

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO 2 OF 2000  
("the Act")**

**FOR**

**Astellas Pharma (Pty) Ltd  
Registration Number 2002/024956/07**

**Introduction**

The information in this manual relates to Astellas Pharma (Pty) Ltd. This manual provides an outline of the types of records kept by Astellas Pharma (Pty) Ltd and explains how you can submit requests for access to these records. Everyone has a constitutional right to access information kept by companies and government institutions, provided that there is a valid reason for requesting the information.

**Part I**

(Information required under Section 51(1)(a) of the Act)

Name of body:	Astellas Pharma (Pty) Ltd
Physical address:	7 Mirage Road Bedfordview 2007
Postal address:	P.O. Box 2446 Bedfordview 2008
Head of body:	Ms A Donkers
Telephone no:	011 615 9433
Fax no:	011 615 9427
Email:	Annette.Donkers@astellas.com

**Part II**

**The ACT**

(Information required under Section 51(1)(b) of the Act)

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### **Part III**

(Copy of Notice, if any, required under Section 51(1)(c) of the Act).

3. At this stage no notice(s) has/have been published on the categories of records automatically available without a person having to request access thereto in terms of the Act.

3.1 All other information freely available on entity's website at [www.astellas.eu](http://www.astellas.eu).

### **Part IV**

(Information required under Section 51(1)(d) and (e) of the Act)

For the purposes of this manual and the Act, the records held by Astellas Pharma (Pty) Ltd are categorized by the nature of the content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 4.1.1 Companies Act Number 71 of 2008;
- 4.1.2 Income Tax Act 58 of 1962;
- 4.1.3 Value Added Tax Act 89 of 1991;
- 4.1.4 Unemployment Insurance Act 63 of 2001;
- 4.1.5 Labour Relations Act 66 of 1995;
- 4.1.6 Basic Conditions of Employment Act 75 of 1997;
- 4.1.7 Employment Equity Act 55 of 1998;
- 4.1.8 Skills Development Levies Act 9 of 1999;
- 4.1.9 Copyright Act 98 of 1978;
- 4.1.10 Consumer Protection Act 68 of 2008;
- 4.1.11 Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act) as amended by B-BBEE Act 46 of 2013
- 4.1.12 Protection of Personal Information Act 4 of 201
- 4.1.13 The Medicines and Related Substances Control Act 101 of 1965, as amended
- 4.1.14 Pharmacy Act 53 of 1974
- 4.1.15 National Health Act 61 of 2003

The company keeps records in accordance with the above legislation, all of which is available, subject to such legislation and the PAIA. Astellas Pharma (Pty) Ltd is not in possession of any other information that is freely available without the proper and procedurally correct request.

- 4.2 Records relating to the commercial, financial and professional interests of Astellas Pharma (Pty) Ltd including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;
- 4.3 Records of personal information of present, past and prospective employees and directors of Astellas Pharma (Pty) Ltd;
- 4.4 Records of clients of Astellas Pharma (Pty) Ltd, containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of such clients.
- 4.5 The website address of Astellas Pharma (Pty) Ltd is [www.astellas.eu](http://www.astellas.eu), and is accessible to anyone who has access to the Internet. The Website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

## **A. The Request Procedure**

### **i. Form of Request**

- The requester must have the prescribed form being **Schedule 1** hereto to make the request for access to a record. This must be made to the head. This request must be made to the address, fax number or electronic mail address of Astellas Pharma (Pty) Ltd.
- The requester must provide sufficient detail on the request form to enable the head to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.
- Astellas Pharma (Pty) Ltd will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- The 30 day period may be extended with a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Astellas Pharma (Pty) Ltd or the records are not located at the building of Astellas Pharma (Pty) Ltd, or consultations amongst divisions within Astellas Pharma (Pty) Ltd or another private body are required.

### **ii. Fees**

- The following applies to requests (other than personal requests):
- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

## **Part V**

(Other information as may be prescribed under Section 51(1)(f)).

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**Part VI**

(Availability of manual under Section 51(3))

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Astellas Pharma (Pty) Ltd. Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

**Part VII**

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section.

A handwritten signature in dark ink, appearing to read 'M. Danters', is written over a horizontal line.

**Head of Body**

**Astellas Pharma (Pty) Ltd**

REQUEST FOR ACCESS TO A RECORD OF

**Astellas Pharma (Pty) Ltd**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 4]

**A. Particulars:**

Astellas Pharma (Pty) Ltd  
Physical Address: 7 Mirage Road, Bedfordview, 2007  
Postal Address: P.O. Box 2446, Bedfordview, 2008  
Tel: 011 615 9433, Fax: 011 615 9427, Email: Annette.Donkers@astellas.com

The Head of Information: **Ms A Donkers**

**B. Particulars of person requesting access to the record**

1. *The particulars of the person who requests access to the*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax number: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: (attach proof of capacity, power of attorney, resolution)  
\_\_\_\_\_  
\_\_\_\_\_

• **Particulars of person on whose behalf request is made**

*This section must only be completed if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

• **Particulars of record**

1. *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
2. *If the space provided for is sufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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• **Fees**

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.*

Reason for exemption from payment of fees:

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• **Form of access to record**

Mark the appropriate box with an "X".

**NOTES:**

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

1. If the record is in written or printed form -

copy of record

inspection of record

1. **If record consists of visual images** - this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

view the images

copy the images\*

transcription of the  
images

3. **If record consists of recorded words or information which can be reproduced in sound -**

listen to the soundtrack  
(audio cassette)

transcription of soundtrack (written or printed document)

4. **If record is held on computer or in an electronic or machine-readable form -**

printed copy of record\*

printed copy of  
information derived  
from the record\*

copy in computer  
readable form\* (stiffy or  
compact disk)

Mark your choice below. **REMEMBER:** If you require a record to be posted to you, you will have to pay a postal fee.

If you requested a copy or transcription of a record (above), do you wish the YES NO  
copy or transcription to be posted to you?

- **Particulars of right to be exercised or protected**

*If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected

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2. Explain why the requested record is required for the exercising or protection of the aforementioned right

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- **Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How will you be informed of the decision regarding your request for access to the record?

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Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF  
REQUESTER/PERSON  
ON WHOSE BEHALF  
REQUEST IS MADE

