

WEAVIND AND WEAVIND INCORPORATED

(Registration Number:1976/002814/21)



WEAVIND & WEAVIND

ATTORNEYS, NOTARIES AND CONVEYANCERS

— EST. 1905 —

PAIA & POPI MANUAL

Published in terms of section 51 of the

Promotion of Access to Information Act 2 of 2000

Along with the additional requirements imposed by the

Promotion of Personal Information Act 4 of 2013.

1 INTRODUCTION

Weavind and Weavind Incorporated is a personal liability company and conducts the business of a firm of attorneys, notaries and conveyancers.

This manual is published in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (the “PAIA Act”) [the “Manual”] and provides an outline of the type of records and personal information which the Company holds. The Manual also explains how to submit requests for access to these records in terms of the PAIA Act. In addition to explaining how to access, or object to, personal information held by the Company, or request correction of the personal information, in terms of sections’ 23 and 24 of the Protection of Personal Information Act 4 of 2013 (the “POPI Act”), the Manual also explains how to submit requests for access to these records in terms of the PAIA Act.

The objective of the PAIA Act is to give effect to the constitutional right to access to information, which information is held by a public or private body and which information is required for the exercise or protection of any rights. The PAIA Act recognises the right entrenched in section 32 of the Constitution of the Republic of South Africa, 1996 and aims to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information.

Accordingly, requests for access to information held by the Company shall be made in accordance with the prescribed procedures and at the rates provided. The prescribed forms and fee tariffs are dealt with in Chapter 1 of Part 3 of the PAIA Act, as well as in section 5 below.

1.1 Availability of this Manual

This Manual is published on the Company’s website at www.weavind.co.za or alternatively, a copy can be requested from the Information Officer or Deputy Information Officer (see contact details in paragraph 2 below).

1.2 Availability of guides to the PAIA and POPI Acts

Guides to the PAIA and POPI Acts can be obtained and queries directed to:

PAIA Act	POPI Act
<p>The South African Human Rights Commission:</p> <p><u>Physical Address:</u></p> <p>Braampark Forum 3 33 Hoofd Street Braamfontein Johannesburg Gauteng</p>	<p>The office of the Information Regulator:</p> <p><u>Physical Address:</u></p> <p>SALU Building 316 Thabo Sehume Street Sunnyside Pretoria Gauteng</p>
<p>Private Bag 2700, Houghton, 2041 Tel: +27 11 877 3600 Fax: +27 11 403 0625 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za</p>	<p>Tel: +27 12 406 4818 Fax: 086 500 3351 Website: www.justice.gov.za/inforeg/ E-mail: inforeg@justice.gov.za</p>

2 COMPANY CONTACT DETAILS

Contact details in terms of section 51 of PAIA:

Weavind and Weavind Incorporated
P.O. Box 34
Pretoria
0001

Block E, Glenfield Office Park
361 Oberon Avenue, Faerie Glen, Pretoria
Gauteng, 0001, RSA
Telephone number: 0123463098
Website: weavind.co.za

Duly authorised persons:

Information Officer:	Deputy Information Officer:
Name: Gerard van der Merwe Tel: 012 346 3098 E-mail: gerard@weavind.co.za	Name: Gerhard van Biljon Tel: 012 346 3098 E-mail: gerhardvb@weavind.co.za

Applicable Legislation:

The following legislation, amongst others which may become applicable from time to time, is applicable to and observed by the Company pursuant to undertaking its day-to-day operations:

Item No:	Legislative Reference:	Act:
1	No. 71 of 2008	The Companies Act
2	No. 75 of 1997	The Basic Conditions of Employment Act
3	No. 55 of 1998	The Employment Equity Act
4	No. 58 of 1962	The Income Tax Act
5	No. 66 of 1995	The Labour Relations Act
6	No. 89 of 1991	The Value Added Tax Act
7	No. 28 of 2014	The Legal Practice Act
8	No. 38 of 2001	The Financial Intelligence Centre Act

9	No. 25 of 2002	The Electronic Communications and Transactions Act
10	No. 2 of 2000	The Promotion of Access to Information Act
11	No. 4 of 2013	The Protection of Personal Information Act
12	No. 63 of 2001	The Unemployment Insurance Act
13	No. 53 of 2003	The Broad-Based Black Economic Empowerment Act

3 COMPANY RECORD CLASSIFICATION

Classification No.	Access	Classification [PAIA section]
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright
4	Limited Disclosure	Personal Information of natural persons that belongs to the requester of that information, or personal information of juristic persons represented by the requestor of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information or of natural person [s63]
6	May not be Disclosed	Likely to harm the commercial or financial interests of a third party [s64(1)(a) and (b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(1)(c)]
8	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be Disclosed	Legally privileged document [s67]

11	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

4 PROCESSING OF PERSONAL INFORMATION

Pursuant to promoting responsible information processing practices within its organisation, as well as in its capacity as responsible party contemplated in terms of the provisions of the POPI Act, the Company takes any activities relating to the protection and processing of personal information (as defined in terms of the provisions of section 1 of the POPI Act) very seriously. To promote the constitutional right to privacy, as well as to play its part in promoting the rights protected in terms of the POPI Act, the Company undertakes to, in so far as is required of it, observe the requirements and conditions for the lawful processing of personal information.

4.1 The purposes for which the Company processes personal information

The Company may process personal information for a variety of purposes, which may include, but is not limited to, the following purposes:

- to provide or manage any information, products and/or services requested by data subjects in general;
- to help us identify data subjects when they contact us;
- to facilitate the delivery of services to our clients;
- the institution and carrying on of legal proceedings for and on behalf of our clients;
- to help us administer client matters;
- the preparation and drafting of documents;

- to maintain client records;
- to maintain supplier records;
- for recruitment purposes;
- for employment purposes;
- for apprenticeship purposes;
- for general administration, financial and tax purposes;
- for legal or contractual purposes;
- for health and safety purposes;
- to render advice to our employees and clients;
- to retain records in compliance with any applicable legislation;
- to monitor access, secure and manage any of our office premises and facilities regardless of location in South Africa;
- to transact with our suppliers and business partners;
- to help us improve the quality of our services;
- to help us detect and prevent fraud and money laundering;
- to help us recover debts;
- to comply with legislation applicable to us; and
- to carry out and perform client mandates.

4.2 Recipients or categories of recipients with whom personal information is shared

Subject to any relevant terms and conditions of use which may be applicable when a data subject engages with the Company, we may share the personal information of any data subject we process for any of the purposes outlined in section 4.1 above, with the following third parties, whether such third parties qualify as “responsible parties” in terms of section 1 of the POPI Act or not:

- any associated entity of the Company;
- any consultant or adviser of the Company;
- any relevant regulatory authorities,
- any approved service provider, contractor or supplier with whom the Company has an agreement;
- any approved business partners who provide products and services to the Company; and

- any approved service providers or authorised agents who perform services on the Company's behalf.

The Company processes personal information in order to facilitate and improve the delivery of services to its clients, foster a legally compliant workplace environment, as well as safeguard the personal information relating to any data subjects which it in fact holds. We undertake to process any personal information in a manner which promotes the constitutional right to privacy, retains accountability and data subject participation.

4.3 Categories of Data Subjects and their Personal Information

The Company may possess records relating to suppliers, shareholders, contractors/service providers, staff and clients:

Entity Type	Personal Information Processed
Clients: Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; Tax related information; nationality; gender; confidential correspondence
Clients – Juristic Persons / Entities	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Clients – Foreign Persons / Entities	Names; contact details; physical and postal addresses; date of birth; Passport number Tax related information; nationality; gender; confidential correspondence
Intermediary / Advisor	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Contracted Service Providers	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Employees / Directors	Gender, Pregnancy; Marital Status; Colour, Age, Language, Education information; Financial Information; Employment History; ID number; Physical and Postal address; Contact details; Opinions, Criminal behaviour; Well-being;

4.4 Information security measures to protect personal information

We have, and continue to, implement reasonable, technical and organisational measures for the protection of personal information processed by us. We at all times take reasonable and appropriate security measures to secure the integrity and confidentiality

of personal information in our possession in order to guard against:

- the loss of, damage to or unauthorised destruction of personal information;
- the unlawful access or processing of personal information; or
- the willful manipulation of personal information.

We will take steps to ensure that any third-party process operators (as defined in terms of section 1 of the POPI Act) who process personal information on behalf of the Company apply adequate safeguards as outlined above.

4.5 Trans-border flows of personal information

The Company will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing and will do so only in accordance with South African legislative requirements or if the relevant data subject consents to the transfer of their personal information to third parties in any foreign jurisdictions.

We will take reasonable steps to ensure that any third-party process operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold the principles for reasonable and lawful processing of personal information as contemplated in terms of the POPI Act.

4.6 Personal information received from third parties

When the Company receives personal information from any third party on behalf of a data subject, we require confirmation that such a third party has written consent from the data subject, that they are aware of the contents of this PAIA Manual and do not have any objection to our processing of their personal information accordingly.

5 PRESCRIBED REQUEST FORMS AND FEES

5.1 How to gain access to records not automatically disclosed

Information which is automatically available, without having to complete the prescribed Form A and paying the requester's fee, will be made available at the offices of the Company (the particulars of which appear in section 2 above) or in the manner requested, should this be reasonable and possible. The manner of access will include:

- Perusal with copying of material if needed and at the prescribed fee for copies;
- Access to visual, audio visual material with a transcription, dubbing, copying or both, if required.

To facilitate the processing of any request by a requester, kindly follow the procedure set forth herein below:

- i. Use the prescribed Form A attached hereto as **Annexure A**, alternatively found on the Company's website – www.weavind.co.za .
- ii. Address your request to gerard@weavind.co.za.
- iii. Provide sufficient detail to enable the Company or any authorised person dealing with a request to identify:
 - a. The record(s) requested;
 - b. The requestor (and, if an agent is lodging the request or behalf of someone, proof of capacity and authorisation);
 - c. The South African postal address, email address or fax number of the requestor;
 - d. The form of access required;
 - e. If the requester wishes to be informed of the decision in any manner (in addition to being informed in writing) the manner and particulars thereof;
 - f. The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required in order to exercise or protect the right.

5.2 Prescribed fees

The following applies to requests (other than personal requests):

- i. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- ii. If the preparation of the record requested requires more than the prescribed 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).
- iii. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- iv. Records may be withheld until the fees have been paid.

The detailed Fee Structure as prescribed in terms of section 54 of the PAIA Act is attached hereto as **Annexure B** and is also available on the Company's website – www.weavind.co.za

5.3 Access to prescribed forms and fees

Prescribed forms and fees are published on the Company's website or, alternatively, copies can be requested from the Information Officer or Deputy Information Officer (see contact details in section 2).

6 REMEDIES

The Company does not have an internal appeal procedure regarding PAIA and POPI Act requests for access to information. As such, the decision made by the duly authorised persons whose particulars appear in section 2, is final.

If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator (once established), for relief.

7 CONDITIONS OF LAWFUL PROCESSING

7.1 ACCOUNTABILITY

The Company ensures that all processing conditions, as set out in the POPI Act, are complied with when determining the purpose and means of processing personal information and during the processing itself.

7.2 PROCESSING LIMITATION

The processing of Personal Information is only lawful if, given the purpose of processing, the information is adequate, relevant and not excessive.

The Company:

7.2.1 ensures that it processes information lawfully and in a reasonable manner that does not infringe the privacy of the data subject;

7.2.2 only process information that is adequate, relevant and not excessive;

7.2.3 only process personal information if:

- 7.2.3.1** the data subject (or competent person) consents to the processing;
- 7.2.3.2** processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party;
- 7.2.3.3** processing complies with an obligation imposed by law;
- 7.2.3.4** processing protects a legitimate interest of the data subject;
- 7.2.3.5** processing is necessary for the proper performance of a public law duty by a public body; or
- 7.2.3.6** processing is necessary for pursuing the legitimate interests of the Company or a third party to whom the information is supplied.

7.2.4 immediately cease processing a data subject's personal information if that data subject (or competent person) withdraws their consent;

7.2.5 cease processing information if the data subject objects thereto on reasonable grounds;

7.2.6 collect personal information directly from the data subject, unless:

- 7.2.6.1** the information is publicly available (or has been made public by the data subject);
- 7.2.6.2** the data subject has consented to the collection of the personal information from another source;
- 7.2.6.3** collection does not prejudice a legitimate interest of the data subject;
- 7.2.6.4** collection of the information is necessary, in terms of POPIA;
- 7.2.6.5** compliance would prejudice a lawful purpose of the collection; or
- 7.2.6.6** compliance is not reasonably practicable in the circumstances of the particular case.

7.3 PURPOSE SPECIFICATION

7.3.1 The Company will only process personal information for the specific purposes set out in 4.1 above.

7.3.2 The Company will not retain records of personal information for any longer than is necessary to achieve the purpose for which the information was collected and processed, unless:

- 7.3.2.1** retention of the record is required or authorised by law;
- 7.3.2.2** the Company reasonably requires the record for lawful purposes related to its

- functions or activities;
 - 7.3.2.3** retention of the record is required by a contract between the parties thereto;
or
 - 7.3.2.4** the data subject (or competent person) has consented to the retention of the record.
- 7.3.3** Where the Company has used a record of personal information of a data subject to make a decision about the data subject, the Company will:
- 7.3.3.1** retain the record for such period as may be required or prescribed by law or a code of conduct; or
 - 7.3.3.2** if there is no law or code of conduct prescribing a retention period, retain the record for a period which will afford the data subject a reasonable opportunity, taking all considerations relating to the use of the personal information into account, to request access to the record.
- 7.3.4** The Company will restrict the processing of personal information if:
- 7.3.4.1** the data subject contests its accuracy;
 - 7.3.4.2** The Company no longer needs the personal information;
 - 7.3.4.3** the processing is unlawful and the data subject request the restriction of that personal information; or
 - 7.3.4.4** the data subject requests to transmit the personal data into another automated processing system.

7.4 FURTHER PROCESSING

- 7.4.1** The Company will ensure that further processing of personal information is in accordance or compatible with the purpose for which it was originally collected.
- 7.4.2** To assess whether further processing is compatible with the purpose of collection, the Company will take account of:
- 7.4.2.1** the relationship between the purpose of the intended further processing and the purpose for which the information has been collected;
 - 7.4.2.2** the nature of the information concerned;
 - 7.4.2.3** the consequences of the intended further processing for the data subject;
 - 7.4.2.4** the manner in which the information has been collected; and
 - 7.4.2.5** any contractual rights and obligations between the parties.

- 7.4.3** The further processing of personal information is not incompatible with the purpose of collection if, among other things:
- 7.4.3.1** the data subject or a competent person where the data subject has consented to the further processing of the information;
 - 7.4.3.2** the information is available in or derived from a public record or has been deliberately made public by the data subject;
 - 7.4.3.3** further processing is necessary to avoid prejudice to the maintenance of the law, to comply with an obligation imposed by law, for the conduct of court or tribunal proceedings or in the interests of national security;
 - 7.4.3.4** the information is used for historical, statistical or research purposes and the Company ensures that the further processing is carried out solely for such purposes and will not be published in an identifiable form; or
 - 7.4.3.5** the further processing of the information is in accordance with an exemption granted by the Information Regulator.

7.5 INFORMATION QUALITY

The Company shall take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading and updated when necessary. In taking these reasonably practicable steps, the Company must have regard to the purpose for which personal information is collected or further processed.

7.6 OPENNESS

- 7.6.1** The Company will retain documentation of all processing operations under its responsibility in terms of the POPI Act.
- 7.6.2** If personal information is collected, the Company will take reasonably practicable steps to ensure that the data subject is aware of:
 - 7.6.2.1** the information being collected and where the information is not collected from the data subject, the source from which it is collected;
 - 7.6.2.2** the Company's full legal name and address;
 - 7.6.2.3** the purpose for which the information is being collected;
 - 7.6.2.4** whether or not the supply of that information by that data subject is voluntary or mandatory;
 - 7.6.2.5** the consequences of failure to provide the information;
 - 7.6.2.6** any particular law authorising or requiring the collection of the information;
 - 7.6.2.7** the fact that, where applicable, the Company intends to transfer the

information to a third country or international organisation and the level of protection afforded to the information by that third country or international organisation;

7.6.2.8 any further information such as the-

7.6.2.8.1 recipient or category of recipients of the information;

7.6.2.8.2 nature or category of the information;

7.6.2.8.3 existence of the right of access to and the right to rectify the information collected;

7.6.2.8.4 existence of the right to object to the processing of personal information; and

7.6.2.8.5 right to lodge a complaint to the Information Regulator and the contact details of the Information Regulator,

which is necessary, having regard to the specific circumstances in which the information is or is not to be processed, to enable processing in respect of the data subject to be reasonable.

7.6.3 The above steps will be taken by the Company:

7.6.3.1 if the personal information is collected directly from the data subject, before the information is collected, unless the data subject is already aware of the information described above; or

7.6.3.2 in any other case, before the information is collected or as soon as reasonably practicable after it has been collected.

7.6.4 It is not necessary for the Company to comply with the above steps if:

7.6.4.1 the data subject has provided consent for the non-compliance;

7.6.4.2 non-compliance would not prejudice the legitimate interests of the data subject as set out in terms of the POPIA Act;

7.6.4.3 non-compliance is necessary to avoid prejudice to the maintenance of the law, to comply with an obligation by law, for the conduct for court or tribunal proceedings, or in the interests of national security;

7.6.4.4 compliance would prejudice the lawful purpose of the collection;

7.6.4.5 compliance is not reasonably practicable in the circumstances of the particular case; or

7.6.4.6 the information will not be used in a form in which the data subject may be identified, or will be used for historical, statistical or research purposes.

7.7 SECURITY SAFEGUARDS

7.7.1 The Company will secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent:

- 7.7.1.1** loss of, damage to or unauthorised destruction of personal information; and
- 7.7.1.2** unlawful access to or processing of personal information.

7.7.2 The Company employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- 7.7.2.1** Firewalls;
- 7.7.2.2** Virus protection software and update protocols;
- 7.7.2.3** Logical and physical access control; and
- 7.7.2.4** Secure setup of hardware and software making up the IT infrastructure.

7.8 DATA SUBJECT PARTICIPATION

7.8.1 A data subject, having provided adequate proof of identity, has the right to:

- 7.8.1.1** request the Company to confirm, free of charge, whether the Company holds personal information about the data subject; and
- 7.8.1.2** request from the Company the record or description of personal information about them held by the Company, including the information of third parties who have had access to the information, within a reasonable time, manner and format.

7.8.2 Data subjects may request the Company, to:

- 7.8.2.1** correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or
- 7.8.2.2** destroy or delete a record of personal information about the data subject that the responsible party is no longer authorised to retain.

7.8.3 On receipt of such a request, the Company will, as soon as reasonably practicable:

7.8.3.1 correct the information;

7.8.3.2 destroy or delete the information;

7.8.3.3 provide the data subject, to his or her satisfaction, with credible evidence in support of the information; or

7.8.3.4 where agreement cannot be reached between the Company and the data subject, and if the data subject so requests, take such steps as are reasonable in the circumstances, to attach to the information in such a manner that it will always be read with the information, an indication that a correction of the information has been requested but has not been made.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

(Act No. 2 of 2000)]

[Regulation 10]

A. Particulars of private body

Weavind and Weavind Incorporated

P.O. Box 34

Pretoria

0001

Block E, Glenfield Office Park

361 Oberon Avenue, Faerie Glen, Pretoria

Gauteng, 0001, RSA

Telephone number: 0123463098

Website: weavind.co.za

Request to be address to:

Information Officer:

Name: Gerard van der Merwe

Tel: 012 346 3098

E-mail: gerard@weavind.co.za

Deputy Information Officer:

Name: Gerhard van Biljon

Tel: 012 346 3098

E-mail: gerhardvb@weavind.co.za

B. Particulars of person requesting access to the record

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 only be completed if a request for information is being made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

The requestor must provide full particulars of the record to which access is requested, including any reference number if that is known to the requestor, to enable the record to be located. You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

E. Fees

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. The Company will, upon

receipt of your request, notify you of the amount required to be paid as the request fee. 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. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

F. Form of access to record

<p><i>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.</i></p>	
<p>Disability: _____</p>	<p>Form in which record is required: _____</p>
<p><i>Mark the appropriate box with an X.</i></p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>	

<p>1. If the record is in written or printed form:</p>			
	copy of record*		inspection of record
<p>2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p>			
	View the images		copy of the images* transcription of the images*
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p>			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
<p>4. If record is held on computer or in an electronic or machine-readable form:</p>			

	printed copy of record*		printed copy of information derived from the record*		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? Postage is payable.					YES	NO

G. Particulars of right to be exercised or protected

You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.

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: _____

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

PRESCRIBED FEE TARIFF

GENERAL

The following applies to requests (other than personal requests):

1. A requester is required to pay the prescribed fees (R .00) before a request will be processed;
2. If the preparation of the record requested requires more than the prescribed hours determined by the Company's Information Officer, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
3. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid. Payments should be made to the business account of the Company, the particulars of which account details will be made available to a requestor upon lodging a request for access to information.

FEES IN RESPECT OF PRIVATE BODIES SUCH AS THE COMPANY

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

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 held on a computer or in electronic or machine-readable form	R0.75

For a copy in a computer-readable form on –	
(i) Stiffy disc	R7.50
(ii) Compact disc	R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
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

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

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 held on a computer or in electronic or machine-readable form	R0.75
For a copy in a computer-readable form on –	
(i) Stiffy disc	R7.50
(ii) Compact disc	R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
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

5. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

6. For purposes of section 54(2) of the Act, the following applies:

2 hours as the hours to be exceeded before a deposit is payable; and
One third of the access fee is payable as a deposit by the requester.

7. Postage fees are payable when a copy of a record must be posted to a requester.