

NOTICE OF ENVIRONMENTAL IMPACT ASSESSMENT PROCESS and AIR EMISSION LICENSE APPLICATION PROCESS

FOR THE PROPOSED OFFSHORE FLOATING STORAGE AND REGASIFICATION UNITS (FSRU) MOORED WITHIN ST HELENA BAY AND SALDANHA BAY WITH A CONNECTING GAS PIPELINE NETWORK, LOCATED IN THE SALDANHA BAY LOCAL MUNICIPALITY, WEST COAST DISTRICT MUNICIPALITY, WESTERN CAPE PROVINCE

<u>Compiled for:</u>	<u>Specific Project section</u>	<u>Email for registration</u>
ARA ENERGY (PTY) LTD	ARA GAS PIPELINE NETWORK	pipelineFSRU@exigent.co.za
CEPHEUS ENERGY (PTY) LTD	CEPHEUS FSRU ST HELENA	StHelenaFSRU@exigent.co.za
SAGITTA ENERGY (PTY) LTD	SAGITTA FSRU SALDANHA	saldanhaFSRU@exigent.co.za

REGISTRATION AND COMMENT SHEET

Please register as an *Interested and Affected Party (I&AP)* by completing this form, signing the attached Exigent Privacy Policy **AND returning it.**

Contact Person: Jacolette Adam/Selma Otto Tel: (082) 852 6417 / (083) 273 1724		EXIGENT ENGINEERING P.O. Box 11634, Erasmuskloof, 0048 P.O. Box 9514, Richards Bay, 3900	
Title:	Name:	Surname:	
Date:	Nature of Interest:		
Postal Address:			
Area:		Postal Code:	
Tel:		Fax:	
Cell Phone:		E-mail:	
Kindly list any comments, concerns or suggestions to be considered during this EIA process <i>(You may attach additional sheets of paper if required).</i>		Please provide the details of any of your friends/neighbours/colleagues or any other party that may be interested in or affected by the proposed development:	
		Title:	Name:
		Surname:	
		Company Name:	
		Nature of Interest:	
		Tel:	
		Fax:	
		Cell Phone:	
		E-mail:	
Thank you for your participation			
Please be assured that your comments will form part of the final EIA document to be submitted to the deciding authority.			



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Privacy Policy

THE PROTECTION OF PERSONAL INFORMATION ACT

PRIVACY NOTICE

This Notice explains how Exigent Engineering Consultants CC obtain, use and disclose your personal information, in accordance with the requirements of The Protection of Personal Information Act, 2013 (Act No. 14 of 2013) (POPIA).

At Exigent Engineering Consultants CC (and including our website, POPI Act-Compliance) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

About the Company

Legal Entity Name and registration Nr: Exigent Engineering Consultants CC 1998/006967/23

Representative Name & Surname: Jacolette Adam

ID Number: 7407190109082

Email: Jacolette@exigent.co.za

Cellphone Number: 0826542437



The information we collect

Our clients:

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. For this purpose we will collect contact details including your name and organization.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

Our external Specialists for Environmental Impact Assessments (EIA):

As Environmental Assessment Practitioners (EAP's), one of our services includes the compilation and project management of EIA's. During this process we may appoint several external specialists to conduct specific specialist studies to feed into the EIA report/s.

We collect and process your personal information mainly to contact you for the purposes of appointing you for services to be provided, understanding your information requirements, capabilities and experience relevant to the services you provide, active project management communication, and paying you for your services accordingly. For this purpose we will collect contact details including your name, Curriculum Vitae, banking details and organization. We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

Registered Stakeholders, Rights Holders, and Interested and Affected Parties (I&AP's) during the Public Participation Process (PPP) for an Environmental Impact Assessment (EIA):

As EAP's, we are involved in several EIA processes during which Public Participation and communication with registered stakeholders and I&AP's are crucial.

During a PPP, you are provided an opportunity to register as an I&AP in order to take part in and comment on the specific EIA project. In order for an I&AP to be registered on the project's database, Exigent collect personal information from you such as: Name, Surname, contact information, address and organization. Exigent also thereafter process comments made by you related to the EIA process.

Identification of I&AP's takes place through existing databases, door to door interaction, responses to newspaper advertisements, networking and a proactive process to identify key I&AP's within the study area.



All I&AP information (including contact details), together with dates and details of consultations and a record of all issues raised, are recorded within a secure, private, comprehensive database.

How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings;

EIA process with Public Participation:

- In EIA Processes: All registered I&AP's as well as stakeholders will be notified via e-mail and/or SMS that the project documentation has been made available for download from Exigent's website;
- Regulation 42 of the Environmental Impact Assessment Regulations, 2014, as amended (EIA Regulations) provides for the opening and maintenance of a register of interested and affected parties (I&APs), by the proponent or applicant, which must contain personal information (names, contact details and addresses). It is therefore the duty of the proponent or applicant to collect the information that must be contained in the register.
- Regulation 42 further requires that these registers must be submitted to the competent authority (CA). There is no legal requirement in the EIA Regulations that such registers must be included in the reports that are published for public consultation purposes or be made publicly available as part of the EIA process.

Disclosure of information

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.



Exigent's PPP information disclosure approach with regards to the POPIA:

1. I&AP data base – only the competent authority is to receive the complete data base with I&AP contact details.
2. Public documents must contain a list of I&AP's but with no contact details. So, when uploading documents to the Exigent website for public review, all that should be included is the name and affiliation of the I&AP.
3. When doing bulk emailing of letters, etc, don't send multiple copies in one batch other than by using the 'blind copy' function. One I&AP should not be able to identify others.
4. When sending out project announcement letters Exigent need to include the POPI terminology so that when I&AP's register on a project data base they automatically agree to the POPI requirements (this is vital and should be included on adverts, notification letters, on-site notices, etc.).
5. Attendance registers for meetings. Exigent will need to keep two (i) people simply sign against their name as having attended – there are no contact details, and this is what is circulated with public documents (ii) people sign against their name and contact details – this is for submission to the CA. [Alternatively Exigent must redact contact details from attendance registers that are placed in the public domain].
6. Specialist CV's and contact details in reports – these need to be redacted from specialist reports and Exigent's own reports placed in the public domain (but not from those going to the CA) (unless the specialists agree to this and exigent include this in the TOR issued to them).
7. Exigent will also get specialists to sign a POPI disclaimer as part of their letters of appointment.
8. CV's – there must be no contact details in CV's.
9. Stakeholder information – all property owner contact details must be redacted from documents placed in the public domain (but not from those going to the CA).



Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, COR Concepts also includes the following items as personal information:



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- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.

Privacy Policy Agreement:

I/we hereby agree to the above Privacy Policy of Exigent Engineering Consultants CC

Legal Entity Name _____

Representative Name & Surname: _____

ID Number: _____

Address: _____

Email: _____

Cellphone Number: _____

Signed at: _____ On: _____ (yyyy/mm/dd)

Signature _____