

## **INFORMATION MANUAL ITO PAIA AND POPI**

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

This manual applies to

**MANFIELD TRADING CC**

**AND ITS SUBSIDIARIES**

**(HEREINAFTER REFERRED TO AS RAPTİK BRANDS ]**

## **1. BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT**

- 1.1. The Promotion of Access to Information Act, No. 2 of 2000 (the “Act”) was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- 1.2. In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual (“PAIA Manual”).
- 1.3. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body

### **RAPTIK BRANDS**

## **MANUFACTURING AND PACKAGING**

### **3. PAIA MANUAL**

- 3.1. The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability within RAPTIK BRANDS by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.
- 3.2. In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies.
- 3.3. Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
  - 3.3.1. Limitations aimed at the reasonable protection of privacy;
  - 3.3.2. Commercial confidentiality; and
  - 3.3.3. Effective, efficient and good governance; and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution
- 3.4. This PAIA Manual complies with the requirements of guide mentioned in section 10 of the Act and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

#### **4. CONTACT DETAILS OF THE MANAGING DIRECTOR [SECTION 51(1)(A)]**

Managing Director:	DIPESH ARVIND KALYAN
Registered Address:	6 PINE CITY CENTRE , CORNER HILL & MOODIE STREETS , PINETOWN, 3610
Postal Address:	AS ABOVE
Telephone Number:	0317012050
Website and/or email address	www.raptikbrands.com

#### **5. THE INFORMATION OFFICER [SECTION 51(1)(B)]**

- 5.1. The Act prescribes the appointment of an Information Officer for public bodies where such Information Officer is responsible to, inter alia, assess request for access to information. The head of a private body fulfils such a function in terms of section 51.
- 5.2. The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities in terms of section 55 of the Protection of Personal Information Act 4 of 2013 after registering with the Information Regulator.
- 5.3. The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of the Protection of Personal Information Act 4 of 2013. This is in order to render RAPTİK BRANDS as accessible as reasonable possible for requesters of its records and to ensure fulfilment of its obligations and responsibilities as prescribed in terms of section 55 of the Protection of Personal Information Act 4 of 2013. All request for information in terms of this Act must be addressed to the Information Officer.

#### **CONTACT DETAILS OF THE INFORMATION OFFICER**

Information Officer:	DIPESH KALYAN
Registered Address:	6 PINE CITY CENTRE , CORNER HILL & MOODIE STREETS , PINETOWN, 3610
Postal Address:	AS ABOVE
Telephone Number:	
Website and/or Email	info@raptikbrands.com

## 6. GUIDE OF SA HUMAN RIGHTS COMMISSION (SECTION 51(1) (B))

- 6.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 6.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 6.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 6.4. The contact details of the Commission are:

Contact body:	
Physical Address:	PAIA Unit 29 Princess of Wales Terrace Cnr York and Andrew Streets Parktown
Postal Address:	Private Bag 2700, Houghton 2041
Telephone Number:	+27 11 877 3600
E-Mail:	PAIA@sahrc.org.za
Web Site:	www.sahrc.org.za

## 7. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY)[SECTION 51(1)(C)]

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of PAIA

## 8. SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT (SECTION 51(1) (E))

8.1. **Records held by RAPTİK BRANDS.** For the purposes of this clause 8.1, "Personnel" refers to any person who works for, or provides services to, or on behalf of RAPTİK BRANDS. and receives or is entitled to receive remuneration and any other person who assist in carrying out or conducting the business of RAPTİK BRANDS. This includes, without limitation, directors (executive and nonexecutive), all permanent, temporary and part-time staff, as well as contract workers. This clause serves as a reference to the categories of information that RAPTİK BRANDS. holds. The information is classified and grouped according to records relating to the following subjects and categories:

SUBJECT	CATEGORY
BUSINESS INFORMATION	Prescribed certificates ;Memorandum of incorporation ;Forms of directors and shareholders ;Company rules ;Minute books Resolutions ;Practice code and related records
CUSTOMER PERSONAL INFORMATION	Name ;Address ;Email address ;Telephone / cell number ;Cookies if you use our website ;
FINANCIAL RECORDS	Accounting Records; Annual Financial Reports; Annual Financial Statements Asset Registers; Bank Statements; Banking details and bank accounts; Medical scheme rules ;Retirement scheme rules ;Insurance records
OTHER	Banking Records; Debtors / Creditors statements and invoices; General ledgers and subsidiary ledgers; General reconciliation. Invoices; Paid Cheques; Policies and procedures; Rental Agreements; and Tax Returns,
INCOME TAX RECORDS	PAYE Records; Documents issued to employees for income tax purposes; Records of payments made to SARS on behalf of employees; All other statutory compliances; VAT; Regional Services Levies; Skills Development Levies; UIF ; Workmen’s Compensation
PERSONNEL DOCUMENTS AND RECORDS	Address Lists; Disciplinary Code and Records; Employee benefits arrangements rules and records; Employment Contracts; Employment Equity Plan; Forms and Applications; Grievance Procedures; Leave Records; Medical Aid Records; Payroll reports/ Wage register; Pension Fund Records; Safety, Health and Environmental records; Salary Records; Standard letters and notices; Training Manuals; Training Records; IDs, Telephone numbers CVS, bank details , addresses, time and attendance
SAFETY, HEALTH AND ENVIRONMENT	Complete Safety, Health and Environment Risk Assessment; Environmental Managements Plans; Inquiries, inspections, examinations by environmental authorities
IT	Computer / mobile device usage policy documentation; Disaster recovery plans; Hardware asset registers’ Information security policies/standards/procedures; Information technology systems and user manuals; Information usage policy documentation; Project implementation plans; Software licensing; and System documentation and manuals.

Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA manual. Amongst other, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before RAPTİK BRANDS will consider access.

- 8.2. Information is collected electronically and or manually;
- 8.3. Customers are aware that their information is shared with RAPTİK BRANDS from time to time during normal sale interaction;
- 8.4. RAPTİK BRANDS does not collect information that is related to :
  - religious / philosophical beliefs

- criminal conduct (apart from any employee transgressions);
  - sex life;
  - race/ethnic profiling
  - BEE status
  - information on minor children
  - political party choice
- 8.5. information is stored in the admin office on selected computers only accessible to management.
- 8.6. all computers are password protected, firewall protection, and physical management offices are not accessible.
- 8.7. advertising is public in nature and customers are not directly marketed unless they have opted in.
- 8.8. no information is transferred across the border.
- 8.9. we keep information for the statutory requirement periods.

#### **9. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT**

- 9.1. Records of a public nature, typically those disclosed on the RAPTİK BRANDS website and in its various annual reports, may be accessed without the need to submit a formal application.
- 9.2. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

#### **10. DESCRIPTION OF THE RECORDS OF THE BODY WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION (SECTION 51(1) (D))**

- 10.1. Where applicable to its operations RAPTİK BRANDS also retains records and documents in terms of the legislation below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.
- a. Basic Conditions of Employment Act, No 75 of 1997;
  - b. Companies Act, No 71 of 2008;
  - c. Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
  - d. Constitution of the Republic of South Africa 2008;
  - e. Consumer Protection Act 68 of 2008;
  - f. Electronic Communications Act, No 36 of 2005;

- g. Electronic Communications and Transactions Act, No 25 of 2002;
- h. Employment Equity Act, No 55 of 1998;
- i. Hazardous Substances Act 55 of 1973
- j. Health Professions Act 56 of 1974
- k. Financial Intelligence Centre Act, No 38 of 2001;
- l. Identification Act, No. 68 of 1997;
- m. Income Tax Act, No 58 of 1962;
- n. Labour Relations Act, No 66 of 1995;
- o. Medical Schemes Act 131 of 1998
- p. Nursing Act 33 of 2005
- q. Occupational Health & Safety Act, No 85 of 1993;
- r. Promotion of Access to Information Act, No 2 of 2000;
- s. Protection of Personal Information Act, No. 4 of 2013;
- t. Skills Development Levies Act No. 9 of 1999;
- u. Unemployment Insurance Contributions Act 4 of 2002;
- v. Unemployment Insurance Act No. 30 of 1966;
- w. Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

10.2. It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

## **11. DETAIL TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF RAPTİK BRANDS (SECTION 51(1) (E))**

- 11.1. The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 11.2. The requester must complete the prescribed form enclosed herewith and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as noted in clause 5 above.

- 11.3. The prescribed form must be filled in with sufficient information to enable the Information Officer to identify a. the record or records requested, and b. the identity of the requester.
- 11.4. The requester should indicate which form of access is required and specify a postal address or fax number of the requester in the Republic.
- 11.5. The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right (section 53(2)(d)).
- 11.6. RAPTİK BRANDS will process the request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with.
- 11.7. The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.
- 11.8. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (section 53(2)(f)).
- 11.9. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 11.10. The requester must pay the prescribed fee, before any further processing can take place.
- 11.11. All information as listed in clause 11 herein should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. The Information Officer shall serve a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

## **12. REFUSAL OF ACCESS TO RECORDS**

### **12.1. Grounds to Refuse Access**

A private body such as RAPTİK BRANDS is entitled to refuse a request for information.

12.1.1. The main grounds for RAPTİK BRANDS. to refuse a request for information relates to the:

- a. mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person; b. mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013; c. mandatory protection of confidential information of third parties (section 65) if it is protected in terms of any agreement.
- d. mandatory protection of the safety of individuals and the protection of property (section 66);
- e. mandatory protection of records which would be regarded as privileged in legal proceedings (section 67).

12.1.2. The commercial activities (section 68) of a private body, such as RAPTİK BRANDS which may include:

a. trade secrets of RAPTİK BRANDS

b. financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of RAPTİK BRANDS

c. information which, if disclosed could put RAPTİK BRANDS at a disadvantage in negotiations or commercial competition.

d. a computer program which is owned by RAPTİK BRANDS, and which is protected by copyright;

e. the research information (section 69) of RAPTİK BRANDS or a third party if its disclosure would disclose the identity of RAPTİK BRANDS the researcher or the subject matter of the research and would place the research at a serious disadvantage.

12.1.3. Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

12.1.4. All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.

12.1.5. If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

## **13. REMEDIES AVAILABLE WHEN RAPTİK BRANDS REFUSES A REQUEST**

### **13.1. Internal Remedies**

RAPTİK BRANDS. does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

### **13.2. External Remedies**

13.2.1. A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 (thirty) days of notification of the decision, may apply to a Court for relief.

13.2.2. A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and a Magistrate's Court designated by the Minister of Justice and Constitutional Development, and which is presided over by a designated Magistrate.

## **14. ACCESS TO RECORDS HELD BY RAPTİK BRANDS**

### **14.1. Prerequisites for Access by Personal/Other Requester**

14.1.1. Records held by RAPTİK BRANDS may be accessed by requests only once the prerequisite requirements for access have been met.

14.1.2. A requester is any person making a request for access to a record of RAPTİK BRANDS

There are two types of requesters:

#### **a. Personal Requester**

i. A personal requester is a requester who is seeking access to a record containing personal information about the requester.

ii. RAPTİK BRANDS will voluntarily provide the requested information or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

#### **b. Other Requester**

i. This requester (other than a personal requester) is entitled to request access to information on behalf of third parties.

ii. In considering such a request RAPTİK BRANDS. will adhere to the provisions of the Act. Section 71 requires that the Information Officer take all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the Information.

RAPTİK BRANDS. is not obliged to voluntarily grant access to such records. The requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act and as stipulated in Chapter 5; Part 3, including the payment of a request and access fee.

## **15. PRESCRIBED FEES (SECTION 51 (1) (F))**

### **15.1. Fees Provided by the Act**

15.1.1. The Act provides for two types of fees, namely: a. A request fee, which is a form of administration fee to be paid by all requesters except personal requesters, before the request is considered and is not refundable, and b. An access fee, which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester.

15.1.2. When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request (section 54(1)).

15.1.3. If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

15.1.4. The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

15.1.5. A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

15.1.6. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester

## 16. REPRODUCTION FEE

16.1. Where RAPTİK BRANDS has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

### 16.2. Request Fees

Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable upfront before the institution will further process the request received.

### 16.3. Access Fees

16.3.1. An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8). The applicable access fees which will be payable are:

Access of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R6.00
A printed copy of an A4-size page or part thereof	R6.00
Flash Drive Copy provided by requester	R40.00
CD provided by requestor	R40.00
CD if provided to requestor	R60.00
A transcription of visual images, in an A4-size page or part thereof	Service to be outsourced and quoted
A copy of visual images	Service to be outsourced and quoted
A transcription of an audio record for an A4-size page or part thereof	R24.00
A copy of an audio record Flash Drive provided by Requestor	R40.00
CD provided by requestor	R40.00
CD provided to requestor	R60.00
Postage , email or any other electronic transfer	Actual costs

## **16.4. DEPOSITS**

16.4.1. Where the institution receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

16.4.2. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

## **16.5. Collection Fees**

16.5.1. The initial "request fee" of R50,00 should be deposited into the bank account below and a copy of the deposit slip, application form and other correspondence / documents, forwarded to the Information Officer via fax.

16.5.2. The officer will collect the initial "request fee" of applications received directly by the Information Officer via email.

16.5.3. All fees are subject to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

## **17. DECISION**

### **17.1. Time Allowed to Institution**

17.1.1. RAPTİK BRANDS will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

17.1.2. The 30 (thirty) day period within which RAPTİK BRANDS has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large number of information, or the request requires a search for information held at another office of RAPTİK BRANDS and the information cannot reasonably be obtained within the original 30 (thirty) day period.

17.1.3. RAPTİK BRANDS will notify the requester in writing should an extension be sought.

# 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):	
	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		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<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			
<b>TYPE OF RECORD</b> <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**  
(Mark the applicable box with an "X")

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

**MANNER OF ACCESS**  
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body (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)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (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)	

**PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

*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.*

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:	

<b>FEES</b>	
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) Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

\_\_\_\_\_  
**Signature of Information Officer**

### FORM 3

#### OUTCOME OF REQUEST AND OF FEES PAYABLE [Regulation 8]

Note:

1. If your request is granted the—
  - (a) amount of the deposit, (if any), is payable before your request is processed; and
  - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

**TO:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCE NO:** \_\_\_\_\_

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information 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> ) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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**OR 2. You requested:**

Printed copies of the information ( <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 information on flash drive ( <i>including virtual images and soundtracks</i> )	
Copy of information on compact disc drive ( <i>including virtual images and soundtracks</i> )	
Copy of record saved on cloud storage server	

**3. To be submitted:**

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> )	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

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**4. Fees payable**

**See clause 16**

**5. Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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This Manual is for informative and educational purposes only and will be governed by and construed in accordance with the laws of South Africa, without regard to its conflicts of law provisions. If for any reason, any provision of this Manual is found incorrect or inaccurate, that provision shall be enforced to the maximum extent permissible so as to affect the intent of the parties as reflected in that provision, and the remainder of the Manual shall continue in full force and effect. The section titles used in this Manual are purely for convenience and carry with them no legal or contractual effect. No Legal Advice or Attorney-Client Relationship is created by this Manual between the Author and the User.