

CONVER-TEK (PTY) LTD

REGISTRATION NUMBER: 1979/004430/07

Manual in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 (As amended)

Revised: 24 May 2024

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1. INTERPRETATION

1.1. Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Manual, bear the meanings ascribed to them:

1.1.1. "Company" means Conver-Tek (Pty) Ltd, a private company duly registered and incorporated in accordance with the laws of the Republic of South Africa under registration number 1979/004430/07;

1.1.2. "Manual" means this manual together with all of its annexures, as amended from time to time;

1.1.3. "PAIA" means the Promotion of Access to Information Act No. 2 of 2000, as amended, including any regulations made thereunder;

1.1.4. "Personal Information" means personal information as defined in POPIA;

1.1.5. "POPIA" means the Protection of Personal Information Act 4 of 2013, as amended, including any regulations made thereunder;

1.1.6. "Regulator" means the Information Regulator; and

1.1.7. "Record" means record as defined in PAIA.

1.2. In this Manual –

1.2.1. clause headings and the heading of the Manual are for convenience only and are not to be used in its interpretation;

1.2.2. an expression which denotes —

1.2.2.1. any gender includes the other genders;

1.2.2.2. a natural person includes a juristic person and vice versa;

1.2.2.3. the singular includes the plural and vice versa; and

1.2.2.4. a reference to a consecutive series of two or more clauses is deemed to be inclusive of both the first and last-mentioned clauses.

2. PREAMBLE

2.1. The purpose of this Manual is to:

2.1.1. facilitate requests for access to Records maintained by Company as provided for in PAIA;

2.1.2. inform data subjects about Company's processing activities;

- 2.1.3. facilitate the submission of objections to the processing of Personal Information and requests to delete or destroy Personal Information in terms of POPIA.
- 2.2. PAIA gives effect to the Constitutional right of access to information held by any other person. Requests to access information held by a private body must be made in accordance with this Manual and PAIA.
- 2.3. POPIA promotes the protection of Personal Information and defines obligatory conditions for the processing of Personal Information.

3. INTRODUCTION OF COMPANY

- 3.1. The Company's business is a Manufacturing company.

4. CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE COMPANY

4.1. Information Officer

Name: Bevan John Davis
Telephone Number: 011 827 2460
E-mail Address: bevan@converttek.co.za

4.2. The Company

Physical Address 6-8 Coert Steynberg Street, Van Eck Park X2, Brakpan 1541
Postal Address: Postnet Suite #42 Private Bag X3 Dalview , Gauteng, 1544
Telephone Number: 011 827 2460
E-mail Address louise@converttek.co.za
Website: www.converttek.co.za

4.3. Access to information general contact

Email: louise@converttek.co.za

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1. The Regulator has, in terms of section 10(1) 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.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The Guide contains the description of –

- 5.3.1. The objects of PAIA and POPIA;
- 5.3.2. The postal and street address, phone and fax number and, if available, electronic mail address of –
 - 5.3.2.1. The Information Officer of every public body, and
 - 5.3.2.2. Every Deputy Information Officer of every public and private body designated in terms of Section 17(1) PAIA and Section 56 POPIA;
 - 5.3.2.3. The manner and form of a request for –
 - 5.3.2.3.1. Access to a record of a public body contemplated in Section 11 PAIA; and
 - 5.3.2.3.2. Access to a record of a private body contemplated in Section 50 PAIA;
- 5.3.3. The assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 5.3.4. The assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.5. All remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging –
 - 5.3.5.1. An internal appeal;
 - 5.3.5.2. A complaint to the Regulator; and
 - 5.3.5.3. An application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.6. The provisions of Sections 14 and 51 PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.7. The provisions of Sections 15 and 52 PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.8. the notices issued in terms of sections 22 and 54 PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.9. the regulations made in terms of section 92 PAIA.
- 5.4. 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.

5.5. The Guide can also be obtained from the website of the Regulator ([Home - Information Regulator \(infoeregulator.org.za\)](http://Home - Information Regulator (infoeregulator.org.za))).

5.6. Any enquiries regarding the Guide should be directed to the Information Regulator:

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg 2001

Postal Address: PO Box 31533, Braamfontein, Johannesburg 2017

Telephone Number: +27 (0) 10 023 5200

E-mail Address: enquiries@infoeregulator.org.za

Website: [Home - Information Regulator \(infoeregulator.org.za\)](http://Home - Information Regulator (infoeregulator.org.za))

6. RECORDS HELD BY COMPANY

6.1. Automatically available Records

The following Records are automatically available and accessible to any person without having to apply for access thereto in terms of PAIA:

Records located on Company's website (www.convertek.co.za)

- Services;
- Marketing and Promotional Material

6.2. Records held in accordance with other legislation

Arbitration Act	No 42 of 1965
Basic Conditions of Employment Act	No 75 of 1997
BBBEE Act	No 53 of 2003
Companies Act	No 61 of 1973
Competition Act	No 71 of 2008
Compensation for Occupational Injuries and Health Diseases Act	No 130 of 1993
Consumer Protection Act	No 68 of 2008
Copyright Act	No 98 of 1978
Currency and Exchange Act	No 9 of 1933
Customs and Excise Act	No 91 of 1964
Debt Collectors Act	No 114 of 1998
Designs Act	No 195 of 1993
Electronic Communications and Transactions Act	No 25 of 2002
Employment Equity Act	No 55 of 1998
Financial Intelligence Centre Act	No 38 of 2001
Financial Relations Act	No 65 of 1976
Financial Services Board Act	No 97 of 1990
Health Professions Act	No 56 of 1974
Income Tax Act	No 58 of 1962
Insolvency Act	No 24 of 1936

Inspection of financial Institutions Act	No 80 of 1998
Labour Relations Act	No 66 of 1995
Medical Schemes Act	No 66 of 1998
National Credit Act	No 34 of 2005
National Environmental Management	No 107 of 1998
Occupational Health and Safety Act	No 85 of 1993
Pension Funds Act	No 24 of 1956
Preferential Procurement Policy Framework Act	No 5 of 2000
Promotion of Administrative Justice Act	No 3 of 2000
Promotion of Equality and Prevention of unfair Discrimination Act	No 4 of 2000
Protection of Business Act	No 99 of 1978
Regulation of interception of Communications and Provision of communication Related information Act	No 70 of 2002
South African Reserve Bank Act	No 90 of 1989
South African Revenue Services Act	No 34 of 1997
Short Term Insurances Act	No 53 of 1998
Skills Development Levies Act	No 9 of 1999
Skills Development Act	No 97 of 1998
Statistics Act	No 6 of 1999
Trade Marks Act	No 194 of 1993
Unemployment Contributions Act	No 4 of 2002
Unemployment Insurance Act	No 63 of 2001
Value Added Tax Act	No 89 of 1991

6.3. Categories of Records available on requested in terms of PAIA

6.3.1. Company maintains Records on the categories and subject matters listed below.

6.3.2. These Records may be available on request. The Company values the significant and importance of privacy and confidentiality and access will only be given to Records in accordance with PAIA and where there is no lawful ground for refusal.

Accounting Records	<ul style="list-style-type: none"> ▣ Annual financial statements and working papers ▣ General ledger ▣ Subsidiary ledgers (receivables, payables, etc.) ▣ Bank statements, cheque books, cheques ▣ Customer and supplier statements and invoices ▣ Deposit slips ▣ Cash books and petty cash books ▣ Fixed asset register ▣ Tax returns and assessments ▣ VAT returns ▣ Lease or instalment sale agreements ▣ Budgets and business plans ▣ Insurance record ▣ Investment records ▣ Auditor's reports ▣ Internal auditors' report ▣ Compiler's reports ▣ Accounting officer's report ▣ Reviewer's reports ▣ Inventory records (including stock take
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	<ul style="list-style-type: none"> ▣ Systems documentation ▣ Management review ▣ Capital expenditure ▣ Credit agreement ▣ Record of assets ▣ Record of liabilities ▣ Record of loans to related parties ▣ Record of liabilities and obligation ▣ Record of revenue ▣ Record of expenses
Auditor Records	<ul style="list-style-type: none"> ▣ Working papers ▣ Correspondence
Credit Records	<ul style="list-style-type: none"> ▣ Credit Provider's documents ▣ Credit Bureaux' documents ▣ Enquiries ▣ Details and results of disputes lodged with consumers ▣ Payment profile ▣ Adverse information
Distribution and Transportation Records	<ul style="list-style-type: none"> ▣ Permits and licenses ▣ Transportation, warehouse and storage contracts
Health and Safety Records	<ul style="list-style-type: none"> ▣ Register, record of earnings, time worked, payment and particulars of all employees ▣ Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector ▣ Permits, licenses, approvals and registrations for operations of sites and business ▣ Records of incident reported at work
Information Technology Records	<ul style="list-style-type: none"> ▣ Agreements ▣ Audits ▣ Capacity and utilisation of current systems ▣ Client database ▣ Development or investment plans ▣ Disaster recovery processes and procedures ▣ Hardware ▣ Internet ▣ Intranet ▣ Licenses ▣ Systems support, programming and development ▣ LAN Installations ▣ Operating systems ▣ Software packages ▣ Telephone exchange equipment ▣ Telephone lines, leased lines and data lines
Insurance Records	<ul style="list-style-type: none"> ▣ Claim records ▣ Details of coverage, limits and insurers ▣ Insurance policies
Intellectual Property Records	<ul style="list-style-type: none"> ▣ Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements. ▣ Copyrights ▣ Litigation and other disputes involving intellectual property ▣ Patents, patent applications and inventions ▣ Designs, trademarks, trade names and protected names ▣ Legal, Agreements and Contracts ▣ Acquisition or disposal documentation ▣ Agreements with contractors, suppliers and clients ▣ Agreements with customers ▣ Agreements with shareholders, officers or directors ▣ Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation ▣ Distributor, dealer or agency agreements

	<ul style="list-style-type: none"> ¶ Joint venture agreements, partnership agreements, participation, franchise, co marketing, co promotion or other alliance agreements ¶ Material agreements relating to provision of services or materials ¶ Material licenses, permits and authorisations ¶ Contracts, including lease agreements and finance agreements ¶ Sale agreements ¶ Settlement agreements ¶ Warranty agreements ¶ Electronic communications Personal information and the purpose for which the data was collected ¶ Electronic communications Record of any third party to whom the information was disclosed ¶ Electronic communications All personal data which has become obsolete ¶ Consumer Protection Act disclosure by intermediary: information provided to a consumer ¶ Consumer Protection Act disclosure by intermediary: conflict of interest ¶ Consumer Protection Act disclosure by intermediary: record of advice and basis on which it was given ¶ Consumer Protection Act disclosure by intermediary: written instructions to consumer ¶ Consumer Protection Act disclosure by promotional competitions: full details, rules, etc. ¶ Consumer Protection Act disclosure by auctions: written agreement containing terms and conditions
Personnel Records	<ul style="list-style-type: none"> ¶ Arbitration awards ¶ Attendance register ¶ Bargaining Council documents ¶ Collective agreements ¶ Disability schemes ¶ Disciplinary records ¶ Employee evaluation and performance records ¶ Employee information records ¶ Employee loans ¶ Employee remuneration ¶ Employment applications ¶ Employee date of birth ¶ Employment contracts ¶ Employment equity plan ¶ Expense accounts ¶ Funeral insurance scheme ¶ Group life ¶ Group personal accident ¶ Health and safety records ¶ Housing scheme ¶ Incentive schemes ¶ Industrial training records ¶ IRP 5 and IT 3 certificates ¶ Letters of appointment ¶ Leave applications ¶ Name and occupation of each employee ¶ Organisational design ¶ Payroll ¶ Particulars of each employee ¶ Pension fund information ¶ Personnel file ¶ Policies and procedures ¶ Provident fund information ¶ Records of foreign employees ¶ Records of strikes, lockouts or protest action ¶ Recruitment and appointments ¶ Registered trade unions / employers' organisations documents, list of members and ballot papers

	<ul style="list-style-type: none"> ☐ Salary and wage registers ☐ Salary slips and wage records ☐ Staff loan schemes ☐ Staff records after employment ☐ Strike, lock out or protest action records ☐ Study assistance schemes ☐ Tax returns of employees ☐ Time records ☐ Training and development ☐ UIF, PAYE and SDL returns ☐ Workmen's Compensation documents
Sales and Marketing Records	<ul style="list-style-type: none"> ☐ Brochures, newsletters and marketing material ☐ Customers ☐ Domestic and export orders ☐ Media releases ☐ Products ☐ Public relations policies and procedures ☐ Sales ☐ Service and product information
Statutory Company Records	<ul style="list-style-type: none"> ☐ Annual Statutory Returns ☐ Certificate of Change of Name ☐ Certificate of Incorporation ☐ Certificate to Commence Business ☐ Dividend register ☐ Directors' attendance register ☐ Index of Members ☐ Memorandum and Articles of Association ☐ Memorandum of Incorporation and alterations / amendments ☐ Notice and minutes of shareholders' meetings ☐ Minutes of directors' meetings ☐ Minutes of audit committee meetings ☐ Minutes of directors' committee meetings ☐ Other minute books ☐ Proxy documents ☐ Register of company secretary and auditors ☐ Register of debenture holders and mortgages ☐ Register of directors and officers ☐ Register of directors' shareholding ☐ Register of past directors ☐ Registration Certificate ☐ Register of beneficial interest holders ☐ Reports presented at Annual General Meeting ☐ General resolutions ☐ Special resolutions ☐ Resolutions ☐ Rules ☐ Shareholders' agreements ☐ Shareholders' register ☐ Cooperation agreements ☐ Founding Statement and amendments ☐ Minute books ☐ Resolutions passed at meetings
Tax Records	<ul style="list-style-type: none"> ☐ Income tax returns ☐ Provisional tax returns ☐ Tax assessments ☐ Documents relating to where the objection and appeal is lodged ☐ Records relating to taxable gain or assessed capital loss ☐ VAT documents ☐ Records of importation goods and documents ☐ Vendors information ☐ Documentary proof substantiating the zero rating of supplies

7. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

7.1. Company processes Personal Information in the ordinary course of its business. Company primarily uses Personal Information only for the purpose for which it was originally collected. Company uses Personal Information for a secondary purpose only if such purpose constitutes a lawful legitimate interest and is closely related to the original purpose for which the Personal Information was collected.

7.1.1. Company processes Personal Information for, amongst others –

7.1.1.1. providing its goods and services;

7.1.1.2. complying with obligations in terms of contractual relationships;

7.1.1.3. complying with legal obligations and applicable law;

7.1.1.4. developing and improving our businesses, goods, services and offerings;

7.1.1.5. recruitment;

7.1.1.6. statistical purposes;

7.1.1.7. relationship management and marketing purposes in relation to goods and services, account management and for marketing activities;

7.1.1.8. internal management and management reporting purposes; and

7.1.1.9. safety and security purposes.

7.2. Categories of data subjects and Personal Information

Company processes the following personal information and special personal information relating to the following categories of data subject, including but not limited to –

Data Subjects	Personal Information
HR / Employees	<ul style="list-style-type: none">▫ name▫ gender▫ physical address▫ telephone number▫ birth date▫ pregnancy▫ well-being▫ education▫ marital status▫ sexual orientation▫ trade union membership▫ disability▫ location information▫ ID / passport number▫ tax information

	<ul style="list-style-type: none"> ▯ banking details
Customers	<ul style="list-style-type: none"> ▯ name ▯ gender ▯ physical address ▯ telephone number ▯ birth date ▯ company registration number ▯ email address ▯ B-BBEE information ▯ financial and credit history ▯ banking details
Suppliers	<ul style="list-style-type: none"> ▯ name ▯ gender ▯ physical address ▯ telephone number ▯ birth date ▯ company registration number ▯ email address ▯ B-BBEE information ▯ financial and credit history ▯ banking details
Service Providers	<ul style="list-style-type: none"> ▯ name ▯ gender ▯ physical address ▯ telephone number ▯ birth date ▯ company registration number ▯ email address ▯ B-BBEE information ▯ financial and credit history ▯ banking details

7.3. Disclosure of Personal Information to third parties

- 7.3.1. Company relies on third-party service providers to provide its goods and services. This requires disclosing of Personal Information with these third parties.
- 7.3.2. Company may disclose Personal Information to our its associates and service providers, for legitimate business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements regarding confidentiality.
- 7.3.3. In addition, Company may disclose Personal Information –
- 7.3.3.1. if required by law;
 - 7.3.3.2. to legal and regulatory authorities, upon request, or for the purposes of reporting any actual or suspected breach of applicable law or regulation;
 - 7.3.3.3. to third party operators;
 - 7.3.3.4. where it is necessary for the purposes of, or in connection with, actual or threatened legal proceedings or establishment, exercise or defense of legal rights;

7.3.3.5. to any relevant party for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including, but not limited to, safeguarding against, and the prevention of threats to, public security; and

7.3.3.6. to any relevant third party acquirer(s), in the event that we sell or transfer all or any portion of our business or assets (including, but not limited to, in the event of a reorganization, dissolution or liquidation).

7.3.4. If Company discloses Personal Information to third parties, the latter will be obliged to only use that personal information for the reasons and purposes the information was disclosed for and provide adequate security safeguards.

7.4. International transfer of Personal Information

7.4.1. Company may transfer Personal Information to recipients outside of the Republic of South Africa.

7.4.2. Personal Information may be transferred outside of the Republic of South Africa provided that the country to which the data is transferred has adopted a law that provides for an adequate level of protection substantially similar to POPIA, the third party undertakes to protect the Personal Information in line with applicable data protection laws and the transfer is necessary for Company's business operations.

7.5. Security of Personal Information

7.5.1. Company provides adequate protection for the Personal Information in its possession. Company implements appropriate technical and organisational security measures to protect Personal Information in its possession against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, in accordance with applicable law.

7.5.2. In dealings with third parties, Company imposes appropriate security, privacy and confidentiality obligations on them to ensure that the Personal Information disclosed to them is kept secure. Company ensures that anyone to whom Personal Information is passed onto agrees to treat such Personal Information with the same level of protection as Company is obliged to.

7.5.3. Company, on an on-going basis, reviews its security controls and related processes to ensure Personal Information remains secure.

8. REQUEST PROCEDURE IN TERMS OF POPIA

8.1. A data subjects is entitled to make the following requests to Company in terms of POPIA –

8.1.1. to confirm all information Company holds about the data subject;

- 8.1.2. to object to the processing of Personal Information; and
- 8.1.3. to correct or delete Personal Information.
- 8.2. A request must be made in writing and on the prescribed forms as per Annexure A. The request must be sent to Company's Information Officer.

9. REQUEST PROCEDURE IN TERMS OF PAIA

- 9.1. To request a Record in terms of PAIA, the request must be made on the prescribed form (Annexure B). The request must be sent to Company's Information Officer.
- 9.2. The requester must provide sufficient details in the request to enable Company to identify:
 - 9.2.1. the Record(s) requested;
 - 9.2.2. the requester (and if an agent is lodging the request, proof of capacity);
 - 9.2.3. the form of access required;
 - 9.2.4. the postal address or email address of the requester in South Africa, or if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof; and
 - 9.2.5. the right which the requester is seeking to exercise or protect with an explanation of the reason the Records are required to exercise or protect the right.

10. PRESCRIBED FEES

- 10.1. Requests made in terms of PAIA (other than personal requests) are subject to the following fees:
 - 10.1.1. Request fee: R50.00
 - 10.1.2. Access fee:
 - For every photocopy of an A4-size page or part thereof.....R1.10
 - For every printed copy of an A4-size page or part thereof on a computer or in electronic format or machine-readable formR0.75
 - For a copy in a computer-readable form on USB.....R120.00
 - For a transcription of visual images, for an A4-size page or part thereofR40.00
 - For a copy of visual imagesR60.00
 - For a transcription of an audio record, for an A4-size page or part thereof.....R20.00
 - For a copy of an audio record.....R30.00

- 10.2. If the preparation of the Record requested required more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 10.3. A requester may lodge an application with a court against the render/payment of the request fee and/or deposit.
- 10.4. Records may be withheld until the fees have been paid.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Company may refuse a request for information in accordance with section 62 to 69 PAIA.

12. AVAILABILITY AND UPDATING OF THIS MANUAL

- 12.1. This Manual is available at Company's office and on [Home - Information Regulator \(inforegulator.org.za\)](http://inforegulator.org.za).
- 12.2. Company may review and update this Manual from time to time. The latest version of this Manual is available on request.

Issued by



(Bevan John Davis)

MANAGING DIRECTOR

ANNEXURE "A"



REPUBLIC OF SOUTH AFRICA

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013
(ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)
Signed at this day of 20.....	
Signature of data subject/designated person	

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

- Request is made in my own name
 Request is made on behalf of another person.

PERSONAL INFORMATION		
Full Names		
Identity Number		
Capacity in which request is made <i>(when made on behalf of another person)</i>		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel. (B):	Facsimile:
	Cellular:	
Full names of person on whose behalf request is made <i>(if applicable)</i> :		
Identity Number		
Postal Address		

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

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

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE “B”

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

(Section 53(f) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

A. PARTICULARS OF PRIVATE BODY

The Head:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached</i></p> |
|--|

Full names and surname:

Identity number:

Postal Address

Fax number:

Telephone number:

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

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person</i></p>
--

Full names and surname:

Identity number:

D. PARTICULARS OF RECORD

- | |
|--|
| <p>(a) <i>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.</i></p> <p>(b) <i>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.</i></p> |
|--|

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.

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

copy of record*

inspection of record

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

view the images

copy of 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* (USB)

* 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

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 abovementioned 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 _____ THIS _____ DAY OF _____ 20_____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE