

**MEDICLINIC GROUP OF COMPANIES  
MANUAL IN TERMS OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000**

Manual of the Mediclinic Group of Companies (as per the individual companies and entities on the attached list, herein r (Pty) Ltd) prepared in terms of section 51 of the Promotion of Access to Information Act, No 2 of 2000.

1. **Particulars of Company and authorised officer**

**Name of company** : Mediclinic (Pty) Ltd

**Head Office Address** :

Once a request is received, the authorised officer will contact the requester to advise him/her about the further management of the request.

6. **Subjects and categories of records held**

Records relating to the following subjects and categories are held by the company and may be requested:

- 6.1 Company Secretarial records
- 6.2 Funder Relations and Contracting
- 6.3 Hospital related records
- 6.4 Human Resources
- 6.5 Information Technology Services
- 6.6 Legal Services
- 6.7 Marketing
- 6.8 Nursing Services
- 6.9 Pharmacy Services
- 6.10 Property Services
- 6.11 Purchasing Services
- 6.12 Technical Services
- 6.13 Training and Development

## LIST OF COMPANIES / ENTITIES

Blue Beacon Investments 81 (Pty) Ltd

Curamed Holdings Ltd Share Incentive Trust

Curamed Holdings (Pty) Ltd

Curamed Hospitals (Pty) Ltd t/a:

    Mediclinic Gynaecological Hospital

## LIST OF COMPANIES / ENTITIES (Continued)

Mediclinic Finance Corporation (Pty) Ltd  
Mediclinic George Investments (Pty) Ltd  
Mediclinic Group Services (Pty) Ltd  
Mediclinic Hermanus (Pty) Ltd t/a Mediclinic Hermanus  
Mediclinic Highveld Investments (Pty) Ltd  
Mediclinic Hoogland Investments (Pty) Ltd  
Mediclinic International RF (Pty) Ltd  
Mediclinic Investments (Pty) Ltd  
Mediclinic Kathu Investments (Pty) Ltd  
Mediclinic Kimberley (Pty) Ltd t/a Mediclinic Kimberley  
Mediclinic Klein Karoo Investments (Pty) Ltd  
Mediclinic Legae Investments (Pty) Ltd  
Mediclinic Lephalale (Pty) Ltd t/a Mediclinic Lephalale  
Mediclinic Limpopo Day Clinic (Pty) Ltd  
Mediclinic Limpopo Investments (Pty) Ltd  
Mediclinic Limpopo (Pty) Ltd t/a Mediclinic Limpopo  
Mediclinic Limpopo Trust  
Mediclinic Louis Leipoldt Investments (Pty) Ltd  
Mediclinic Management Services (Pty) Ltd  
Mediclinic Middle East Investment Holdings (Pty) Ltd  
Mediclinic Midstream Properties (Pty) Ltd  
Mediclinic Midstream (Pty) Ltd t/a Mediclinic Midstream  
Mediclinic Milnerton Investments (Pty) Ltd  
Mediclinic Morningside Investments (Pty) Ltd  
Mediclinic Nelspruit Investments (Pty) Ltd  
Mediclinic Paarl (Pty) Ltd t/a Mediclinic Paarl  
Mediclinic Panorama Investments (Pty) Ltd  
Mediclinic Pietermaritzburg Investments (Pty) Ltd  
Mediclinic Plettenberg Bay Investments (Pty) Ltd  
Mediclinic Potchefstroom (Pty) Ltd t/a Mediclinic Potchefstroom  
Mediclinic Properties (Pty) Ltd

## LIST OF COMPANIES / ENTITIES (Continued)

Mediclinic (Pty) Ltd t/a:

Mediclinic Bloemfontein  
Mediclinic Cape Gate  
Mediclinic Cape Town  
Mediclinic Constantiaberg  
Mediclinic Durbanville  
Mediclinic Emfuleni  
Mediclinic Geneva  
Mediclinic George  
Mediclinic Highveld  
Mediclinic Hoogland  
Mediclinic Klein Karoo  
Mediclinic Legae  
Mediclinic Louis Leipoldt  
Mediclinic Milnerton  
Mediclinic Morningside  
Mediclinic Nelspruit  
Mediclinic Panorama  
Mediclinic Pietermaritzburg  
Mediclinic Plettenberg Bay  
Mediclinic Sandton  
Mediclinic Secunda  
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## LIST OF COMPANIES / ENTITIES (Continued)

Mediclinic Tzaneen Investments (Pty) Ltd  
Mediclinic Tzaneen (Pty) Ltd t/a Mediclinic Tzaneen  
Mediclinic Upington (Pty) Ltd t/a Mediclinic Upington  
Mediclinic Vereeniging Investments (Pty) Ltd  
Mediclinic Vergelegen Investments (Pty) Ltd  
Mediclinic Welkom Investments (Pty) Ltd  
Mediclinic Worcester Investments (Pty) Ltd  
Mpilo Investment Holdings 1 (RF) (Pty) Ltd  
Mpilo Investment Holdings 2 (RF) (Pty) Ltd  
Newcastle Private Hospital (Pty) Ltd t/a Mediclinic Newcastle  
Practice Relief (Pty) Ltd  
The Mpilo Trust  
Victoria Hospital Investments (Pty) Ltd  
Victoria Hospital (Pty) Ltd t/a Mediclinic Victoria  
Victoria Hospital Pharmacy (Pty) Ltd  
Wits University Donald Gordon Medical Centre (Pty) Ltd t/a Wits Donald Gordon Medical Centre

**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**



**D. Particulars of record**

- (a) 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.
- (b) If the provided space is inadequate, 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) 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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Please note that postage is payable.</b>			
			YES
			NO

**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, 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:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**H. Notice of decision regarding request for access**

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

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

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

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**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

## FEES IN RESPECT OF PRIVATE BODIES

1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.1r) is R1.1r)lua3( i)p usual