications, registrations, certificates, renewals and reports)
Property Management	Notarial deeds: for sales or purchases of land and other related documents
Mining	General Correspondence; minutes of meetings; Geographic Information Systems Records; Geological Services Geological Information Systems Records; mining licences and permits; Trusts; financial records
Operational records	<ul style="list-style-type: none"> • Operational plans • Production/manufacturing information • incident reports

ANNEXURE F OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
POPIA FORM 1 [Regulation 2]
Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Postal or business address:	
	Code ()
Contact number(s):	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of the responsible party	
Postal or business address:	
	Code ()
Contact number(s):	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....

Signature of data subject/designated person

ANNEXURE G REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

POPIA FORM 2 [Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box
with an "X". **Request for:**

- ☐ a) Correction or deletion of personal ☐ information about
the Data Subject which is in possession or under the control of the responsible party.

Please select applicable reasons for the selected request:

- (a) Inaccurate ☐
- (b) Irrelevant ☐
- (c) Excessive ☐
- (d) Out of Date ☐
- (e) Incomplete ☐
- (f) Misleading ☐
- (g) Obtained ☐
unlawfully

- b) Destruction ☐ or deletion ☐ of a record of personal information about
the Data Subject which is in the possession or under the control of the responsible party who is
no longer authorised to retain the record of information.

A.	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Postal or business address:	
	Code ()
Contact number(s):	
E-mail address:	
B.	DETAILS OF RESPONSIBLE PARTY

Name(s) and surname / registered name of data subject:	
Postal or business address	
	Code ()
Contact number(s):	
E-mail address:	
C.	PERSONAL INFORMATION TO BE CORRECTED / DESTROYED / DELETED <i>(Please specify the personal information required to be corrected/destroyed/deleted.)</i>
D.	EXPLANATION FOR THE SELECTED REASON FOR A REQUEST <i>(Please provide detailed explanation for the selected reasons for the request for correction or deletion of personal information which is in possession or under the control of the responsible party)</i>

Signed at this day of20.....

.....

Signature of data subject/designated person