



# electricity & energy

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Department:  
Electricity and Energy  
**REPUBLIC OF SOUTH AFRICA**

**MANUAL ISSUED IN TERMS OF SECTION 14  
OF THE PROMOTION OF ACCESS TO INFORMATION  
ACT, 2000 (ACT NO 2 OF 2000)**

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## 1. **INTRODUCTION**

Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996 provides that everyone has a right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (hereinafter referred to as “**PAIA**”) is the national legislation which was enacted to give effect to the constitutional right of access to information.

PAIA gives all South Africans the right to have access to records held by the state, government institutions and private bodies. The following are the objectives which PAIA seeks to achieve:

- To ensure that the State takes part in promoting a human rights culture and social justice;
- To encourage openness and to establish voluntary and mandatory mechanisms or procedures which give effect to the right of access to information in a speedy, inexpensive and effortless manner as reasonably possible; and
- To promote transparency, accountability and effective governance of all public and private bodies, by empowering and educating everyone to understand their rights in terms of PAIA so that they are able to exercise their rights in relation to public and private bodies, to understand the functions and operation of public bodies, and to effectively scrutinise, and participate in decision making by public bodies that affects their rights.

PAIA, however, recognises that such a right of access to information is subject to justifiable limitations and seeks to balance the requester's constitutional right to information against the information officer's right to refuse access to information on any of the grounds mentioned in Part 2, Chapter 4 of PAIA. Such limitations are acknowledged within these provisions of **PAIA** and the Protection of Personal Information Act 4 of 2013 (hereinafter referred to as “**POPIA**”), as it specifies circumstances under which there would be limited or restricted access to the information held by the State.

In terms of section 14 of PAIA, all public bodies must have information manuals to assist any person wanting to access records of public bodies. In this regard, the Department is pleased to publish this Manual in the hope that the information contained herein will be of assistance and ensure that all requests for access to information are dealt with efficiently and effectively, and thereby promote the objectives and spirit of PAIA.

## 2. **DEFINITIONS**

In this manual any word or expression to which a meaning has been assigned in the Promotion of Access to Information Act, 2000, shall bear the meaning so assigned, and unless the context otherwise indicates -

**“Data subject”** means the person to whom personal information relates;

**“Department”** means the Department of Electricity and Energy and shall include any regional offices;

**“Electricity and Energy Related Legislation”** means the legislation listed in paragraph 4.2 of this Manual;

**“Guide”** means the guide on how to use PAIA by any person who wishes to exercise any right contemplated in PAIA and the Protection of Personal Information Act 04 of 2013, as contemplated in section 10 of PAIA;

**“information officer”** means the Director-General of the Department;

**“Information Regulator”** means the Information Regulator established in terms of section 39 of the Protection of Personal Information Act, 2013;

**“Manual”** means this manual compiled in terms of section 14 of the Act;

**“PAIA”** Promotion of Access to Information Act No. 2 of 2000;

**“Personal Information”** means information relating to an identifiable, living, natural person, including, but not limited to—

- a) information relating to the race, gender, sex, pregnancy, marital status, national, 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;
- b) information relating to the education or the medical, financial, criminal or employment history of the person;
- c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- d) the biometric information of the person;
- e) the personal opinions, views or preferences of the person;
- f) 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;
- g) the views or opinions of another individual about the person; and
- h) 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,

but excludes information about an individual who has been dead for more than 20 years;

**“personal requester”** means the person requesting access to a record containing personal information about the requester;

**“personnel”** means any person who works for, or provides services, to or on behalf of, the Department and receives or is entitled to receive any remuneration, including all permanent, temporary and part-time staff as well as contract workers;

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

**“record”** means any recorded information, regardless of form or medium, which is in the process or under the control of the Department, irrespective of whether it was created by the Department or not;

**“relevant authority”** means the Minister of Electricity and Energy;

**“request”** means a request for access to a record of the Department;

**“requester”** means any person (other than a public body contemplated in paragraph (a) or (b)(i) of the definition of ‘public body’ in PAIA, or an official thereof) making a request for access to a record of the Department and includes any person acting on behalf of that person or requester; and

**“SAHRC”** means the South African Human Rights Commission.

### 3. **INFORMATION REGULATOR’S GUIDE ON THE ACT**

The Regulator has, in terms of section 10(1) of PAIA, 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 purpose of the aforesaid Guide is to provide information that is needed by any person who wishes to exercise any right contemplated in **PAIA** and **POPIA**. This Guide will specifically assist a person, also called a data subject, on how to access his/her or its personal information in terms of section 23 of **POPIA**.

The guide is available in all official languages from the Information Regulator and from the Department. The contact details for the Information Regulator are as follows:

P.O. Box 31533  
BRAAMFONTEIN  
2017

Telephone: +27 80 001 7160

Website: [www.inforegulator.org.za](http://www.inforegulator.org.za)

Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

### 4. **ABOUT THE DEPARTMENT**

#### 4.1 **MANDATE, VISION AND MISSION OF THE DEPARTMENT**

##### **Mandate**

The Department is South Africa’s newest policy and delivery institution, created in 2024 to bring coherence, authority and urgency to the country’s most pressing energy priorities: securing reliable supply, driving affordability, advancing the just energy transition and anchoring industrialisation.

The Department’s singular mandate is clear: To stabilise the electricity system, lead the just energy transition, and anchor South Africa’s industrial renewal. It provides the institutional capacity and coherence to align policy, regulation, and delivery across the energy value chain under one authority. This aligns with the

Strategic Plan Impact Statement which commits to a secure, affordable, and sustainable energy system driving industrialisation and inclusive growth.

### **Vision**

The vision of the Department is to provide a sustainable, inclusive, and efficient energy system that ensures security, affordability, and reliability, driving transformation for all South Africans and laying the foundation for a globally competitive economy.

### **Mission**

The Department's mission is to ensure a stable, secure, and sustainable energy supply that supports economic growth, advances the just energy transition, and modernises infrastructure through effective regulation, transparent governance, and strategic partnerships at national, regional, and global levels.

## **4.2 LEGISLATION ADMINISTERED BY THE DEPARTMENT**

| <b>Legislation in chronological order</b>                                    |
|------------------------------------------------------------------------------|
| Abolition of the National Energy Council Act, 1991 (Act No. 95 of 1991)      |
| Nuclear Energy Act, 1993 (Act No. 131 of 1993)                               |
| Nuclear Energy Act, 1999 (Act No. 46 of 1999)                                |
| National Nuclear Regulator Act, 1999 (Act No. 47 of 1999)                    |
| Eskom Conversion Act, 2001 (Act No. 13 of 2001)                              |
| Gas Act, 2001 (Act No. 48 of 2001)                                           |
| Gas Regulator Levies Act, 2002 (Act No. 75 of 2002)                          |
| National Energy Regulator Act, 2004 (Act No. 40 of 2004)                     |
| Electricity Regulation Act, 2006 (Act No. 4 of 2006)                         |
| National Energy Act, 2008 (Act No. 34 of 2008)                               |
| National Radioactive Waste Disposal Institute Act, 2008 (Act No. 53 of 2008) |

| LEGISLATION                                                             | OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Abolition of the National Energy Council Act, 1991 (Act No. 95 of 1991) | The Act provided for the abolition of the National Energy Council; for the transfer of powers, assets, liabilities, rights, duties, obligations, and staff of the Council to the Minister of Mineral and Energy Affairs; and for matters incidental thereto. The council was abolished with effect from 1 April 1991 and all the assets, liabilities, rights, duties, and obligations of the council vested, with effect from 1 April 1991, in the Minister.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Nuclear Energy Act, 1993 (Act No. 131 of 1993)                          | It should be noted that the administration of the Nuclear Energy Act 131 of 1993 was assigned to the Minister of Mineral Resources and Energy by Proclamation No 48 published in Government Gazette No 42601 of 30 July 2019. The Act was repealed by the Nuclear Energy Act, 1999 but there are certain limited provisions that remained in operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Nuclear Energy Act, 1999 (Act No. 46 of 1999)                           | The Act provides for the establishment of the South African Nuclear Energy Corporation Limited, a public company wholly owned by the State (NECSA) and defines its functions and powers and its financial and operational accountability and provides for its governance and management by a board of directors and a chief executive officer. It further provides for responsibilities for the implementation and application of the Safeguards Agreement and any additional protocols entered into by the Republic and the International Atomic Energy Agency in support of the Nuclear Non-Proliferation Treaty acceded to by the Republic. It seeks to regulate the acquisition and possession of nuclear fuel, certain nuclear and related material and certain related equipment, as well as the importation and exportation of, and certain other acts and activities relating to, that fuel, material and equipment in order to comply with the international obligations of the Republic. It prescribes measures regarding the discarding of radioactive waste and the storage of irradiated nuclear fuel; and provides for incidental matters. |

| LEGISLATION                                               | OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Nuclear Regulator Act, 1999 (Act No. 47 of 1999) | The Act provides for the establishment of a National Nuclear Regulator in order to regulate nuclear activities, for its objects and functions, for the manner in which it is managed and for its staff matters. The Act also provides for safety standards and regulatory practices, for protection of persons, property, and the environment against nuclear damage, and provides for matters connected therewith. Section 48 provides that the Minister may delegate any power and assign any duty conferred or imposed upon the Minister in terms of the Act to the Director-General.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Eskom Conversion Act, 2001 (Act No. 13 of 2001)           | The Act provides for the conversion of Eskom into a public company having a share capital incorporated in terms of the Companies Act; and for matters connected therewith.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Gas Act, 2001 (Act No. 48 of 2001)                        | The Act provides for the orderly development of the piped gas industry. It established a national regulatory framework in relation thereto and establishes a National Gas Regulator as the custodian and enforcer of the national regulatory framework. It also provided for matters connected therewith. Section 15 of the National Energy Regulator Act 40 of 2004 repealed section 11(1) of the Gas Act. Section 5(3) of the National Energy Regulator Act provides that the Minister must designate one of the full-time members as the Chief Executive Officer of the Energy Regulator. The National Energy Regulator Act also amended the definition of 'Gas Regulator' in the Gas Act. The amendment provided that the 'Gas Regulator' means the National Energy Regulator established by section 3 of the National Energy Regulator Act, 2004. The National Energy Regulator Act also provides that the Energy Regulator must undertake, among others, the functions of the Gas Regulator as set out in section 4 of the Gas Act. |
| Gas Regulator Levies Act, 2002 (Act No. 75 of 2002)       | The Act provides for the imposition of levies by the National Gas Regulator (being the National Energy Regulator) and to provide for matters connected therewith.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| National Energy Regulator Act, 2004 (Act No. 40 of 2004)  | The Act establishes a single regulator, the National Energy Regulator of South Africa,( NERSA) to regulate the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| LEGISLATION                                          | OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2004)                                                | electricity, piped-gas and petroleum pipeline industries; and to provide for matters connected therewith. The memorandum on the objects explained that it established a single energy regulator for the electricity, piped-gas and petroleum pipeline industries, and repealed only those sections of the Electricity Act, the Gas Act and the Petroleum Pipelines Act that pertain to the establishment of the associated regulators or authorities. The Act also amended the Electricity Act, the Gas Act and the Petroleum Pipelines Act to redefine the associated regulators or authorities to mean the Energy Regulator established by the Act. Other sections of the Electricity Act, the Gas Act and the Petroleum Pipelines Act remain mostly unchanged.                                                                                                                                                                             |
| Electricity Regulation Act, 2006 (Act No. 4 of 2006) | The Act establishes a national regulatory framework for the electricity supply industry and makes the National Energy Regulator the custodian and enforcer of the national electricity regulatory framework. The Act provides for the National Energy Regulator to consider applications for licences and the issue of licences; for revocation and deregistration of licences; for additional electricity, new generation capacity and electricity infrastructure; and for the establishment, duties, powers and functions of the Transmission System Operator SOC Ltd and transitional measures It further provides for an open market platform that allows for competitive electricity trading and assigns the duties, powers and functions of the Transmission System Operator SOC Ltd to the National Transmission Company South Africa SOC Ltd. The Act has repealed the whole of the Electricity Act 41 of 1987 except for Section 5B. |
| National Energy Act, 2008 (Act No. 34 of 2008)       | The Act seeks to ensure that diverse energy resources are available, in sustainable quantities and at affordable prices, to the South African economy in support of economic growth and poverty alleviation, taking into account environmental management requirements and interactions amongst economic sectors. It provides for energy planning, increased generation and consumption of renewable energies, contingency energy supply, holding of strategic energy feedstocks and carriers, adequate investment in,                                                                                                                                                                                                                                                                                                                                                                                                                        |

| LEGISLATION                                                                  | OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                              | <p>appropriate upkeep and access to energy infrastructure. The Minister must develop and, on an annual basis, review and publish the Integrated Energy Plan in the <i>Gazette</i>. This section was recently brought into force on 1 April 2024. The Act provides measures for the furnishing of certain data and information regarding energy demand, supply, and generation. The Act establishes SANEDI as an institution to be responsible for promotion of efficient generation and consumption of energy and energy research. The Act provides for all matters connected herewith.</p> |
| National Radioactive Waste Disposal Institute Act, 2008 (Act No. 53 of 2008) | <p>The Act provides for the establishment of a National Radioactive Waste Disposal Institute in order to manage radioactive waste disposal on a national basis. The Act provides for the functions and for the manner in which the Institute is managed, it regulates the staff matters of the Institute and provides for matters connected therewith.</p>                                                                                                                                                                                                                                  |

### 4.3 ORGANISATIONAL STRUCTURE

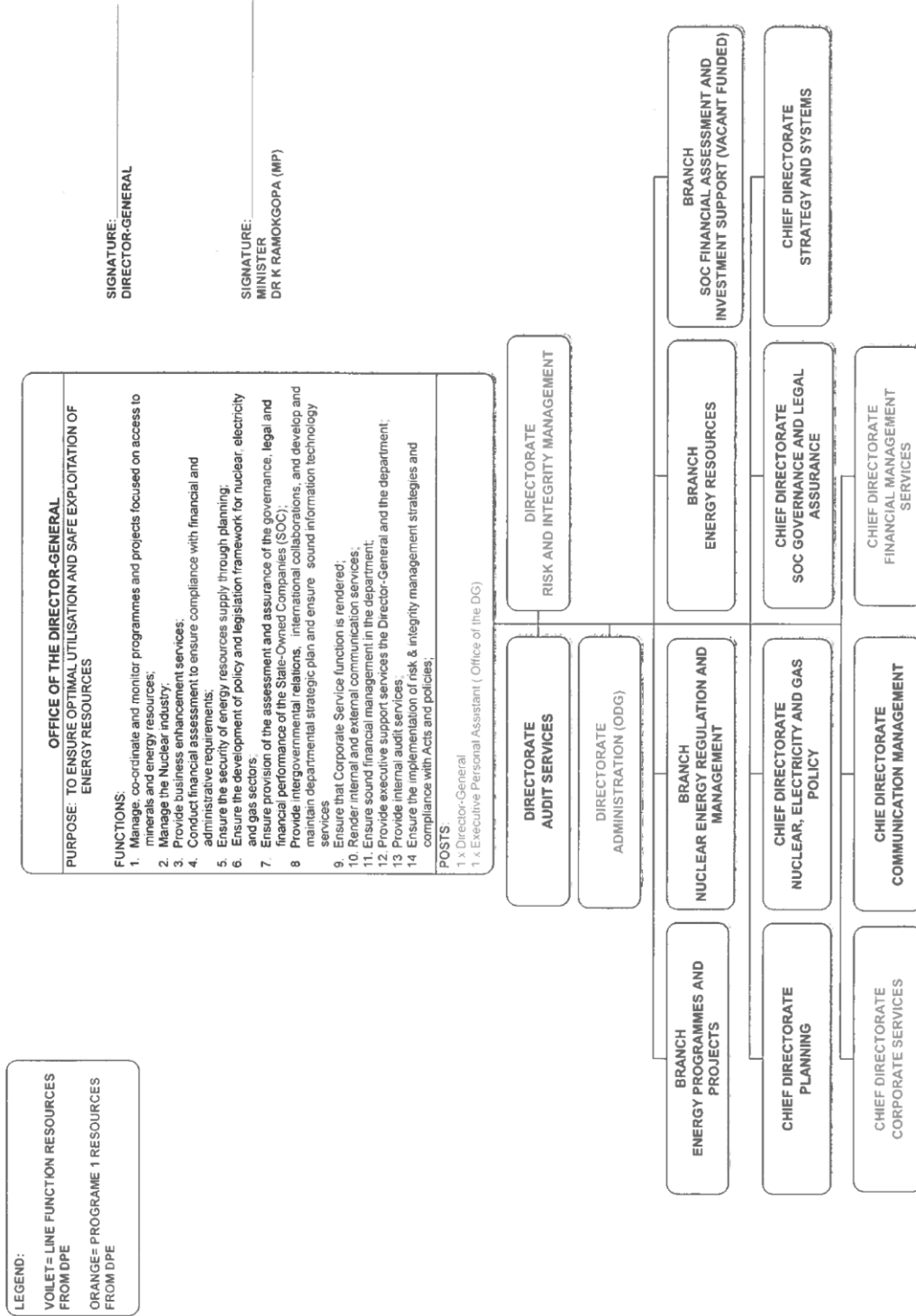
4.3.1 The Department consists of a national office that is situated in Gauteng Province.

4.3.2 The Department **comprises five core programmes aimed at:**

- Strategic leadership,
- Energy planning,
- Project management,
- Nuclear regulation, and
- Support of state-owned companies

4.3.3 The Department is operating on a start up structure and is in the process of approving a new organizational structure.

OVERHEAD ORGANISATIONAL STRUCTURE FOR THE DEPARTMENT OF ELECTRICITY AND ENERGY



5. **CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS**

5.1 Information Officer :

Mr Thabo Kekana  
Acting Director-General  
Private Bag X96  
PRETORIA  
0001

For Attention of the Director in the Office of the Director-General  
Ms Fezeka Sibeko  
Fezeka.Sibeko@dee.gov.za  
Telephone number: **+012 406 7415** or **082 887 7252**

5.2 **ALL** requests for access to records of the Department, and any internal appeal in terms of section 74 of PAIA, shall be submitted for the attention of the **Director: Legal Services** through any one of the following methods:

- (a) By post to-  
Department of Electricity and Energy  
Private Bag X96  
PRETORIA  
0001;
- (b) By hand delivery to-  
Department of Electricity and Energy:  
Head Office  
Matimba Building  
192 Visagie Street  
Pretoria  
0001 or,
- (c) By e-mail: [paia@dee.gov.za](mailto:paia@dee.gov.za)

### 5.3 Deputy Information Officers

The incumbents of the following posts have been designated as Deputy Information Officers in terms of section 17(1) of PAIA.

Ms Saandhri Naidoo  
**DIRECTOR: LEGAL SERVICES**  
Private Bag X96  
PRETORIA  
0001  
[Saandhri.Naidoo@dee.gov.za](mailto:Saandhri.Naidoo@dee.gov.za)

Mr Edzisani Ndou  
**ACTING CHIEF DIRECTOR: CORPORATE SERVICES**  
Private Bag X96  
PRETORIA  
0001  
[Edzisani.Ndou@dee.gov.za](mailto:Edzisani.Ndou@dee.gov.za)

Mr Thabo Kekana  
**DDG: ENERGY PROGRAMMES AND PROJECTS**  
Private Bag X96  
PRETORIA  
0001  
[Thabo.Kekana@dee.gov.za](mailto:Thabo.Kekana@dee.gov.za)

Dr Kubeshnie Bhugwandin  
**DDG: ENERGY PLANNING AND POLICY DEVELOPMENT**  
Private Bag X96  
PRETORIA  
0001  
[Kubeshnie.Bhugwandin@dee.gov.za](mailto:Kubeshnie.Bhugwandin@dee.gov.za)

Mr Zizamele Mbambo  
**DDG: NUCLEAR ENERGY REGULATION AND MANAGEMENT**  
Private Bag X96  
PRETORIA  
0001  
[Zizamele.Mbambo@dee.gov.za](mailto:Zizamele.Mbambo@dee.gov.za)

**VACANT**  
**CHIEF FINANCIAL OFFICER**

Private Bag X96  
PRETORIA  
0001

Mr Khanyiso Zihlangu

**PROJECT OFFICER**

Independent Power Producer Programme Office  
Bylsbridge Office Park, Building 9,  
Cnr Jean and Olievenhoutbosch Ave,  
CENTURION  
khanyiso.zihlangu@ipp-projects.co.za

Mr Mothusi Shuping

**DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT**

Private Bag X96  
PRETORIA  
0001  
Mothusi.Shuping@dee.gov.za

## **6. SUBJECT AND CATEGORIES INFORMATION HELD BY THE DEPARTMENT**

Below is a list of subjects on which the Department holds records and categories of records held under each subject. The list is not exhaustive and may be amended from time to time. The records held under the various subjects are not automatically available and access to the records is subject to the nature of the information contained in the record.

### **6.1 Statutory and Regulatory Framework**

- Electricity and Energy Policies
- Electricity and Energy legislation
- Regulations issued in terms of Electricity and Energy Legislation;
- Bills
- Green papers and white papers
- Other legislations and regulations

### **6.2 Organisation and Control**

- Organisation Development
- Establishment of new sections and offices
  
- Internal Policies
- Functions
- Delegations of authority
- Planning
  - Strategic Plans
  - Annual Performance Plans
  - Annual Operational Plans
  - Business Plans
- Security Management
- Programmes and Projects
- Monitoring and Evaluation
- Strategy and Risk Management
- Risk Register
  - Risk Management Committee Charter
  - Risk Management Committee Minutes
  - Risk Management Policy
  - Risk Management Strategy
  - Risk Management Implementation Plan
  - Risk Assessment and Identification Methodology
  - Risk Management Framework
  - Risk Management Committee Members Appointment Letters
  - Risk Management Standard Operation Procedures
  - Risk Assessment Handbook
  - Departmental Code of Conduct
  - Fraud Prevention Plan/Strategy
  - Fraud Implementation Plan
  - Fraud Prevention Policy
  - Whistle Blowing Policy
  
- Audit Services and Audit Controls
- Internal Meetings
- Performance Reporting

### 6.3 Human Resource Management

- Human Resource Management Controls and Procedures
- Human Resource Management Policies
- Organisational Development and Change Management
- Job Evaluation
- Job Profiles/Description
- Workstudy Investigations
- Operating Procedures
- Departmental Form Design

- Staff Establishment
- Operation Management
- Human Resource Administration and Practices
  - Personnel Provisioning, including advertisements, appointments, secondments and transfers
- Conditions of Service
- Termination of Service
- Performance Management
- Employment Relations/ Labour Relations
- Human Resources Development
- Human Resources Planning
- Employee Wellness Programme
- Occupational Health and Safety
- Employment Equity

#### 6.4 Financial Management

- Financial Planning and Management Accounting Policies
- Income and Expenditure
- MTEF, AENE, and ENE allocations
- In year Monitoring reports and budget and expenditure control reports
- Petty Cash
- Banking Arrangements
- Funds to Government and Semi-Government Institutions

#### 6.5 Supply Chain Management

- Demand and Acquisition
- Tender Administration
- Logistics Management
- Asset Management
- Contract Management

#### 6.6 Facilities Management

- Facilities Management Policies
- Office Accommodation
- Cleaning Services
- Procurement and Contracting
- Pest Control

#### 6.7 Travel and Transport Management

- Transport Policies

- Travel Management

## 6.8 Information Services

- Information Communication Technology
- Knowledge Management
- Records Management
- PAIA
- POPIA
- ICT Plans, Policies and Procedures

## 6.9 Communications

- Communications Policies
- Editorial and Publication Services
- Liaison and Support Services
- Branding
- Marketing
- Media releases, interviews, monitoring and reports
- Press clippings
- Speeches
- Library Services

## 6.10 Legal Services

- Legal Advice and Opinions
- Electricity and Energy Laws: Drafting and Amendments
- Litigation
- Contracts and International Agreements
- Appeals
- Claims

## 6.11 Attending and Hosting Gatherings

## 6.12 International Coordination

- International Coordination Policy, Guidelines, SOPS and Frameworks
- Strategic Plan
- Multilateral Engagements
- Bilateral Cooperation
- Passport and VISA services

## 6.13 Office of the DG

- Management Matters

- Tabling
- Oversees Trips
- Departmental Affairs
- Parliamentary Affairs
- Speeches
- SOPS
- Assurance and Risk Committees

#### 6.14 Energy Programmes and Projects

- Integrated National Electrification Programme
- Clean Energy
- Hydrocarbon Operations
- Community Programmes

#### 6.15 Nuclear Management and Regulation

- Nuclear Energy Policy
- Nuclear Safety, Liabilities and Emergency Management
- Nuclear Technology
- Nuclear Non-Proliferation
- Radiation Technology
- Nuclear Enforcement and Compliance
- Nuclear and Radiation Security

#### 6.16 Energy Resources

- Energy Sector Oversight

#### 6.17 SOC Financial Assessment and Investment Support

- Financial Analysis
- Consolidated Reports
- Financial Investment Support
- Funding to Public Entities
- Rating Agencies
- Foreign Borrowing
- Government Guarantees
- PFMA Applications Section 54

#### 6.18 Energy Planning

- Energy Planning
- Energy Economics
- Research and Modelling

- Project Oversight
- Just Energy Transition

#### 6.19 Nuclear Electricity and Gas Policy

- Electricity Policy
- Electricity Supply Policy
- Gas Policy
- Nuclear Policy

#### 6.20 SOC Governance and Legal Assurance

- SOC Governance Oversight
- SOC Legal Oversight

### **7. VOLUNTARY DISCLOSURES AND INFORMATION AUTOMATICALLY AVAILABLE**

7.1 In terms of section 14(1)(e) of the Act, the Department has the following categories of the records that are automatically available for copying and inspection without a person having to request access in terms of PAIA:

- (a) Acts, Bills and Regulations published by the Department;
- (b) published policies and guidelines;
- (c) application forms;
- (d) contact directory;
- (e) e-publications
- (f) published booklets and brochures
- (g) published marketing material, including departmental marketing brochures
- (h) published newsletters
- (i) published posters and pamphlets
- (j) published reports
- (k) strategic plans;
- (l) annual performance plans;
- (m) annual reports;
- (n) budget speeches;
- (o) vacancy circulars;
- (p) collective bargaining agreements;
- (q) Research in the Public Domain

#### **7.2 Available Free of charge in terms of Section 15(1) (a) (iii):**

- 7.2.1 The Department's website at [www.dee.gov.za](http://www.dee.gov.za) contains most of the information indicated in paragraph 7.1 above, which is directly accessible from the internet. Please refer to and use the website before submitting requests as it would be an easier way of accessing departmental records. You may also contact the Department to determine if information requiring access is automatically available or if the access to information procedure should be followed to acquire access to such documents.
- 7.2.2 The other automatically available information that is not posted on the Department's website may be requested from the Department without submitting a request in terms of PAIA. No request form for access in terms of PAIA has to be completed for records automatically available in terms of this section. However a fee for copying may be levied, where applicable.

## **8. PROCEDURE FOR REQUESTING ACCESS TO RECORDS**

- 8.1 All requests for access to records in terms of PAIA must be submitted by completing **Form 2 in Annexure A** and forwarding it to the Director: Legal Services by post, email or hand delivery as set out in paragraph 5.2 above. Any person requiring assistance with the completion of the Form 2, may contact the Director: Legal Services telephonically on 012 4067513.
- 8.2 Unless the request is made by a personal requester or a person claiming an exemption, the request fee of R100.00 must be paid to the cashier at Head Office or into the bank account of the Department and proof thereof must be submitted to the Department. To claim a fee exemption granted by the Minister in terms of section 22(8) of PAIA, please complete Part E of Form 2.
- 8.3 The Department's banking details are as follows:
- Bank: ABSA  
Branch Code: 632005  
Account Name: Department of Electricity and Energy  
Account Number: 4118557612  
Reference Number: PAIA Surname and initials of the Requester
- 8.3 Once a complete request is received, the Director: Legal Services will submit the request to the relevant Deputy Information Officer for decision within the prescribed time period. A decision shall be taken within 30 days of receipt of a complete request, however this period may be extended for a further period of 30 days by the Deputy Information Officer in certain circumstances.
- 8.4 If access is granted to records of the Department, the requester will be notified and required to pay the prescribed access fees as set out in **Annexure C** before access is granted. If access is requested in a particular form, then the requester shall, subject to section 28 of PAIA, be given access in that form unless

doing so would interfere unreasonably with the effective administration of the Department, damage the record, or infringe the copyright not owned by the state or Department.

- 8.5 If the request has been refused, the requester will be notified thereof together with reasons for the decision.

## **9. RIGHT TO INTERNAL APPEAL OR APPLICATION TO COURT FOR RELIEF**

- 9.1 If a request for access to a record of the Department has been refused for whatever reason, the requester has a right to make an internal appeal to the relevant authority, who is Minister of Electricity and Energy, by completing the form 4 in **Annexure B** and submitting same to the Director: Legal Services in a manner set out in paragraph 5.2. A third party may lodge an internal appeal with the relevant authority against a decision of the information officer to grant a request for access. The following are other grounds upon which a requester may lodge an internal appeal with the Minister of Electricity and Energy, against a decision taken by the information officer:
- When the requester is not satisfied with the fees that are required to be paid in respect of the request.
  - When the requester is not satisfied with the extension of the period to deal with request.
  - If the form of access in which the records are provided are not in line with the particular form in which the requester preferred.
- 9.2 The internal appeal must be lodged within 60 days; or if notice to a third party is required by section 49(1)(b), within 30 days after notice is given to the third party of the decision appealed against. However the Minister of Electricity and Energy may allow the late appeal upon good cause shown.
- 9.3 Where a requester has been unsuccessful in an internal appeal to the Minister of Electricity and Energy, the requester may within 180 days lodge a complaint with the Information Regulator in accordance with Chapter 1A of PAIA as set out in paragraph 10 below, or apply to court in terms of section 78 of PAIA for appropriate relief.

## **10 COMPLAINTS TO THE INFORMATION REGULATOR**

- 10.1 A requester or third party may only submit a complaint to the Regulator in accordance with Chapter 1A of PAIA after that requester or third party has exhausted the internal appeal procedure against a decision of the Information Officer.

- 10.2 A complaint to the Regulator must be made in writing and a complaint form must be completed, either manually or online. A complaint form can be downloaded from the Regulator's website at [www.inforegulator.org.za](http://www.inforegulator.org.za)

## **11. ARRANGEMENTS FOR PUBLIC PARTICIPATION IN POLICY FORMULATION AS CONTEMPLATED IN SECTION 14(1)(b) OF PAIA**

- 11.1 The Department may, from time to time, solicit public comments on draft legislation, (Bills and Regulations) and other issues and the public are invited to provide their comments and input when these opportunities arise.
- 11.2 The Department is part of the executive arm of government. Although these may be no specific structures in place for public participation in policy formulation, members of the public can indirectly influence policy formulation by-
- (a) participating in national elections;
  - (b) communicating with their elected representatives;
  - (c) involving themselves in the legislative and other public participatory processes of South Africa Parliament and its committee;
  - (d) attending sessions of the Parliament; and
  - (e) the media accessing the Parliament and its committees.

## **12. INFORMATION CONCERNING THE PROTECTION OF PERSONAL INFORMATION AS CONTEMPLATED IN SECTION 14(1)(c) OF PAIA**

- 12.1 The Department processes personal information of the data subjects identified in paragraph 12.2 for the purposes set out in paragraph 12.3.
- 12.2 **Description of the categories of Data Subjects and of the information or categories of information relating thereto**

| <b>Categories of Data Subjects</b>      | <b>Personal Information that may be Processed</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employees and for applicants employment | Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives ( family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well- |

| Categories of Data Subjects                                                                                                                                                                               | Personal Information that may be Processed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                           | being, disability, religion, conscience, belief, culture, language, biometric information of the person, Employment history and references, Banking and financial details, Details of payments to third parties (deductions from salary), employment contracts, medical aid records, Pension Fund records, remuneration/salary records, performance appraisals, Disciplinary records, Leave records, Training records, and vehicle type and registration number                                                                                                                                                                                                                   |
| Bidders, Vendors, Suppliers and Service Providers                                                                                                                                                         | Identity and/or company information and directors' information, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number; online identifiers, financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, information related to tax status and broad-based black economic empowerment status, age, race, gender, disability, ethnic origin, colour, marital status, language, education, CVs, and other information not specified but reasonably required to be processed for business operations |
| Persons making application in terms of the PAIA and PoPIA                                                                                                                                                 | Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); and registration number                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Persons making application in terms of Electricity and Energy Related legislation including information and data collected from such persons in terms of such legislation administered by the Department. | Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, broad-based black economic empowerment and Charter information, and other information not specified but reasonably required to be processed in terms of Electricity and Energy Related legislation                                                                                             |

| Categories of Data Subjects                                                                                                                                                  | Personal Information that may be Processed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicants for and Holders of nuclear authorisations, permits or other approvals under the Nuclear Energy Act 46 of 1999 and recommendations on patents in terms of this Act | Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, information of their clients and/or service providers reasonably required to be processed in terms of Nuclear Related legislation and International Obligations                                        |
| Registering companies, registering Municipalities and registering member of the public on the Carbon Offsets Administration System (COAS)                                    | Organisation/Municipality details, including Name, Income Tax Reference Number, Company Registration Number, VAT Number, Building Details, Street Address, Office Telephone Number, Company Registration Certificate, Tax Clearance Certificate, Proof of Address, ID document (of person registering the organisation/municipality) and personal details during the registration to register them as the first user of the Organisation: Title, First and last Name, ID Number, Job Title, Email Address (used as username on the COAS), Mobile Contact Number and other Contact Number. |

### 12.3 Purposes of processing information and the recipients or categories of recipients to whom the personal information may be supplied

- (a) For employees and applicants for employment:
- (i) Verification and evaluation of applicant's information during recruitment process including considerations of employment equity.
  - (ii) Verification of employee's doing business with the State.
  - (iii) General matters relating to employees such as:
    - General benefits
    - Pension
    - Medical aid
    - Payroll
    - Disciplinary action
    - Grievances
    - Leave management
    - Performance management
    - Training and bursaries
    - Travel and Subsistence Claims

- Security Clearance.
- (iv) Provision of work tools and state assets (including telephone lines, cellular phones, printers, computers and laptops) as well as to allow access to online Departmental electronic systems.
- (v) Approval of Remunerative work outside the Public Service.
- (vi) Disclosure of Designated Employees Interests in terms of regulation 18 of the Public Service Regulations, 2016 as amended
- (vii) Declaration of gifts and hospitality
- (viii) Any other reasonably required purpose relating to the employment or possible employment relationship.

| Category of personal information                                                         | Recipients or Categories of Recipients                                                      |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Identity number and names, marital status for criminal checks and pension administration | South African Police Services, State Security Agency and Government Employee's Pension Fund |
| Qualifications, for qualification verifications and audits                               | South African Qualifications Authority or verification bodies                               |
| Credit and payment history, for credit information                                       | Credit Bureaus and other verification bodies, SARS                                          |

(b) For Bidders, Vendors, Suppliers and Service Providers:

- (i) Verifying information and performing reference and other prescribed checks.
- (ii) Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties.
- (iii) Payment of invoices.
- (iv) Complying with the Department's regulatory and other obligations.
- (v) Any other reasonably required purpose relating to the Department's business.

| Category of personal information                                                                                                                                                       | Recipients or Categories of Recipients                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identity and/or company information and directors' information, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); | The Department may supply the personal information of the data subject to the employees of the Department, as part of carrying out its responsibilities in relation to the procurement processes and the provision of procured services and to the |

| Category of personal information                                                                                                                                                                                                                                                                                                                                       | Recipients or Categories of Recipients                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| registration number; financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, information related to tax status and broad-based black economic empowerment status, and other information not specified but reasonably required to be processed for business operations | <p>Auditor-General in relation to audit and oversight.</p> <p>South African Revenue Services and National Treasury</p> <p>Competition Commission in the event of any restrictive bidding practices</p> <p>Information is captured on Central Supplier Database, LOGIS, BAS</p> |

(c) For persons making application in terms of the PAIA and PoPIA

Information will be used for processing such requests in accordance with the relevant Act. Third Parties will be notified as required under PAIA and PoPIA; and for reporting and responding to the Information Regulator in accordance with these Acts.

(d) Persons making application in terms of Electricity and Energy Related legislation, including information and data collected from such persons in terms of such legislation administered by the Department

- (i) Verifying and evaluating information to fulfil its statutory obligations under the relevant legislation.
- (ii) Allowing interested and affected parties to access information of applicants for the purposes of objecting or making representations.
- (iii) Complying with the Department's regulatory and other obligations.
- (iv) Monitoring and enforcing legislation as per statutory obligations.
- (v) Monitoring and enforcing conditions imposed.
- (vi) Any other reasonably required purpose relating to the Department's business.

| Category of personal information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Recipients or Categories of Recipients                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, broad-based black economic empowerment and Charter information, and other information not specified but reasonably required to be processed in terms of Electricity and Energy Related legislation | The Department may supply the personal information of the data subject to the employees of the Department, to fulfil its responsibilities as required under the applicable legislation. |
| Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number;                                                                                                                                                                                                                                                                                                                                                             | South African Police Services in the event of non-compliance and statutory offences                                                                                                     |
| Broad-based black economic empowerment and Charter information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Verification bodies and Service Providers for purposes of audits                                                                                                                        |
| Financial and tax information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | South African Revenue Services                                                                                                                                                          |

- (e) Persons making application for and Holders of nuclear authorisations, permits or other approvals under the Nuclear Energy Act 46 of 1999 and recommendations on patents in terms of this Act
- (i) Verifying and evaluating information to fulfil its statutory obligations under the relevant legislation, including International Obligations
  - (ii) Complying with the Department's regulatory and other obligations.
  - (iii) Monitoring and enforcing legislation as per statutory obligations.

- (iv) Monitoring and enforcing conditions imposed.
- (v) Any other reasonably required purpose relating to the Department's business.

| Category of personal information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Recipients or Categories of Recipients                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identity and/or company information and directors' information, shareholders, names of contact persons; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets, Banking and financial information, Information about products or services, , information of their clients and/or service providers reasonably required to be processed in terms of Nuclear Related legislation and International Obligations | <p>The Department may supply the personal information of the data subject to the employees of the Department, to fulfil its responsibilities as required under the applicable legislation including the South African Council for the Nonproliferation of Weapons of Mass Destruction and the Registrar of Patents</p> <p>Auditor-General, Verification bodies and Service Providers for purposes of inspections and audits</p> <p>International Bodies including the International Atomic Energy Agency (IAEA) in accordance with International Obligations under International Law.</p> <p>South African Police Services in the event of non-compliance and statutory offences</p> |

(f) Organisations, Municipalities and persons registering on the COAS

- (i) The Carbon Offset Administrator functions reside within the Department, as per part VI of the Carbon Offset Regulations issued under the Carbon Tax Act, 2019 (Act No. 15 of 2019). Applications to the Department are made for registration of a new organisation on the Carbon Offset Administration System.
- (ii) The Department processes information to fulfil these functions, including granting of an Extended Letter of Approval, listing of carbon offsets, overseeing listing procedures in South Africa, transfer of ownership of the listed offsets and the retirement of offsets to gain a retirement certificate by a carbon taxpayer that can be provided to the South African Revenue Service (SARS) to reduce the carbon tax liability.
- (iii) The COAS system is the electronic system that is required in terms of Part V of the Carbon Offset Regulations. In order to utilise the

carbon credits in the South African carbon tax system and to be listed in the COAS, offset projects will have to comply with a set of eligibility criteria access.

| Category of personal information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Recipients or Categories of Recipients                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Organisation/Municipality details, including Name, Income Tax Reference Number, Company Registration Number, VAT Number, Building Details, Street Address, Office Telephone Number, Company Registration Certificate, Tax Clearance Certificate, Proof of Address, ID document (of person registering the organisation/municipality) and personal details during the registration to register them as the first user of the Organisation: Title, First and last Name, ID Number, Job Title, Email Address (used as username on the COAS), Mobile Contact Number and other Contact Number.</p> | <p>The Department may supply the personal information of the data subject to the employees of the Department, the National Treasury, the Department of Forestry, Fisheries and the Environment to fulfil its responsibilities as required under the applicable legislation</p> <p>Auditor-General, Verification bodies and Service Providers for purposes of inspections and audits</p> <p>International Bodies in accordance with International Obligations under International Law.</p> <p>South African Police Services in the event of non-compliance or statutory or other offences.</p> |

#### **12.4 Recipients or categories of recipients to whom the personal information may also be supplied**

The Department may also supply the personal information of data subjects to -

- (a) any person entitled to access in terms of legislation;
- (b) any regulatory authority or tribunal, in respect of any matter or part thereof, that falls under their jurisdiction;
- (c) law enforcement agencies, such as the National Prosecuting Authority or
- (d) South African Police Service, for criminal investigation; and
- (e) to Courts, in respect of any matter taken on judicial review.

### Electronic systems on which personal information is captured:

|    |                                            |                                                                |
|----|--------------------------------------------|----------------------------------------------------------------|
| 1. | Carbon Offset Administration System (COAS) | Carbon Offsets Administrator and Designated National Authority |
| 2  | Sharepoint (Authorisations and Patents)    | Nuclear Non Proliferation component                            |

### 12.5 Planned transborder flows of personal information

The Department does not envisage the transborder flow of personal information except if such information is necessary for purposes of fulfilling international obligations. In such event, the Department shall ensure that-

- (a) the recipient country can offer a reasonable level of protection which is substantially similar to the POPIA; or
- (b) the data subject consents to the transfer of their personal information.

### 12.6 Information Security Measures

The Department shall put in place security protocols to safeguard personal information from being accessed unlawfully and the following mechanisms will be enhanced-

- (a) ensuring that the correct classification of information is captured as employee data will need to be classified as 'personal information' or 'special personal information';
- (b) ensuring that security protocols are enhanced to guard against unauthorised access to information by implementing computer and network security measures such as passwords, implementing firewalls, malware protection, ensuring data protection through data encryption and redaction of personal information, securing laptops and computers through passwords or biometric measures, and securing the Virtual Private Network (VPN);
- (c) protocols on notifying employees or other persons when their personal information is compromised or when there is a privacy breach will be institutionalized; and
- (d) ensuring that stricter security protocols are adopted to restrict access by third parties to the office environment, computer network, system, application software, data or another resource.

### 13. SERVICES PROVIDED BY THE DEPARTMENT

- 13.1 The Department's mission is to ensure a stable, secure, and sustainable energy supply that supports economic growth, advances the just energy transition, and modernises infrastructure through effective regulation, transparent governance, and strategic partnerships at national, regional, and global levels.
- 13.2 All Legislation and policy is published on the Department's website at [www.dee.gov.za](http://www.dee.gov.za)
- 13.3 Persons making application for nuclear authorisations, permits or other approvals under the Nuclear Energy Act 46 of 1999 or requiring recommendations on patents in terms of this Act, may contact the Department:
- 13.3.1. for queries related to nuclear authorisations application process, form requests, and submission of completed applications, by email to [nuclearauthorization@dee.gov.za](mailto:nuclearauthorization@dee.gov.za)
- 13.3.2. for Patents related queries and completed applications, via email to [patents@dee.gov.za](mailto:patents@dee.gov.za)
- 13.3.3. Applicants can also contact the patents/authorising officers on +27 12 406 7781 / 7736 or through mobile at 082 797 9639 / 082 613 8358. The forms and guidelines are also available on the Departmental website.
- 13.4 The Carbon Offset Administrator functions reside within the Department of Electricity and Energy, as per part VI of the Carbon Offset Regulations issued under the Carbon Tax Act, 2019. Applications to the Department are made for registration of a new organisation on the Carbon Offset Administration System. An organisation can be either a private company or state-owned entity (both of which register under "Organisation") or a municipality (which registers under "Municipality"). Beyond the registration process, all procedures for "Municipalities" and "Organisations" are identical.

These functions include the granting of an Extended Letter of Approval, listing of credits in the South African Ownership Repository, overseeing listing procedures in South Africa, transferring of ownership of the listed offsets and the retirement of offsets to gain a retirement certificate by a carbon taxpayer that can be provided to the South African Revenue Service (SARS) to reduce the carbon tax liability. The COAS can be accessed on the Department's website at [www.dee.gov.za](http://www.dee.gov.za).

**14     UPDATING AND AVAILABILITY OF THIS MANUAL AS CONTEMPLATED IN  
SECTION 14(2) OF THE ACT.**

Section 14(2) of the Act determines that this Manual must, if necessary, be updated and published at intervals of not more than one year.

The Manual shall be published on the Department's official website, [www.dee.gov.za](http://www.dee.gov.za) and shall be available at the Department's Head Office. We will endeavor to translate the Manual in all official languages.

The request form and appeal forms at Annexures A and B are available in all official languages from the Information Regulator. The contact details for the Information Regulator are set out in paragraph 3 above.

**APPROVED BY THE INFORMATION OFFICER  
DEPARTMENT OF ELECTRICITY AND ENERGY**

## **ANNEXURE A**

***Request Form 2  
(attached)***

**ANNEXURE B**

***NOTICE OF INTERNAL APPEAL***  
***(attached)***

## ANNEXURE C

### Fees in respect of public bodies

| Item | Description                                                                                                                                                          | Amount                                                                    |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1    | The request fee payable by every requester                                                                                                                           | R100.00                                                                   |
| 2    | Photocopy of A4-size page                                                                                                                                            | R1.50 per page or part thereof.                                           |
| 3    | Printed copy of A4-size page                                                                                                                                         | R1.50 per page or part thereof.                                           |
| 4    | For a copy in a computer-readable form on:                                                                                                                           |                                                                           |
|      | (i) Flash drive (to be provided by requestor)<br>(ii) Compact disc                                                                                                   | R40.00                                                                    |
|      | • If provided by requestor                                                                                                                                           | R40.00                                                                    |
|      | • If provided to the requestor                                                                                                                                       | R60.00                                                                    |
| 5    | For a transcription of visual images per A4-size page                                                                                                                | Service to be outsourced. Will depend on quotation from Service provider. |
| 6    | Copy of visual images                                                                                                                                                |                                                                           |
| 7    | Transcription of an audio record, per A4-size page                                                                                                                   | R24.00                                                                    |
| 8    | Copy of an audio record on:                                                                                                                                          |                                                                           |
|      | (i) Flash drive (to be provided by requestor)<br>(ii) Compact disc                                                                                                   | R40.00                                                                    |
|      | • If provided by requestor                                                                                                                                           | R40.00                                                                    |
|      | • If provided to the requestor                                                                                                                                       | R60.00                                                                    |
| 9    | To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | R100.00                                                                   |
|      | To not exceed a total cost of                                                                                                                                        | R300.00                                                                   |
| 10   | Deposit: If search exceeds 6 hours                                                                                                                                   | One third of amount per request calculated in terms of items 2 to 8.      |
| 11   | Postage, e-mail or any other electronic transfer                                                                                                                     | Actual expense, if any.                                                   |