PAIA AND POPI MANUAL

(PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000, AND SECTION 17 OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013)

Rowe Taylor Incorporated
Attorneys | Notaries | Conveyancers

1. **INTRODUCTION**

1.1. This Manual has been prepared in accordance with Section 17 of the Protection of Personal Information Act, No. 4 of 2013, and Section 51 of the Promotion of Access to Information Act, No. 2 of 2000.

1.2. The aim of this Manual is to inform Data Subjects and the public of the manner in which the Firm processes Personal Information in compliance with POPIA, and assist Requesters to request information (documents, records, and/or personal information) from the Firm as contemplated under PAIA. This Manual further describes the categories of Personal Information held by the Firm, the purpose of Processing, the categories of Data Subjects, and the security measures implemented to protect Personal Information.

1.3. This Manual may be amended from time to time and as soon as any amendments have been affected, the latest version of the Manual will be published and distributed in accordance with PAIA.

1.4. A Requester is invited to contact the Information Office should he or she require any assistance in respect of the use or content of this Manual.

2. **DEFINITIONS**

2.1. The following words or phrases will bear the following meanings ascribed to them in this Manual:

2.1.1. "***Client***" means a natural or juristic person who or which receives services from the Firm.

2.1.2. "***Correspondence***" means any written or electronic communication exchanged between two or more parties.

2.1.3. "***Data Subject***" means the natural or juristic person to whom any Personal Information relates.

2.1.4. "***Employee***" means any person who is in the employ of the Firm.

2.1.5. "**Firm**" means Rowe Taylor Incorporated, a professional company, with registration number: 2022/822401/21, which renders legal services, including the provision of legal advice and legal representation, to individual clients, businesses and other organisations.

2.1.6. "***Information Officer***" means the Firm's designated information officer nominated in paragraph 4 of this Manual.

2.1.7. "***Manual***" means this Manual, as amended or augmented from time to time, together with all annexures and schedules hereto.

2.1.8. "***PAIA***" means the Promotion of Access to Information Act, No. 2 of 2000, together with any rules and regulations published pursuant thereto.

2.1.9. "***Personal Information***" has the meaning assigned to in terms of POPIA.

2.1.10. "***POPIA***" means the Protection of Personal Information Act, No. 4 of 2013, together with any rules and regulations published pursuant thereto.

2.1.11. "***Processing***" means any operation or activity or any set of operations or activities, whether or not by automatic means, concerning personal information, including:

2.1.11.1. The receipt, collection, recording, organization, storage, updating or modification, retrieval, alteration, consultation or use;

2.1.11.2. Dissemination by means of transmission, distribution or making available in any other form by correspondence or other means; or

2.1.11.3. Merging, blocking, degradation, erasure or destruction.

2.1.12. "***Requester***" means any natural or juristic person (including any Data Subject) requesting access to a record that is under the control of the Firm; and

2.1.13. "***Third Party***" means any independent contractor, agent, consultant, subcontractor or other representative of the Firm.

3. HOW TO USE PAIA TO ACCESS INFORMATION

3.1. PAIA grants a Requester the access to records of a private body, such as the Firm, if the record is required for the exercise of protection of any rights.

3.2. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, and at the prescribed fees.

3.3. A guide on how to use PAIA is required to be compiled by the Information Regulator and is accessible (in various official languages) on the information Regulator's website, and queries may be directed to:

The Information Regulator of South Africa

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

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Email Addresses: inforeg@justice.gov.za / complaints.ir@justice.gov.za

Website: https://inforegulator.org.za

Tel: (010) 023 - 5200

4. **THE FIRM'S CONTACT DETAILS**

Full Name of Private Body:	**Rowe Taylor Inc.**
Physical and Postal Address:	**Suite 8b, first floor, 3 Melrose Boulevard,** **Melrose Arch, Birnam, Johannesburg, 2196**
Head of Body:	Name: **Duncan Rowe** Tel: **087 703 5789** Email: **duncan@rtlaw.co.za**
Information Officer	Name: **Neale Taylor** Tel: **087 703 5789** Email: **neale@rtlaw.co.za**

5. **THE FIRM'S PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA**

Purpose of the Firm's Processing of Personal Information

5.1. The Firm will only process a Data Subject's Personal Information for a specific, lawful and clear purpose(s) and will ensure that it makes the Data Subject aware of such purpose(s) as far as possible.

5.2. The Firm will ensure that there is a legal basis for the Processing of any Personal Information. the Firm will ensure that Processing will relate only to the purpose(s) for and of which the Data Subject has been made aware (and where relevant consented to), or such other lawful purpose, and will not Process Personal Information for any other purpose(s).

5.3. The Firm will only retain Personal Information for as long as is necessary to accomplish the Firm's legitimate purpose(s) or for as long as may be permitted or required by law. Given the nature of the Firm's business, the Firm may be required to retain Personal Information for extended periods in order to comply with prescription periods applicable to legal claims, to preserve records in connection with ongoing or potential litigation, to meet regulatory and professional obligations, and to comply with record-keeping requirements of the Legal Practice Act, No. 28 of 2014, and the rules of the legal profession.

5.4. The Firm uses Personal Information for *inter alia* one or more of the following, non-exhaustive, purposes –

5.4.1. To provide its services, and in fulfilment of our instructions;

5.4.2. as part of the Firm's Customer Due Diligence and other processes as required in terms of the Financial Intelligence Centre Act, No. 38 of 2001 and other applicable laws;

5.4.3. To comply with its obligations under applicable legislation;

5.4.4. Performing general information technology-related functions for all business functions within the Firm;

5.4.5. Interacting with Clients and Third Parties on our website and monitoring use of our website, including for purposes of improving same.

5.4.6. In connection with internal audit processes (i.e. ensuring that the appropriate internal controls are in place in order to mitigate relevant risks, as well as to carry out investigations where required) ;

5.4.7. For employment related purposes such as administering pay-roll, accessing credit and criminal history, and determining employment equity;

5.4.8. To respond to any Correspondence that the Data Subject may have sent to the Firm;

5.4.9. In connection with the execution of payment processing functions;

5.4.10. To contact the Data Subject for direct marketing purposes where permitted;

5.4.11. For such other purpose(s) to which the Data Subject has consented to from time to time;

5.4.12. In the course of providing legal advice and opinions to clients;

5.4.13. In the course of conducting, managing and administering litigation, arbitration, mediation and other dispute resolution proceedings on behalf of Clients or the Firm itself, including the collection, review, storage and disclosure of evidence and other documentation;

5.4.14. In evidence, affidavits, witness statements, court documents, pleadings and other legal documents in connection with legal proceedings;

5.4.15. In the court of conducting conveyancing and notarial work on behalf of Clients;

5.4.16. Complying with court orders, subpoenas, discovery obligations and other legal process;

5.4.17. to store and achieve Personal Information contained in Client files, legal records and Correspondence for the periods required by law or by the rules of the legal profession; and

5.4.18. For such other purposes authorized in terms of applicable law(s).

Categories of Data Subjects and of the Personal Information relating thereto

5.5. The Firm collects Personal Information directly from the Data Subject and/or from Third Parties, and where the Firm obtains personal information from Third Parties, the Firm will ensure that it obtained the necessary consent of the Data Subject to do so, where necessary, and will only Process the Personal Information without the Data Subject's consent where the Firm is permitted to do so in terms of applicable law(s).

5.6. Data Subjects in respect of which the Firm may Process Personal Information includes Clients of the Firm, employees, candidate employees and service providers.

5.7. Examples of Third Parties from whom Personal Information may be collected include, the Firm's Clients when the Firm handles personal information on their behalf, regulatory bodies, credit reference agencies, other companies providing services to the Firm (such as, for example, LexisNexis, SearchWorks, and other legal information service providers), and where the Firm makes use of publicly available sources of information.

Recipients or categories of recipients to whom Personal Information may be supplied

5.8. In the course of providing legal services, the Firm may Process Personal Information of individuals who are not Clients of the Firm, including witnesses, opposing parties, deponents, beneficiaries, and other persons whose Personal Information is contained in evidence, court records, Correspondence, or other documentation relevant to a Client's matter. Such Processing is undertaken in connection with the Firm's legitimate functions as a legal practice and in order to comply with its obligations under applicable law and the rules of the legal profession.

5.9. The Firm may share a Data Subject's Personal Information with Third Parties engaged by the Firm to assist to provide services to Clients. Such Third Parties may include:

5.9.1. Hosting, data storage or archiving service providers and payment processing;

5.9.2. professional advisors; and

5.9.3. marketing, research and advertising agencies.

5.10. The Firm may be required to disclose Personal Information in response to a court order, subpoena, civil discovery request, other legal process or as otherwise required by law. The

Firm may Process Personal Information when we believe such Process is necessary to comply with the law(s) or to protect the rights, property or safety of the Firm, its Employees, Clients, or others.

5.11. The Firm will comply with POPIA prior to transferring any Personal Information to a Third Party who is not a contractor of the Firm. Prior to transferring Personal Information to a Third-Party contractor, such as an authorized service provider, the Firm will obtain assurances from the Third Party that it will only Process Personal Information in a manner consistent with POPIA. Where the Firm learns that a Third-Party contractor is using or disclosing Personal Information in a manner contrary to POPIA, the Firm will take reasonable steps to prevent such use or disclosure.

5.12. In carrying out any cross-border transfers of Personal Information, the Firm shall adhere to the provisions of section 72 of POPIA. The Firm may transfer Personal Information outside the Republic of South Africa where it is necessary to do so in the course of providing legal services to Clients, including for purposes of cross-border transactions, litigation, or regulatory proceedings. Any such transfer shall only occur subject to the conditions prescribed in POPIA.

Information Security Measures

5.13. The security and confidentiality of Personal Information is important to the Firm. The Firm has implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorised access or disclosure and improper use.

5.14. The Firm is committed to ensuring that its security measures which protect your Personal Information are continuously reviewed and updated where necessary.

5.15. In Processing any Personal Information, the Firm shall comply with the following minimum technical and organizational security requirements –

5.15.1. Access to personal information is restricted in our offices and only to those Employees who need the Personal Information to perform a specific job / task.

5.15.2. All Employees with access to Personal Information are kept up to date on our security and privacy practices. After a new policy is added, these Employees are notified and/or reminded about the importance we place on privacy, and what they can do to enhance protection for the Personal Information of all Data Subjects.

5.15.3. Employees each have a unique user ID assigned to them, subject to strict confidentiality undertakings in terms of the Firm's password and confidentiality policies.

5.15.4. The Firm shall ensure that there are passwords required for any access to Personal Information in line with its password policy.

5.15.5. The Firm ensures that access to Personal Information is limited to Employees on a "need to know" basis, and the Firm's Employees are required to strictly utilise their unique user ID and applicable password to access same.

5.15.6. The Firm ensures that all Personal Information is backed-up regularly, based on operation or legal requirements, and that back up testing is conducted regularly in order to ensure that Personal Information can be recovered in the event that such Personal Information is lost damaged or destroyed.

5.15.7. The Firm ensures that its environment has comprehensive malware protection software employed, which software is specifically designed to protect the Firm from the most recent malware infections.

5.15.8. The Firm frequently conducts vulnerability scanning in order to assess whether Personal Information is adequately protected from external threats.

5.15.9. The Firm conducts regular reviews of its technical and organizational security measure system in order to ensure that all of the above security measures are functioning effectively and applied consistently.

6. **INFORMATION HELD BY THE FIRM IN TERMS OF PAIA**

6.1. The Firm may keep records with the following descriptions and in the following categories. The inclusion of any category or description of any records should not be seen as an indication that such records will be made available under PAIA. In particular, the Firm may refuse to any request made in terms of PAIA in terms of the relevant grounds for refusal in law.

6.1.1. **Financial and Accounting records** – including annual financial statements, tax returns, audit reports conducted for the Firm, invoices in respect of creditors or debtors of the Firm, fidelity fund certificates, bank facilities and account details, details of accounting offices or auditors, formal books of account and other financial statements, source documents, banking records and management reports;

6.1.2. **Company records** – including company name documents, company registration documents, founding statement or memorandum of incorporation, share register and other statutory registers, minutes of meetings and resolutions;

6.1.3. **Human resources records** – including lists of employees, contracts of employment, personnel records of employees, disciplinary records, compensation or. Redundancy payments, records relating to conditions of employment, employment equity plan, pension and provident fund records, employee tax information, training schedule(s) and manuals, agreements with Clients, filed relating to Client matters, payroll records and internal policies and procedures;

6.1.4. **Client records** – including client documentation in terms of the Financial Intelligence Centre Act, No. 38 of 2001, Correspondence with Clients, Correspondence with third parties, records relating to legal proceedings involving the Firm's Clients, research conducted on behalf of the Firm's Clients, and other information relating to or held on behalf of the Firm's clients;

6.1.5. **Intellectual property** –including trade-marks, copyrights and designed held by the Firm and its Clients, software licenses and records relating to domain names and ownership;

6.1.6. **Immovable and movable property records** – including agreements for the lease of immovable property by the Firm and its Clients, agreements for the lease or sale of movable property by the Firm and its Clients, records regarding insurance in respect of immovable and movable property, and asset register;

6.1.7. **Information technology** – including records regarding computers systems and programs held by the Firm and its Clients, and precedent database;

6.1.8. **Library information** – including electronic and hard copy publications of books, periodicals, circulars and legislation ;

6.1.9. **Marketing** – including website data, marketing materials, marketing campaign history and marketing agreements; and

6.1.10. **Miscellaneous** – including security agreements, guarantees and indemnities, internal correspondence, suretyship agreements, correspondence with the Legal Practice Counsel, agreements with suppliers of the Firm and Correspondence with the Firm, including internal and external memoranda.

7. INFORMATION KEPT BY the FIRM IN ACCORDANCE WITH OTHER LEGISLATION

7.1. The Firm keeps records in accordance with legislation applicable to it, which includes, but is not limited to, the following:

7.1.1. Administration of Estates Act No. 66 of 1965;

7.1.2. Basic Conditions of Employment Act No. 75 of 1997;

7.1.3. Companies Act No.71 of 2008;

7.1.4. Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;

7.1.5. Competition Act No.89 of 1998;

7.1.6. Constitution of the Republic of South Africa, 1996;

7.1.7. Consumer Protection Act No.68 of 2008;

7.1.8. Copyright Act No. 98 of 1978;

7.1.9. Credit Agreements Act No. 75 of 1980;

7.1.10. Currency and Exchanges Act No. 9 of 1933;

7.1.11. Debt Collectors Act No. 114 of 1998;

7.1.12. Electronic Communications and Transactions Act No.25 of 2002;

7.1.13. Employment Equity Act No.55 of 1998;

7.1.14. Financial Intelligence Centre Act No. 38 of 2001;

7.1.15. Income Tax Act No.58 of 1962;

7.1.16. Insolvency Act No.24 of 1936;

7.1.17. Labour Relations Act No.66 of 1995;

7.1.18. Legal Practice Act No.28 of 2014;

7.1.19. Medical Schemes Act No. 131 of 1998;

7.1.20. National Credit Act No.34 of 2005;

7.1.21. Occupational Health and Safety Act No.85 of 1993;

7.1.22. Pension Funds Act No.24 of 1956;

7.1.23. Promotion of Access to Information Act No.2 of 2000;

7.1.24. Protection of Personal Information Act No.4 of 2013;

7.1.25. Regulation of Interception of Communications and Provision of Communication-Related Information Act No.70 of 2002;

7.1.26. Stamp Duties Act No. 77 of 1968;

7.1.27. Skills Development Act No.97 of 1998;

7.1.28. Skills Development Levies Act No. 9 of 1999;

7.1.29. Tax Administration Act No.28 of 2011;

7.1.30. Tax on Retirement Funds Act No.38 of 1996;

7.1.31. Trade Marks Act No.194 of 1993;

7.1.32. Trust Property Control Act No. 57 of 1988;

7.1.33. Unemployment Insurance Act No. 63 of 2001;

7.1.34. Unemployment Insurance Contributions Act No. 4 of 2002; and

7.1.35. Value Added Tax Act No.89 of 1991.

7.2. The records kept in terms of the aforementioned may, in certain instances (specifically in so far as the information contained therein is of a public nature), be available for inspection without the need to request access in terms of PAIA.

8. **REQUEST PROCEDURES**

Requests

8.1. Record(s), whether listed in this Manual or not, will only be made available subject to the provisions of PAIA.

8.2. The Requester must submit a written request in the prescribed Form 2 to make a request for access to any record, which form is annexed hereto as Annexure A (Form 2).

8.3. The written request must be submitted to the Information Officer at the physical or email address of the Firm set out above.

8.4. The Requester must complete all relevant sections of the request form, and provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address in the Republic of South Africa, or email address, at which any reply to the request may be addressed.

8.5. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester of the status of their request, and state the necessary particulars thereof.

8.6. The Requester must identify the right that is sought to be exercised or protected and provide and explanation of why the requested record is required for the exercise or protection of that right.

8.7. If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the Firm.

Fees

8.8. The Information Officer shall by notice require the Requester to pay the prescribed request fee, if any, before further processing the request.

8.9. The fee that the Requester must pay to the private body is R140.00 (excl. VAT). The Requester may lodge and application to court against the tender or payment of the request fee.

8.10. If the access to a record(s) is granted by the Firm, the Requester may be required to pay an access fee for the search and preparation of the record(s) and for the reproduction of the record(s).

8.11. The access fee which shall apply are set out in annexure B to this Manual. The Firm may refuse access until such access fee has been paid.

Outcome of Request

8.12. The Information Officer shall make a decision in respect of any request, and the Requester will be notified using the required form.

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

9. **TIMELINE FOR CONSIDERATION OF A REQUEST**

9.1. All Requests for access by a Requester will be processed within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is necessary. Such considerations include –

   9.1.1. where the request is for a large number of records or requires a search through a large number of records (including where records that have been archived electronically need to be restored);

   9.1.2. where the request requires a search for records in, or collection of such records from, an office of Firm located far away from Johannesburg;

   9.1.3. consultation among divisions of Firm or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original 30-day period;

   9.1.4. more than one of the circumstances contemplated herein, exist in respect of the request making compliance with the original period not reasonably possible; or

   9.1.5. the Requester consents in writing to such extension.

9.2. If an extension is necessary, you will be notified with reasons for the extension. If the Information Officer fails to communicate a decision on a request, such a request is then deemed to have been refused.

10. **GROUNDS FOR REFUSAL TO ACCESS RECORDS**

10.1. A request for access by a Requester must be refused by the Information Officer, subject to clause 10.1.3 below, if –

10.1.1. the disclosure would involve the unreasonable disclosure of personal information about a Third Party, including a deceased individual;

10.1.2. the record contains (a) trade secrets of a Third Party, (b) financial, commercial, scientific or technical information, other than trade secrets, of a Third Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that Third Party, or (c) information supplied in confidence by a Third Party the disclosure of which could reasonably be expected to put that Third Party at a disadvantage in contractual or other negotiations; or to prejudice that Third Party in commercial competition;

10.1.3. the disclosure of the record would constitute an action for breach of a duty of confidence owed to a Third Party in terms of an agreement;

10.1.4. the disclosure could reasonably be expected to endanger the life or physical safety of an individual;

10.1.5. the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege; or

10.1.6. the record contains information about research being or to be carried out by or on behalf of a Third Party, the disclosure of which would be likely to expose: (a) the Third Party; (b) a person that is or will be carrying out the research on behalf of the Third Party; or (c) the subject matter of the research, to serious disadvantage.

10.2. Requests for access by a Requestor may be refused by the Information Officer if –

10.2.1. the disclosure would be likely to prejudice or impair: (i) the security of: (aa) a building, structure or system, including, but not limited to, a computer or communication system; (bb) a means of transport; or (cc) any other property; or (ii) methods, systems, plans or procedures for the protection of: (aa) an individual in accordance with a witness protection scheme; (bb) the safety of the public, or any part of the public; or (cc) the security of property contemplated in subparagraph (i) (aa), (bb) or (cc);

10.2.2. the record:

(a) contains trade secrets of the Firm;

(b) contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the Firm;

(c) contains information, the disclosure of which could reasonably be expected:

(i) to put the Firm at a disadvantage in contractual or other negotiations; or

(ii) to prejudice the Firm in commercial competition; or

(d) is a computer program, as defined in section 1(1) of the Copyright Act No. 98 of 1978, owned by the Firm, except insofar as it is required to give access to a record to which access is granted in terms of PAIA; or

10.2.3. the record contains information about research being or to be carried out by or on behalf of the Firm, the disclosure of which would be likely to expose: (a) the Firm; (b) a person that is or will be carrying out the research on behalf of the Firm; or (c) the subject matter of the research, to serious disadvantage.

11. REMEDIES AVAILABLE IN THE EVENT OF REFUSAL TO ACCESS

11.1. The decision of the Information Officer in respect of any request may be challenged by a Requester through the remedies set out below.

11.2. The Firm does not have any internal appeals procedures that may be followed should a request to access information be refused.

11.3. A Requester who is not satisfied with the outcome of any request is entitled to submit a complaint to the Information Regulator, in the prescribed manner and form, within 180 (one hundred and eighty) days of the decision, in terms of section 77A of PAIA. The complaint form is obtainable from the Information Regulator's website at https://inforegulator.org.za.

11.4. In addition to, or in the alternative to lodging a complaint with the Information Regulator, a Requester is entitled to apply to a court of competent jurisdiction for appropriate relief.

12. OTHER INFORMATION HELD BY THE FIRM AS PRESCRIBED

There are presently no regulations regarding the disclosure of other information. As at the date of this Manual, the Firm has not published a notice in terms of section 52(2) of PAIA regarding categories of records that are available without a person having to request access in terms of PAIA.

13. **AVAILABILITY OF THIS MANUAL**

This manual is available on for inspection by the general public upon request, during office hours and free of charge, at the offices of the Firm. Copies of the Manual may be made, subject to payment of the prescribed fees. This Manual is also available on the Firm's website, in accordance with section 51(3)(a) of PAIA.

14. **PRESCRIBED FORMS AND FEE STRUCTURE**

14.1. The forms and fee structure prescribed under PAIA are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the regulations section as well as the SAHRC website (www.sahrc.org.za).

ANNEXURE A: – FORM 2 – PRESCRIBED FORM TO MAKE REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

FORM C

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

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

(a)	Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b)	If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

(a)	A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b)	You will be *notified of* the amount required to be paid as the request fee.
(c)	The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
(d)	If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to 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:	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 for 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* (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

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at………………………… This………… day of …………………………….20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

ANNEXURE B: – ACCESS FEES

FEES IN RESPECT OF PRIVATE BODIES

[Regulations relating to Promotion of Access to Information]

Item:	Description:	Amount: (Excl. VAT)
1	The request fee payable by every requester.	R140.00
2	Photocopy / printed black and white copy of A4-size page.	R2.00 per page or part thereof.
3	Printed copy of A4-size page.	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on: (iii) flash drive (to be provided by Requester) (iv) compact disc: • If provided by Requestor • If provided to the requestor	 R40.00 R40.00 R60.00
5	For a transcript of visual images per A4-size page.	Service to be outsourced. Will depend on quotation from service provider.
6	Copy of visual images.	
7	Transcription of an audio record, per A4-size page.	R24.00
8	Copy of an audio record on: (v) flash drive (to be provided by the Requester) (vi) compact disc: • If provided by Requestor • If provided to the Requestor	 R40.00 R40.00 R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of:	R100.00 R300.00
10	Deposit: If search exceeds 6 hours.	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer.	Actual expense, if any.