

GEELY AUTO SOUTH AFRICA (PTY) LTD (“THE COMPANY” / “GEELY”)**PAIA Manual**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act (Act No. 2 of 2000) as amended.

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LIST OF ACRONYMS AND ABBREVIATIONS

1. The below shall have the below meaning
 - 1.1. “CEO” Chief Executive Officer
 - 1.2. “DIO” Deputy Information Officer;
 - 1.3. “IO” Information Officer;
 - 1.4. “Minister” Minister of Justice and Correctional Services;
 - 1.5. “PAIA” Promotion of Access to Information Act No. 2 of 2000 (as Amended;
 - 1.6. POPIA” Protection of Personal Information Act No.4 of 2013;
 - 1.7. “Regulator” Information Regulator; and
 - 1.8. “Republic” Republic of South Africa

PURPOSE OF PAIA MANUAL

2. This manual is published in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 (“PAIA”), as amended, and the Protection of Personal Information Act 4 of 2013 (“POPIA”).
 - 2.1. The purpose of this manual is to outline the process for requesting access to information held by the Company, and to describe the categories of records held and how personal information is processed. It is useful to the public to -
 - 2.2. check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
 - 2.3. have a sufficient understanding of how to make a request for access to a record of the Company, by providing a description of the subjects on which the Company holds records and the categories of records held on each subject;
 - 2.4. know the description of the records of the Company which are available in accordance with any other legislation;
 - 2.5. access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

- 2.6. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7. know if the Company will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.9. know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.10. know if the Company has planned 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
- 2.11. know whether the Company has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF GEELY AUTO

3. Chief Information Officer Contact Details

Name: Mr Yao, Shuhe

Tel: 0763573054

Email: Shuhe.Yao@geely.com

4. Head Office

4.1. Physical Address: 42 Saturn Crescent, Linbro Business Park, Linbro Park. 2190

5. Access to information

5.1. Email: Moses.Olwethu@geely.com

PAIA GUIDE (SECTION 10)

- 6. The 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.

7. The Guide is available in each of the official languages and in braille.
8. The aforesaid Guide contains the description of, inter alia, the objects of PAIA and POPIA.
9. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-
 - 9.1.1. upon request to the Information Officer;
 - 9.1.2. from the website of the Regulator

<https://www.justice.gov.za/inforeg/>

<https://www.inforegulator.org.za>

Email: enquiries@inforegulator.org.za

Telephone: 010 023 5207

CATEGORIES OF RECORDS AVAILABLE WITHOUT REQUEST

10. The below records are available on our website without request

- Company brochure
- Vehicle model specifications
- Product catalogues
- Press releases,
- Corporate social responsibility reports,
- Privacy Statement and Terms of Use
- This PAIA Manual

RECORDS HELD (SUBJECT TO REQUEST)

11. Records:

CATEGORY OF RECORDS	TYPE OF RECORD
Company Records	Memorandum of Incorporation Share register
Financial Records	Annual financial statements tax returns
HR & Employment records	HR policies and procedures

	Advertised vacancies Curriculum Vitae and application forms Criminal check and background reports Employee records Contracts Surveillance and access records Performance records Training records Employment history Pension and Provident fund information Payroll Health and Safety records
Customer Records	Personal Information Contracts Warranties Vehicle information
Supplier and Business Partner Records	Personal Information Performance evaluations Personal information of customers and employees

CATEGORIES OF RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

12. Certain records held by the Company are available in terms of legislation other than PAIA, these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows.

- Administrative Adjudication of Road Traffic Offences Act 46 of 1998
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Customs and Exercise Act 91 of 1964
- Electronic Communications and Transactions Act 25 of 2000
- Income Tax Act 58 of 1962
- National Road Traffic Act 93 of 1996
- Protection of Personal Information Act 4 of 2013
- The South African National Roads Agency Limited and National Road Act 7 of 1998
- Tobacco Products Control Act 83 of 1993
- Trade Marks Act 194 of 1993
- Value Added Tax Act 89 of 1991

REQUEST PROCEDURES

13. To request a record in terms of PAIA, the requestor must complete the prescribed form. This request must be sent to the Information Officer as set out herein.

14. For POPIA related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed [Form 1](#) (objection) or [Form 2](#) (correction or deletion).
15. The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested. The requestor must indicate which form of access is required, identify the right they are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.
16. If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request to the reasonable satisfaction of the Information Officer.
17. PAIA provides certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether to grant a request for access to information.
18. All requests are subject to reasonable fees payable by the requester

POPIA: PROCESSING OF PERSONAL INFORMATION

19. The Company respects privacy and upholds the protection of personal information, as such will only process personal information in accordance with all South African data privacy legislation. Accordingly, the relevant personal information privacy principles relating to the processing thereof (including, but not limited to, the objection, collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any personal information processed by the Company.

19.1. Purpose of processing of personal information:

The Company shall process personal information for the following purposes (list is not exhaustive):

- 19.1.1. to fulfil the Company's responsibilities to customers, employees, suppliers and other natural or juristic persons with which it conducts business, including but not limited to maintaining customer records, and customer vehicle records.
- 19.1.2. to maintain employees', customers' and suppliers' records;
- 19.1.3. to comply with legislative, regulatory, including but not limited to reporting crimes perpetrated by customers or suppliers in the course of business with the Company.
- 19.1.4. to inform customers of new products and/or services which may be of interest to them;
- 19.1.5. for recruitment, and employment (temporary, permanent and/or apprenticeship);
- 19.1.6. for general administration, financial and tax purposes;

19.1.7. for health and safety purposes;

19.1.8. to secure and manage access to the Company's premises and facilities;

19.1.9. to help the Company improve the quality of its products and/or services (including the services through our authorised dealerships);

19.1.10. For more information, access our Privacy Statement.

19.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

CATEGORY OF RECORDS	TYPE OF RECORD
Company Records	Memorandum of Incorporation Share register
Financial Records	Annual financial statements tax returns
HR & Employment records	HR policies and procedures Advertised vacancies Curriculum Vitae and application forms Criminal check and background reports Employee records Contracts Surveillance and access records Performance records Training records Employment history Pension and Provident fund information Payroll Health and Safety records
Customer Records	Personal Information Contracts Warranties Vehicle information
Supplier and Business Partner Records	Personal Information Performance evaluations Personal information of customers and employees
Regulatory Records	

19.3. The recipients or categories of recipients to whom the personal information may be supplied:

19.3.1. The Company's related entities, including but not limited to its holding company.

19.3.2. The Company's business partners, including but not limited to its dealerships

19.3.3. Suppliers / third-parties performing a legitimate function on behalf of the Company, e.g medical aid funds, pension funds, provident funds, credit bureau and/or recruitment companies

19.3.4. Any regulator or entity as required in terms of any South African Legislation.

19.3.5. legislation, or any legal process.

19.4. Planned transborder flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. The Company will comply with the conditions set out in section 72 of POPIA in respect of all cross-border transfers of personal information.

19.5. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information:

19.5.1. Geely complies with POPIA in protecting the integrity and confidentiality of personal information. In doing so it has due regard to generally accepted information security practices and procedures.

AVAILABILITY OF THE MANUAL

20. This manual is available:

20.1. On our website

20.2. For inspection during normal business hours at Geely Auto South Africa's principal place of business

20.3. To any person upon request and upon the payment of a reasonable prescribed fee;

20.4. On request via email to the Information Officer

21. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

UPDATES

21.1. This manual will be reviewed and updated regularly to ensure alignment with legislative and operational developments.

21.2. Last Updated: 08 August 2025

Issued by:

Shuhe Yao
Deputy General Manager

www.geely.com