

INFORMATION MANUAL

OF

AURECON SOUTH AFRICA (PTY) LTD

IN TERMS OF THE

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

7 December 2009

Revision 3

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AURECON SOUTH AFRICA INFORMATION MANUAL

1. INTRODUCTION TO AURECON SOUTH AFRICA (PTY) LTD (“AURECON SA”)

AURECON SA, a dynamic, leading-edge company providing sustainable solutions through integrated professional services in development and management of infrastructure, wish to give effect to the constitutional right of access to any information by conforming to the provisions of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). This Information Manual has been compiled, in terms of Section 51 of the Act, to guide the requester in the procedural requirements for obtaining access to information from AURECON SA.

This Information Manual is published in respect of the following companies / entities in SOUTH AFRICA:

- a) Aurecon South Africa (Pty) Ltd;
- b) Aurecon Engineering International (Pty) Ltd;
- c) Aurecon Africa Ownership Trust; and
- d) Aurecon Infrastructure Projects (Pty) Ltd
- e) Aurecon Investments South Africa (Pty) Ltd

2. REQUESTING PROCEDURES

2.1 Contract Details

Any person, who wishes to request access to information from AURECON SA for purposes of exercising or protecting any rights, may contact the Information Officer at AURECON SA’s Head Office:

Information Officer: The Chief Executive Officer

Postal address: PO Box 905
Pretoria
0001
Docex 264

Physical address: Aurecon Centre
1040 Burnett Street
Hatfield
0083

Phone: +27 12 427 2000

Facsimile: +27 12 427 2010

E-mail: Tshwane@af.aurecongroup.com

Internet: <http://www.aurecongroup.com>

2.2 Availability of the AURECON SA Information Manual

A copy of the AURECON SA Information Manual will be available in electronic format and/or hard copy –

- on AURECON SA's website at the address provided above;
- at AURECON SA's Head Office;
- at AURECON SA's branch offices (Refer to ADDENDUM II); and
- at the Human Rights Commission.

The Information Manual is available on request for public inspection at AURECON SA's offices from Monday to Friday (hours 9h00 to 16h00).

2.3 Prescribed Access Form (Addendum I)

2.3.1 Section 53 of the Act prescribes that the requester must use the prescribed form (as attached hereto) to make the request for access to a record. Should the Information Officer of AURECON SA expressly allow a person or body to request access to information by written notice, the requester will not be required to use the prescribed form as determined by the Act. All requests for information must be directed to the Information Officer at the address, fax number or electronic mail address of AURECON SA provided in paragraph 2.1 above.

- 2.3.2 The requester must provide sufficient detail on the request form to enable AURECON SA to identify the record and the requester. The requester should indicate the preferable form in which access must be provided. Should the requester wish to be informed in any other manner, he or she should state the necessary particulars to be so informed.
- 2.3.3 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 2.3.4 If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of AURECON SA.
- 2.3.5 AURECON SA must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

2.4 Prescribed Fees

Payment of fees is regulated in terms of Section 54 of the Act. The Regulations to the Act provide for two types of fees:

2.4.1 Request fee

This is a non-refundable administration fee paid by all requesters with the exclusion of personal requesters. It is paid before the request is considered. The prescribed fee for obtaining information from AURECON SA is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

2.4.2 Access fee

AURECON SA will then make a decision on the request and notify the requester in the required form as soon as possible but in any event within 30 days after deciding whether the request should be granted.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The applicable fees are as follows:

ACTION	RAND
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
For a copy in a computer-readable form on:	
• Stiffy disc	7,50
• Compact disc	70,00
A transcription of visual images, for an A4-size page or part thereof	40,00
For a copy of visual images	60,00
A transcription of an audio record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00
To search for and prepare the record for disclosure: for each hour or part thereof, reasonably required for such search	30,00
To mail a copy of the record	The actual postal fee

A requester should note the following in respect of the access fee:

- (a) The Information Officer may require the requester to pay as a deposit, one third of the access fee if a search for a record would exceed 6 hours.
- (b) If paragraph (a) applies the requester will be notified in accordance with section 54(3) of the Act.
- (c) The Information Officer may withhold a record until a requester has paid the applicable fees.
- (d) If a deposit has been paid in respect of a request for access which is refused such deposit shall be repaid to the requester.

3. THE HUMAN RIGHTS COMMISSION INTERPRETATION GUIDELINE

In terms of Section 10 of the Act the Human Rights Commission must compile a guide to assist users in the interpretation of the Act. Any queries to this extent can be directed to the Human Rights Commission at:

Postal address: Private Bag 2700
Houghton
2041

Phone: +27 11 484 8300

Fax: +27 11 484 0582
 Website: www.sahrc.org.za

As previously mentioned a copy of the AURECON SA Information Manual shall be available at the Human Rights Commission.

4. DESCRIPTION OF AVAILABLE RECORDS

4.1 Records Automatically Available

Records falling within this category will be made available to the requester without the need for making a request in terms of the Act. Such records are –

4.1.1 all records available on the AURECON SA website www.aurecongroup.com which include the records in respect of the following:

- Group Profile;
- Ownership structure and Management structure;
- Services and Experience;
- Achievements;
- Contact Information: Local and International Offices;
- Social Responsibility;
- ISO Certification;
- Information Manual
- E-mail Legal Notice
- Careers
- AURECON SA Training Academy.

4.1.2 AURECON SA marketing material and brochures.

4.2 Records Available on Request in Terms of the Act

4.2.1 General classification

Please note: A requester is not automatically allowed access to these records and a request for access to any of the records listed in this paragraph 4.2 may be refused in accordance with sections 62 to 69 of the Act. These grounds include –

- Mandatory protection of privacy of a third party who is a natural person;

- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of safety of individuals, and protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of a private body; and
- Mandatory protection of research information of a third party, and protection of research information of a private body.

For purposes of this Manual records available on request in terms of the Act are divided into –

- Corporate records; and
- Unit records.

4.2.2 Corporate records

The Corporate Records of AURECON SA can be categorised in the following categories –

- (a) Governance and Management Records
 - (i) Group Information
 - (ii) Social Programmes
- (b) Administration Record
 - (i) AURECON SA Management System
 - (ii) Minutes
- (c) Human Resources Records
 - (i) Group Schemes
 - (ii) Personnel Records
 - (iii) Conditions of Service
- (d) Legal and Contractual Records
- (e) Financial Records

4.2.3 Unit Records

AURECON SA provides its professional services through business units specialising in:

- (a) Bridges
- (b) Buildings
- (c) Civil & Environmental Services
- (d) Contract Management
- (e) Energy & Industrial Consulting Services
- (f) Geotechnical Services
- (g) Health and Safety Services
- (h) Information and Land Solutions
- (i) Asset and Project Management
- (j) Municipal Services
- (k) Quantity Surveying
- (l) Training and Communications
- (m) Transportation
- (n) Water

Records held by the above-mentioned Units are categorised as follows:

- (i) Tenders
- (ii) Bids
- (iii) Requests for Proposals
- (iv) Contracts
- (v) Project plans
- (vi) Reports
- (vii) Designs
- (viii) Drawings
- (ix) Minutes
- (x) General correspondence
- (xi) Details of clients
- (xii) Details of business associates/business partners

4.3 Records Available in terms of other Legislation

AURECON SA keeps record of information as required in terms of the following categories of legislation:

4.3.1 Commercial

- (i) Currency and Exchanges Act, 1993 (Act No. 9 of 1933);
- (ii) Companies Act, 1973 (Act No. 61 of 1973);

4.3.2 Labour

- (i) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- (ii) Employment Equity Act, 1997 (Act No. 75 of 1997)
- (iii) Labour Relations Act, 1995 (Act No. 66 of 1995)
- (iv) Skills Development Act, 1998 (Act No. 97 of 1998)
- (v) Unemployment Insurance Act, 2001 (Act No. 63 of 2001)
- (vi) Unemployment Insurance Contributions Act, 2002 (Act No. 4 of 2002)
- (vii) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- (viii) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)

4.3.3 Finance

- (i) Income Tax Act, 1953 (Act No. 34 of 1953)
- (ii) Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- (iii) Stamp Duties Act, 1968 (Act No. 77 of 1968)
- (iv) Regional Services Councils Act, 1985 (Act No. 109 of 1085)
- (v) Value added tax Act, 1991 (Act No. 89 of 1991)
- (vi) Customs and Excise Act, 1964 (Act No. 61 of 1994)
- (vii) Banks Act, 1990 (Act No. 94 of 1990)
- (viii) South African Reserve Bank Act 1989 (Act No. 90 of 1989).

ADDENDUM I PRESCRIBED ACCESS FORM

REQUEST FOR ACCESS TO RECORD OF AURECON SOUTH AFRICA

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of AURECON SOUTH AFRICA

The CEO AURECON SOUTH AFRICA.....

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *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:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

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 records

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:
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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.

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

(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"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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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?

Signed at on this day of 20.....

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

ADDENDUM II

CONTACT DETAILS: AURECON SOUTH AFRICA BRANCH OFFICES

SOUTH AFRICA

CITY	OFFICE MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TEL & FAX NUMBER	e-MAIL ADDRESS
BLOEMFONTEIN	Jorrie Jordaan	Hydro Park 135 President Reitz Avenue Westdene Bloemfontein	Private Bag X11 Suite 70 Brandhof 9324	Tel: +27 51 430 3111 Fax: +27 51 447 9403	Bloemfontein@af.aurecongroup.com
		9301	South Africa Docex 74		

CAPE TOWN

	Kamaar Frydie	Aurecon Centre, Century Falls Century Boulevard	PO Box 494 Cape Town	Tel: +27 21 526 9400 Fax: +27 21 526 9500	CapeTown@af.aurecongroup.com
	J Kritzinger (Hannes)	CENTURY CITY 7441	8000 Docex 204		
		81 Church Street Cape Town	PO Box 494 Cape Town	Tel: +27 21 481 2400 Fax: +27 21 424 5588	Cpt@af.aurecongroup.com

		8001	8000 Docex 204		
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TSHWANE

	Chairperson: BMH Tsita CEO: Dr Gustav Rohde Office Manager: Arnie Möhr	Africon Centre 1040 Burnett Street Hatfield 0083	PO Box 905 Pretoria 0001 Docex 264	Tel: +27 12 427 2000 Fax: +27 12 427 2010	Tshwane@af.aurecongroup.com
GEOSTRADA (TSHWANE) Engineering Materials Laboratory					
	Dr Anton Hartmann	993 Park Street Hatfield 0083 0157	PO Box 11126 Hatfield 0028	Tel: +27 12 427 3071 Fax: +27 12 427 3050	lab@geostrada.co.za
CENTURION					
	Jean Louw	1st Floor, Outspan House 1006 Lenchen Ave North Centurion 0157	Private Bag X136 Centurion 0046	Tel: +27 12 643 9000 Fax: +27 12 663 3257	Centurion@af.aurecongroup.com

ASPIRATA Health, Safety and Laboratory Services					
	Sybrand Strauss	Unit 28, Cambridge Park No 5 Bauhinia Street	PO Box 905	Tel: +27 12 685 0800	aspirata@aspirata.co.za / SybrandS@aspirata.co.za
		Highveld Technopark Centurion	Pretoria 0001	Fax: +27 12 685 0899	

WEDGE

	Adriaan Esterhuizen	No 7 Guild House	PO Box 2051	+27 12 346 5580	adriaan.esterhuizen@af.aurecongroup.com
		239 Bronkhorst Street Nieuw Muckleneuk Pretoria	Groenkloof 0027 Pretoria South Africa	+27 12 346 5581	

SAVE

Education and Training

	Adriaan Esterhuizen	No 7 Guild House	PO Box 2051	+27 12 346 4140	adriaan.esterhuizen@af.aurecongroup.com
		239 Bronkhorst Street Nieuw Muckleneuk Pretoria	Groenkloof 0027 Pretoria South Africa	+27 12 346 4121	

**eTHEKWINI
(DURBAN)**

	Koos Louw	3rd Floor Park Row Building School Road, Pinetown 3610	PO Box 932 Pinetown 3600 Docex 7	Tel: +27 31 701 9750 Fax: +27 31 702 0287	eThekwini@af.aurecongroup.com
(WESTVILLE)	ES Smith (Evan)	Block B Surrey Park Cnr Essex Terrace & Barham Road Westville 3630	PO Box 37351 Overport 4067	Tel: +27 31 266 5255 / 5268 Fax: +27 31 266 7173	Durban@af.aurecongroup.com

EAST LONDON

	Dr C von Holdt	1 Pearce Street Berea East London 5241	PO Box 19553 Tecoma 5214 Docex 40	Tel: +27 43 721 0900 Fax: +27 43 721 0902	EastLondon@af.aurecongroup.com

EKURHULENI

	Shannon Ramsarup	133 Plane Road Spartan Kempton Park 1619	PO Box 3155 Kempton Park 1620	Tel: +27 11 394 6436 Fax: +27 11 975 6977	Ekurhuleni@af.aurecongroup.com
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GEORGE

	BJH Jacobs (Drikus)	Suite 201, 2nd Floor Bloemhof Building	PO Box 509	Tel: +27 44 874 2165	Grg@af.aurecongroup.com
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		65 York Street	George	Fax: +27 44 873 5843	
		George	6560		
		6529	Docex 42		

GROOTBRAKRIVIER

	Drikus Jacobs	103 Long Street	PO Box 111	+27 44 620 4943	grootbrakrivier@af.aurecongroup.com
		Grootbrakrivier	Grootbrakrivier	+27 44 620 4943	
		6525	6525		
		103 Long Street	South Africa		

HARRISMITH

	J Cato (John)	Badenhorst Building	PO Box 986	Tel: +27 58 622 1108	Harrismith@af.aurecongroup.com
		29 Warden Street	Harrismith	Fax: +27 58 622 2071	
		Harrismith	9880		
		9880			

JOHANNESBURG

	Keith Small	24 Peter Place	PO Box 68543	Tel: +27 11 549 8600	Johannesburg@af.aurecongroup.com
		Lyme Park	Bryanston	Fax: +27 11 549 8615	
		Bryanston	2021		
		2021			

KIMBERLEY

	Jochie Prinsloo	Bishops Park 9 Bishops Avenue Kimberley 8301	PO Box 416 Kimberley 8300 Docex 25	Tel: +27 53 831 6858 Fax: +27 53 831 6859	Kimberley@af.aurecongroup.com
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KLERKSDORP

	Peter Marais	77 Siddel Street New Town Klerksdorp 2571	PO Box 5389 Doringkruin 2576 South Africa	Tel: +27 18 462 8783 Fax: +27 18 462 1739	Klerksdorp@af.aurecongroup.com
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KURUMAN

	Andries Krüger	88 Main Road Kuruman 8460 88 Main Road	PO Box 416 Kimberley 8300 South Africa Docex 25	+27 53 712 1253 +27 53 712 1254	andries.kruger@af.aurecongroup.com
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MAFIKENG

	Desmond Roets	4205 Palmer Crescent Leopard Park Mafikeng 2745	PO Box 3069 Mmabatho 2735	Tel: +27 18 386 4540 Fax: +27 18 386 4571	Mafikeng@af.aurecongroup.com
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MAKHADO

	Hannes Claasens	14 Jeppe Street Louis Trichardt 0920	PO Box 1415 Makhado 0920	Tel: +27 15 516 5027 Fax: +27 15 516 1078	Makhado@af.aurecongroup.com
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MTHATHA

	Kulile Clock	34 Standord Terrace Mthatha 5100	PO Box 481 Mthatha 5100 Eastern Cape	Tel: +27 47 532 3694 Fax: +27 47 532 3365	Mthatha@af.aurecongroup.com
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NELSPRUIT

	Sielen Naidoo	32 Bell Street Nelspruit 1201	PO Box 3135 Nelspruit 1200	Tel: +27 13 752 7055 Fax: +27 13 753 2116	Nelspruit@af.aurecongroup.com
	Sielen Naidoo	5th Floor, ABSA Square Cnr Paul Kruger & Louis Trichardt Street Nelspruit 1200	PO Box 30029 Steilttes 1200	Tel: +27 13 755 2218 Fax: +27 13 755 3358	Nel@af.aurecongroup.com

PAARL

	Neil Laubscher	264 Main Street Paarl 7646	264 Main Street Paarl 7646	Tel: +27 21 860 2200 Fax: +27 21 860 2222	Paarl@af.aurecongroup.com
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Docex 204

PIETERMARTIZBURG

	J Dedekind (Jochen)	3rd Floor Absa Building 194 Langalibalele Street Pietermaritzburg 3201	PO Box 760 Pietermaritzburg 3200	Tel: +27 33 342 8721 / 9531 Fax: +27 33 342 7327	Pietermaritzburg@af.aurecongroup.com
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POLOKWANE

	Hannes Claasens	130 Suid Street Polokwane 0699	PO Box 3519 Polokwane 0700	Tel: +27 15 295 4408 Fax: +27 15 295 2208	Polokwane@af.aurecongroup.com
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PORT ELIZABETH

	Adriaan van Eeden	Lynx Office Park Cnr Heugh Road & 3rd Avenue Walmer 6070	PO Box 437 Port Elizabeth 6000 Docex 51	Tel: +27 41 503 3900 Fax: +27 86 600 4037	PortElizabeth@af.aurecongroup.com
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RUSTENBURG

	Francois Blay	32 Kruis Street Rustenburg 0299	PO Box 5609 Rustenburg 0300	Tel: +27 14 597 1225 Fax: +27 14 597 1244	Rustenburg@af.aurecongroup.com
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THABAZIMBI

	Wynand Bezuidenhout	Corner Eland and Van der Bijl Street Thabazimbi 0380	PO Box 1173 Thabazimbi 0380 South Africa	+27 14 772 2821 / 41 +27 14 777 1495	
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WELKOM

	H Bester (Hans)	3 rd Floor, Panasonic House De Kaap Street Welkom 9459	PO Box 2816 Welkom 9460	Tel: +27 57 357 4260 Fax: +27 57 352 6872	Welkom@af.aurecongroup.com
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INTERNATIONAL

COUNTRY	OFFICE MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TEL & FAX NUMBER	e-MAIL ADDRESS
ANGOLA	Arthur Soares	Projecto Nova Vida Luanda -Sul Angola	Caixa Postal 1636 Luanda Angola	Talatona Office: Tel: +244 222 404492 Nova Vida Site Office: Tel: +244 222 398622	Angola@af.aurecongroup.com

			Tel: +244 222 394474	
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BOTSWANA

	Stefan Kleynhans	Unit 31	Private Bag BR 144	Tel: +267 391 1397	Botswana@af.aurecongroup.com
		Kgale Mews 11	Gaborone	Tel: +267 397 2950	
		Lobatse Road	Botswana		
		Gaborone			

ETHIOPIA

	Frezer Zemedkun	Kebele 26, House No 020	PO Box 1284	Tel: +251 11 551 8036	Ethiopia@af.aurecongroup.com
		Africa Avenue, Bole Road	Addis Ababa	+251 11 553 4548	
		Addis Ababa	Ethiopia	Fax: +251 11 551 8036	
		Ethiopia		Mobile: +251 920 2372	

KINGDOM OF BAHRAIN

	David McGuigan	Villa 580-2, Road 3310	PO Box 20534	Tel: +973 17 822 211	bahrain@bh.aurecongroup.com
		Block 333, Um Al Hassam	Diplomatic Area	Fax: +973 17 822 210	

		Manama Kingdom of Bahrain	Manama Kingdom of Bahrain		
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LESOTHO

	Tsebang Putsoane	Christie House, 2nd Floor Orpen Road Maseru	PO Box 7761 Maseru 100 Lesotho	Tel: +266 22 315 788 Fax: +266 22 310 490	Lesotho@af.aurecongroup.com
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MOZAMBIQUE

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