

Manual prepared in accordance with Section 51 of The Promotion of Access to Information Act, 2000 ("The Act") for Bright Light Solar VCC Limited ("BLS").

1. Introduction

The purpose of this document is to provide information to those who wish to request records in terms of the Act. The Act is applicable to the offices detailed below within South Africa (SA).

2. Postal and other addresses

2.1. Johannesburg

2.1.1. Postal address

Block 3, Northdowns Office Park

17 Georgian Crescent West

Bryanston

2.1.2. Street address

Block 3, Northdowns Office Park

17 Georgian Crescent West

Bryanston

2.1.3. Telephone number +27 10 020 8200

2.1.4. Electronic mail address - info@brightlightvcc.co.za

2.1.5. Website – www.brightlightvcc.co.za

3. The Guide to be published by the South African Human Rights Commission

3.1. In terms of Section 10 of the Act, of the South Africa Human Rights Commission, all SA firms are obliged to publish a Guide on how to use the Act in respect of their operations within SA.

3.2. This guide can be found at www.sahrc.org.za. Queries can be directed to –

The South African Human Rights Commission

Physical address3 Braampark Forum

33 Hoofd Street

Braamfontein

2017

3.2.2. Telephone011 877 3600

3.2.3. Website sahrc.org.za

4. Disclosure in terms of Section 52 of the South African Promotion of Access to Information Act

No records are available in terms of section 52 of the Act.

5. Information / documents held in terms of other South African legislation

- 5.1. The following are some of the South African statutes in terms of which records are held by Bright Light Solar VCC Limited within SA. This is not an exhaustive list and it must be pointed out that these records are not necessarily available to requestors in terms of the Act.
 - 5.1.1. Companies Act, 2008
 - 5.1.2. Income Tax Act, 1962
 - 5.1.3. Value-Added Tax Act, 1991
 - 5.1.4. Unemployment Insurance Act, 2001
 - 5.1.5. Basic Conditions of Employment Act, 1997
 - 5.1.6. Employment Equity Act, 1998
 - 5.1.7. Insolvency Act, 1936
 - 5.1.8. Occupational Health and Safety Act, 1993
 - 5.1.9. Skills Development Act, 1998
 - 5.1.10. Financial Intelligence Centre Act, 2001
 - 5.1.11. Pension Funds Act, 1956

6. Records held by BLS

- 6.1. Records relating to services performed for investors. These include correspondence, investor information and financial information
- 6.2. Records relating to the incorporation of shareholders and directors of BLS
- 6.3. Records relating to employees and ex-employees. These include policies and procedures, details of employment, employee files and remuneration data.
- 6.4. Financial and administrative records and policies relating to BLS's activities
- 6.5. Intellectual property of BLS.
- 6.6. Insurance records, including professional indemnity insurance in respect of BLS, group life assurance and disability income protection insurance.
- 6.7. Information technology, including computer software, support and maintenance agreements.

Note: These records are not necessarily available to requestors in terms of the Act.

7. Contact persons

- 7.1. A request for access to records held by BLS must be made by completing the prescribed request form and by delivering, posting, or submitting it to any of the addresses referred to in paragraph 2. above.
- 7.2. Please note that the prescribed access fee and request fee will be charged.

7.3. Copies of the request form as well as the details of the fees to be charged can be obtained at the website of the South African Human Rights Commission (www.sahrc.org.za) or that of the Department of Justice and Constitutional Development (www.doj.gov.za), it is also attached hereto.

7.4. For further information, please contact, Ms Leanne Van Eeden at the above addresses.

8. Copies of this manual

8.1. Further copies of this manual can be obtained or inspected at BLS's offices at the addresses listed in 2.1 above.

8.2. This manual, or updated versions thereof, can also be found on BLS's website at www.brightlightvcc.co.za