

PAIA Manual for Goodsure Brokers (Pty) Ltd

("Promotion of Access to Information Manual")

Prepared in terms of Section 51 of the Promotion of Access to Information Act ("PAIA") 2 of 2000 and as amended.

Table of Contents

1. Definitions	2
2. The purpose of PAIA and this PAIA manual	4
3. Key details for access to information	5
3.1. Information Officer	5
3.2. Access to information general contacts	5
3.3. Head Office	5
3.4. Business Sector	5
4. Duties of the Information Officer	6
4.1. Right of Access	6
4.2. Grounds for Refusal	6
4.2.1. Mandatory Protection of privacy of a Third Party who is a Natural Person	7
4.2.3. Mandatory Protection of Commercial Information of a Third Party	7
4.2.2. Mandatory Protection of certain Confidential Information of a Third Party	8
4.2.4. Mandatory Protection of Safety of Individuals and Protection of Property	8
4.2.5. Mandatory Protection of Records privileged from Production in Legal Proceedings	8
4.2.6. Mandatory Protection of Research Information of a Third Party and GOODSURE	8
4.2.7. Commercial Information of GOODSURE	9
4.2.7. Mandatory Protection of Research Information of a Third Party and GOODSURE	9
4.3. Notice	10
5. PAIA Guide – Section 10 of PAIA	11
6. Procedure for obtaining access to information	11
Annexure A Statutory Records	12
Annexure B Categories of Records	13
Annexure C Prescribed Fees	15
Annexure D Request for information form	16

1. Definitions

GOODSURE means Goodsure Brokers (Pty) Ltd, a licensed Financial Service Provider (FSP No. 14571) registered with the Financial Sector Conduct Authority.

Information Officer means the head of a private body.

Deputy Information Officer means the person to whom any power or duty conferred or imposed on an Information Officer by POPI has been delegated.

Information Regulator means the Regulator established in terms of Section 39 of POPI.

PAIA means the Promotion of Access to Information Act 2 of 2000.

POPI means the Protection of Personal Information Act 4 of 2013.

Request for access means a request for access to a record of the FSP in terms of section 50 of PAIA

Data Subject means the person to whom personal information relates.

Personal Information means:

- Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- Information relating to the education or the medical, financial, criminal or employment history of the person;
- Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person, the biometric information of the person;
- The personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Person means a natural person or a juristic person.

Personal Requester means a requester seeking access to a record containing personal information about the requester.

Third Party in relation to a request for access to a record held by the FSP, means any person other than the requester.

Requester in relation to a private body, means any person, including, but not limited to public body or an official thereof, making a request for access to a record of the FSP or a person acting on behalf of such person

Processing means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including the collection, receipt, recording, FSP, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any other form, or merging, linking, as well as restriction, degradation, erasure or destruction of information.

Record means any recorded information regardless of the form or medium, in the possession or under the control of the FSP irrespective of whether or not it was created by the FSP

Private body means:

- A natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- A partnership which carries or has carried on any trade, business or profession; or
- Any former or existing juristic person, but excludes a public body.

Public body means:

- Any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
- Any other functionary or institution when:
 - ❖ Exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
 - ❖ Exercising a public power or performing a public function in terms of any legislation

The Head, in relation to, a private body means:

- In the case of a natural person, that natural person or any person duly authorised by that natural person;
- In the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;
- In the case of a juristic person:
 - ❖ The chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or
 - ❖ The person who is acting as such or any person duly authorised by such acting person.

2. The purpose of PAIA and this PAIA manual

PAIA gives effect to Section 32 of the Constitution, which provides that everyone has the right to access the information held by the State or any other person (or private body), when that information is required for the exercise or protection of any rights.

The purpose of PAIA is to:

- Foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information, and to
- Actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights

GOODSURE recognises everyone's right to access information and is committed to provide access to the records where the proper procedural requirements as set out by PAIA and POPI have been met.

This PAIA Manual is useful for the public to -

- Check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- Have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records, and the categories of records held for each;
- Know the description of the records of the body which are available in accordance with any other legislation;
- Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- Know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- Know the description of the categories of data subjects and of the information or categories of information relating thereto;
- Know the recipients or categories of recipients to whom the personal information may be supplied;
- Know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. Key details for access to information

3.1. Information Officer

Name & Surname:	Dominic Phillips
Contact Number:	021 488 6000
Email:	dominic@goodsure.co.za

GOODSURE does not have a Deputy Information Officer.

3.2. Access to information general contacts

Email:	info@goodsure.co.za
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3.3. Head Office

Business Address:	Ground Floor Collingwood Building, Black Rover Park, 2 Fir Street, Observatory, 7925
Postal Address:	PO Box 15999, Vlaeberg, 8018
Phone Number:	021 488 6000
Email:	info@goodsure.co.za
Website:	www.goodsure.co.za

GOODSURE does not have any branches.

3.4. Business Sector

GOODSURE operates in the **Finance & Business Services** sector and provides financial advice and intermediary services.

4. Duties of the Information Officer

Dominic Phillips as GOODSURE's **appointed Information Officer** is responsible for:

- Publishing and proper communication of the manual by creating policy awareness
- The facilitation of any request for access
- Providing adequate notice and feedback to the requester
- Determining whether to grant a request for access to a complete/full record or only part of a record
- Ensuring that access to a record, where so granted, is provided timeously and in the correct format
- Reviewing the policy for accuracy and communicating any amendments

Reporting as required by the PAIA Act is the responsibility of Dominic Phillips as the PAIA Information Officer.

As of June 2025, no information requests have been received.

4.1. Right of Access

The appointed Information Officer may only provide access to records held by GOODSURE to a requester if:

- The record is required for the exercise or protection of any right, and
- The requester complies with the procedural requirements relating to a request for access to that record, and
- Access to that record is not refused in terms of any of the grounds for refusal listed below.

4.2. Grounds for Refusal

GOODSURE's appointed Information Officer must assess whether there are any grounds for refusing a request for access and where any grounds for refusal are found, a request for access will not be granted.

However, despite finding any grounds for refusal, access to the records will be provided where:

- The disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with the law or imminent and serious public or environmental risk, and
- The public interest in disclosing record, will clearly outweigh the harm contemplated in the provision in question.

Where there are no grounds for refusal, request for access will be granted.

If a request for access is made with regards to a record containing information that would justify a ground for refusal, every part of the record which -

- does not contain, and
- can reasonably be severed from any part that contains, any such information must, despite any other provision of PAIA, also be disclosed

The grounds for refusal, or absence thereof, are set out below:

4.2.1. Mandatory Protection of privacy of a Third Party who is a Natural Person

Grounds for Refusal:

- The disclosure would involve the unreasonable disclosure of personal information about a third party that is a natural person, including a deceased individual.

No Grounds for Refusal:

- The record consists of information that concerns an individual who has already consented in writing to its disclosure to the requester concerned.
- The record consists of information that is already publicly available.
- The record consists of information that was given to GOODSURE by the individual to whom it relates, and the individual was informed by or on behalf of GOODSURE, before it is given, that the information belongs to a class of information that would or might be made available to the public.
- The record consists of information about an individual's physical or mental health, or well-being, who is under the care of the requester and who is under the age of 18; or incapable of understanding the nature of the request, and if giving access would be in the individual's best interest.
- The record consists of information about an individual who is deceased, and the requester is the individual's next of kin or making the with the written consent of the individual's next of kin.

4.2.3. Mandatory Protection of Commercial Information of a Third Party

Grounds for Refusal:

- The record consists of information that contains trade secrets of a third party.
- The record consists of information that contains 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
- The record consists of 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.

No Grounds for Refusal:

- The record consists of information about a third party who has consented who has already consented in writing to its disclosure to the requester concerned.
- The record consists of information about the results of any product or environmental testing or other investigation supplied by a third party or the results of any such testing or investigation carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk. The results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

4.2.2. Mandatory Protection of certain Confidential Information of a Third Party

Grounds for Refusal:

- The record consists of information the disclosure of which would constitute an action for breach of a duty of confidence owed to a third party in terms of an Agreement.

4.2.4. Mandatory Protection of Safety of Individuals and Protection of Property

Grounds for Refusal:

- The record consists of information that if disclosed could reasonably be expected to endanger the life or physical safety of an individual.
- The record consists of information that if disclosed would likely prejudice or impair the security of a building, a structure or system, a computer or communication system, a means of transport, any other property.
- The record consists of information that if disclosed would likely prejudice or impair the security of methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public, or the security of property.

4.2.5. Mandatory Protection of Records privileged from Production in Legal Proceedings

Grounds for Refusal:

- The record consists of information privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

4.2.6. Mandatory Protection of Research Information of a Third Party and GOODSURE

Grounds for Refusal:

- The record consists of information that 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 the third party, a person that is or will be carrying out the research on behalf of the third party, or the subject matter of the research to serious disadvantage
- The record consists of information that contains information about research being or to be carried out by or on behalf of GOODSURE, the disclosure of which would be likely to expose GOODSURE, a person that is or will be carrying out the research on behalf of the organisation, or the subject matter of the research to serious disadvantage

4.2.7. Commercial Information of GOODSURE

Grounds for Refusal:

- The record consists of information that contains GOODSURE's trade secrets.
- The record consists of information that contains GOODSURE's financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would likely cause harm to GOODSURE's commercial or financial interests.
- The record consists of information, the disclosure of which, could reasonably be expected to put GOODSURE at a disadvantage in contractual or negotiations or prejudice it in commercial competition.
- The record is a computer program as defined in section 1(1) of the Copyright Act (Act 98 of 1978), owned by GOODSURE, except insofar as it is required to give access to a record to which access is granted in terms of PAIA.

No Grounds for Refusal:

- The record consists of information about the results of any product or environmental testing or other investigation supplied by GOODSURE or the results of any such testing or investigation carried out by or on behalf of GOODSURE and its disclosure would reveal a serious public safety or environmental risk. The results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

4.2.7. Mandatory Protection of Research Information of a Third Party and GOODSURE

Grounds for Refusal:

- The record consists of information that 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 the third party, a person that is or will be carrying out the research on behalf of the third party, or the subject matter of the research to serious disadvantage
- The record consists of information that contains information about research being or to be carried out by or on behalf of GOODSURE, the disclosure of which would be likely to expose GOODSURE, a person that is or will be carrying out the research on behalf of the organisation, or the subject matter of the research to serious disadvantage

4.3 Notice

Where a request for access has been received the Information Officer will notify the requester of receipt and the prescribed fee, if any, that is payable prior to processing the request. Please refer to **Section 9 – Prescribed Fees** for a full breakdown of fees payable. Personal requesters will not be charged a request fee.

The notice must state:

- The amount of the deposit payable, if any.
- That the requester may lodge a complaint with the Information Regulator or an application with a court against the tender or payment of the request fee, or the tender or payment of a deposit, as the case may be; and
- The procedure including the period for lodging the complaint with the Information Regulator or the application.

Except to the extent that the provisions regarding third party notification may apply, the Information will as soon as reasonably possible, but in any event within 30 days, after the request has been received in the prescribed format:

- Decide in accordance with PAIA whether to grant the request; and
- Notify the requester of the decision and, if the requester stated that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner, if it is reasonably possible.

If the request for access is **granted**, the notice will state:

- The access fee, if any, to be paid upon access;
- The form in which access will be given; and
- That the requester may lodge a complaint with the Information Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint with the Information Regulator or the application.

If the request for access is **refused**, the notice will:

- State adequate reasons for the refusal, including the relevant provision of PAIA that was relied on;
- Exclude, from any such reasons, any reference to the content of the records; and
- State that the requester may lodge a complaint with the Information Regulator or an application with a court against the refusal of the request, and the procedure including the period for lodging a complaint with the Information Regulator or the application.

Should all reasonable steps have been taken to find a record requested, and there are reasonable grounds for believing that the record:

- Is in GOODSURE's possession, but cannot be found; or
- Simply does not exist,

the appointed Information Officer will, by way of affidavit or affirmation, notify the requester that it is not possible to provide access to that record. The affidavit or affirmation will provide full account of all steps taken to find the record in question or to determine whether the record exists, as the case may be, including all communication with every person who conducted the search on behalf of the head.

5. PAIA Guide – Section 10 of PAIA

PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. Where a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of PAIA shall be made in accordance with the prescribed procedures at the rates provided.

Requesters are referred to the guide in terms of Section 10 of PAIA which has been compiled by the South African Human Rights Commission. The guide contains information for the purposes of exercising Constitutional rights.

The guide is available in all South African official languages free of charge and any person may request a copy of the guide.

A copy of the guide may be obtained by contacting the South African Human Rights Commission at:

Postal Address: **The South African Human Rights Commission, PAIA Unit, Private Bag 2700, Houghton, 2041**

Telephone Number: **+27(0)11 877 3600**

Fax Number: **+27(0)11 403 0625**

Website: **www.sahrc.org.za**

6. Procedure for obtaining access to information

To facilitate the processing of your request, kindly follow the below steps:

Step 1:	Complete and submit the Information Request Form available in Annexure D of this PAIA Manual and e-mail the completed form to the Information Officer on info@goodsure.co.za
Step 2:	The requester will be notified that their request for access has been received and that the prescribed fee, if any, is payable prior to processing the request. Prescribed Fees are outlined in Annexure C of this PAIA Manual .
Step 3:	Once the request has been processed, the Information Officer will inform you of the outcome of your request and any additional fees that may fall due.

Annexure A Statutory Records

GOODSURE maintains statutory records and information in terms of the following legislation:

Administration of Estates Act	n/a
Arbitration Act	n/a
Auditing Professions Act	n/a
Basic Conditions of Employment Act	Yes
Closed Corporations Act	n/a
Collective Investment Schemes Control Act	Yes
Companies Act	Yes
Compensation of Occupational Injuries & Diseases Act	Yes
Consumer Protection Act	Yes
Copyright Act	Yes
Customs and Excise Act	n/a
Electronic Communications and Transactions Act	Yes
Employment Equity Act	Yes
Financial Advisory & Intermediary Services Act	Yes
Financial Institutions (Protection of Funds) Act	Yes
Financial Intelligence Centre Act	Yes
Friendly Societies Act	n/a
Income Tax Act	Yes
Insolvency Act	n/a
Labour Relations Act	Yes
Long-term Insurance Act	Yes
Medical Schemes Act	Yes
National Credit Act	n/a
Occupational Health and Safety Act	Yes
Patents Act	Yes
Pension Funds Act	Yes
Prevention of Organised Crime Act	Yes
Prevention and Combatting of Corrupt Activities Act	Yes
Promotion of Equality and Prevention of Unfair Discrimination Act	Yes
Protection of Constitutional Democracy against Terrorist and related Activities Act	Yes
Short-term Insurance Act	Yes
Skills Development Act	Yes
Trademarks Act	Yes
Unemployment Insurance Act	Yes
Value Added Tax Act	Yes

Annexure B Categories of Records

GOODSURE maintains records in the following categories. The status of the record's availability, the purpose for its processing and the relevant data subject category to who the record relates are set out below:

Category:	Record:	Availability:	Purpose:	Data Subject:
Public Affairs	Public Product Information	Freely Available	Convey Public Information	Organisation
	Public Corporate Records	Freely Available	Convey Public Information	Organisation
	Media Releases	Freely Available	Convey Public Information	Organisation
	Published Newsletters	Freely Available	Convey Public Information	Organisation
	Magazine Articles	Freely Available	Convey Public Information	Organisation
Regulatory & Administrative	Permits, Licenses or Authorities	Freely Available	Statutory Requirement	Organisation
	Conflict of Interest Management Policy	Freely Available	Statutory Requirement	Organisation
	Complaints Policy	Freely Available	Statutory Requirement	Organisation
	FICA Internal Rules	PAIA Request	Statutory Requirement	Organisation
	Health & Safety Plan	PAIA Request	Statutory Requirement	Organisation
	Memorandum of Incorporation	PAIA Request	Statutory Requirement	Organisation
	Minutes of Board or Directors Meetings	PAIA Request	Statutory Requirement	Organisation
	Register of Members	PAIA Request	Statutory Requirement	Organisation
	Register of Board of Directors	PAIA Request	Statutory Requirement	Organisation
	Internal correspondence such as emails, memos etc	PAIA Request	Internal Communications	Employees
	Insurance Policies held by organisation	PAIA Request	Risk Management	Organisation
Human Resources	Employment Applications	PAIA Request	Internal Referencing	Employees
	Employment Contracts	PAIA Request	Contractual Agreement	Employees
	Personal Information of Employees	PAIA Request	Internal Referencing	Employees
	Employment Equity Plan	PAIA Request	Statutory Requirement	Organisation
	Medical Aid Records	PAIA Request	Internal Referencing	Employees
	Pension Fund Records	PAIA Request	Internal Referencing	Employees
	Disciplinary Records	PAIA Request	Statutory Requirement	Employees
	Performance Management Records	PAIA Request	Internal Referencing	Employees
	Salary Records	PAIA Request	Internal Referencing	Employees
	Employee Benefit Records	PAIA Request	Internal Referencing	Employees
	PAYE Records	PAIA Request	Statutory Requirement	Employees
	Seta Records	PAIA Request	Statutory Requirement	Employees
	Disciplinary Code	PAIA Request	Statutory Requirement	Organisation

	Leave Records	PAIA Request	Internal Referencing	Employees
	Training Records	PAIA Request	Internal Referencing	Employees
	Training Manual	PAIA Request	Internal Referencing	Organisation
Financial	Financial Statements	PAIA Request	Internal Referencing	Organisation
	Financial and Tax Records	PAIA Request	Statutory Requirement	Organisation
	Asset Register	PAIA Request	Internal Referencing	Organisation
	Management Accounts and Reports	PAIA Request	Internal Referencing	Organisation
	Vouchers, Cash Books and Ledgers	PAIA Request	Internal Referencing	Organisation
	Banking Records and Statements	PAIA Request	Internal Referencing	Organisation
	Electronic Banking Records	PAIA Request	Internal Referencing	Organisation
Marketing	Market Information	PAIA Request	Internal Referencing	Organisation
	Product Brochures	PAIA Request	Internal Referencing	Organisation
	Advertisements	PAIA Request	Internal Referencing	Organisation
	Field Records	PAIA Request	Internal Referencing	Organisation
	Performance Records	PAIA Request	Internal Referencing	Organisation
	Product / Service Sales Records	PAIA Request	Internal Referencing	Organisation
	Marketing Strategies	PAIA Request	Internal Referencing	Organisation
Client Customer	Customer / Client Database	PAIA Request	Internal Referencing	Customers
	Customer / Client agreements	PAIA Request	Internal Referencing	Customers
	Customer / Client Files	PAIA Request	Internal Referencing	Customers
	Customer / Client Instructions	PAIA Request	Internal Communications	Customers
	Customer / Client Correspondence	PAIA Request	External Communications	Customers
Third Party	Rental agreements	PAIA Request	Contractual Agreement	Third Party
	Franchise agreements	PAIA Request	Contractual Agreement	Third Party
	Non-disclosure agreements	PAIA Request	Risk Management	Third Party
	Letters of Intent	PAIA Request	Contractual Agreement	Third Party
	Supplier Contracts	PAIA Request	Contractual Agreement	Third Party

The following applies to requests, other than personal requests:

- A requester is required to pay a preliminary request fee before a request will be processed.
- If the preparation of the record requested requires more than the **prescribed six (6) hours**, an additional deposit of not more than one third of the access fee would be payable if the request was granted.
- A requestor may lodge an application with a court against the payment of the requested fee or deposit.
- Records may be withheld until the fees have been paid.
- The below is also available on the South African Human Rights Commission's website www.sahrc.org.za

No.	Description	Fee
1.	The fee for a copy of the manual as contemplated in regulation 9(2)(c), for every photocopy of an A4-size page or part thereof	R1.10
2.	The fees for reproduction referred to in regulation 11(1) are as follows:	-
	a) For every photocopy of an A4 size page or part thereof	R1.10
	b) For every printed copy of an A4 size page or part thereof held in electronic readable form	R0.75
	c) For a copy in a computer-readable form on stiffer disc	R7.50
	d) For a copy in a computer-readable form on compact disc	R70.00
	e) For a transcription of visual images, for an A4 size page or part thereof	R40.00
	f) For a copy of a visual image	R60.00
	g) For a transcription of an audio record	R20.00
	h) 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)	R50.00
4.	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(3):	-
	a) For every photocopy of an A4 size page or part thereof	R1.10
	b) For a printed copy of an A4 size page or part thereof held in electronic readable form	R0.75
	c) For a copy in a computer readable form on stiffer disc	R7.50
	d) For a copy in a computer readable form on compact disc	R70.00
	e) For a transcription of visual images, for an A4 size page or part thereof	R40.00
	f) For a copy of a visual image	R60.00
	g) For a transcription of an audio record, for A4 size page or part thereof	R20.00
	h) For a copy of an audio record	R30.00
5.	The actual postage fee is payable when a copy of a record must be posted to a requester	-
6.	For the purpose of section 54(2) of the Act, the following applies:	-
	a) Six hours as the hours to be exceeded before a deposit is payable	-
	b) One third of the access fee is payable as a deposit by the requester	-

Annexure D Request for information form

A. Particulars of Private Body

The completed and signed form should be sent for the attention of the Information Officer to -

Email: compliance@ambledown.co.za

B. Particulars of person requesting access to the record

- (i) The particulars of the person who requests access to the record must be recorded below
- (ii) Furnish an address and/or fax number in the Republic to which information must be sent
- (iii) Proof of the capacity in which the request is made, if applicable, must be attached

Full names & surname:

Identity number:

Postal address:

Fax number:

Telephone number:

Email address:

Capacity:

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 & surname:

Identity number:

D. Particulars of Record

- (i) Provide full particulars of the record to which access is requested, including any reference number known to you
- (ii) If the provided space is inadequate, continue on a separate page, attach it to this form and sign additional pages

Description of record:

Reference number:

Any further particulars:

E. Fees

- (i) 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
- (ii) You will be notified of the amount required to be paid as the request fee
- (iii) 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
- (iv) If you qualify for exemption of the payment of any fee, please state the reason therefor

Reason for exemption:

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 hereunder, please state your disability and indicate in which form the record is required

Disability:

Form in which required:

Mark the appropriate box with an "X"

- (i) Your indication as to the required form of access depends on the form in which the record is available
- (ii) Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form
- (iii) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

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

- copy of record
- inspection of record

2) If record consists of visual images:

- view the images
- copy of the images
- transcription of the images

3) If the record consists of recorded words or information which can be reproduced in sound:

- listen to the soundtrack
- transcription of the soundtrack

4) If the record is held on computer or in an electronic or machine-readable form:

- printed copy of record
- copy in computer readable form

Please indicate the preferred method of delivery

- By hand
- Email
- Post
- Fax

G. 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 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:

H. Notice of decision regarding the request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof 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?

I. Signature page

Signed at:

Date:

Signature of Requester / Person on whose behalf request is made: