



ACSION LIMITED
REGISTRATION NUMBER: 2014/182931/06

**Compiled in terms of Section 51 of the Promotion of Access to
Information Act No. 2 of 2000, as amended**

April 2024

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1. INTRODUCTION

The Promotion of Access to Information Act, Act No. 2 of 2000, as amended (“PAIA”) gives Third parties the right to approach private or public bodies to request information held by them as provided in Section 32(2) of the Constitution of the Republic of South Africa. If the information is requested from a private body, which AcSION Limited qualifies as due to its juristic personality, the Third party (Requester) needs to prove that the record is required for the exercise or protection of a right.

This Manual further sets out the process and conditions as set out under the Protection of Personal Information Act, Act No. 4 of 2013 as amended (“POPIA”), in respect of access to and the process to be followed to request access to records held by AcSION Limited and its subsidiaries.

2. COMPANY DETAILS

2.1. COMPANY OVERVIEW

AcSION Limited (“AcSION”) together with its subsidiaries (the “Group”) is engaged in all facets of property management and development and is managed by Southern Palace Investments 108 (Pty) Ltd t/a Anaprop Property Management, the in-house property management company.

Registered Company Name	Company Registration Number	Country of Incorporation
Holding Company		
AcSION Limited	2014/182931/06	South Africa
Wholly-owned Subsidiaries		
Anaprop Single Member PC	168158730000	Greece
Bengavista (Pty) Ltd	2013/074749/07	South Africa
Bengavox (Pty) Ltd	2013/075186/07	South Africa
DAJM Property Investments (Pty) Ltd	1997/001148/07	South Africa
Daybreak Properties 3 (Pty) Ltd	2006/030050/07	South Africa
Double Ring Trading 62 (Pty) Ltd	2004/008355/07	South Africa
Fortuvox (Pty) Ltd	2014/024424/07	South Africa
Golden Falls Trading 125 (Pty) Ltd	2004/008351/07	South Africa
Hey Joe (Pty) Ltd	1998/017643/07	South Africa
Lomastep (Pty) Ltd	2014/016090/07	South Africa
Nabuvax (Pty) Ltd	2012/050518/07	South Africa
Nungu Trading 517 (Pty) Ltd	2005/040804/07	South Africa
Ornelia Ltd	HE369816	Cyprus
Proc Corp 160 (Pty) Ltd	2003/029264/07	South Africa
Rubensmen (Pty) Ltd	2004/009158/07	South Africa
Silver Crest Trading 134 (Pty) Ltd	2008/026575/07	South Africa

Sunorro Limited	HE438744	Cyprus
Southern Palace Investment 108 (Pty) Ltd	2004/017248/07	South Africa
Zudorex (Pty) Ltd	2013/235841/07	South Africa
Zudonetix (Pty) Ltd	2013/235692/07	South Africa
Partially-owned Subsidiaries		
Zarafusion (Pty) Ltd	2013/119822/07	South Africa
Zudorex Cyprus Limited	HE370012	Cyprus

2.2 CONTACT DETAILS

Company:	AcSION Limited
Registration Number:	2004/017248/07
Directors:	<ul style="list-style-type: none"> • Anastasiadis, Kiriakos (Chief Executive Officer) • Jansen van Rensburg, Chris Rudolph (Chief Financial Officer) • Kok, Marianne (Chairperson of the Audit and Risk Committee and Independent Non-Executive Director) • Osrin-Karp, Leora (Independent Non-Executive Director) • Dr Sekete, David (Non-Executive Director) • Zarca, Hector (Chairperson of the Board and Independent Non-Executive Director)
Company Secretary:	<ul style="list-style-type: none"> • Michael Reynolds
Designated Information Officer (for the purposes of PAIA): Email:	Marissha Pillay compliance@anaprop.co.za
Postal Address:	P.O. Box 569, Wierda Park, 0149
Registered Address:	Office E402C; 1 st Floor, Mall@Reds; Corner of Rooihuiskraal Road & Hendrik Verwoerd Drive; Rooihuiskraal Ext 15; Centurion, 0157
Telephone number:	+27 12 656 8957
Website:	https://www.acsionsa.co.za/
General Enquiries:	info@acsionsa.co.za

3. LEGISLATION

- 3.1. PAIA 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. The Promotion of Access to Information Act, No 2 of 2000 aims to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and allows both natural and juristic persons the right of access to record (subject to limitations) held by either a public or private body,
- 3.2. POPIA grants a data subject the right to confirm, free of charge, whether or not the company holds personal information about the data subject and may further request the company to provide the record or a description of the personal information about the data subject it holds, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 3.3. Requests in terms of PAIA and/or POPIA shall be made in accordance with the prescribed procedures, at the rates provided in these Acts and related regulations, as amended from time-to-time.
- 3.4. Requesters are referred to the Information Regulator for guidance on what information and processes to follow for the purposes of exercising Constitutional Rights. The contact details of the Information Regulator are:

Email Address:	infoereg@justice.gov.za
Postal Address:	P.O Box 31533, Braamfontein, Johannesburg, 2017
Registered Address:	JD House, 27 Stiemens Streets, Braamfontein, Johannesburg, 2001
Website:	https://infoeregulator.org.za/
Telephone Number:	+ 27 0 10 023 5207

4. OTHER APPLICABLE LEGISLATION

- 4.1. AcSION is not obliged to publish a notice in terms of Section 52(2) of PAIA and to date has not elected to do so.
- 4.2. AcSION however does make certain information freely available to the public in various brochures, press releases, publications and on its website at <https://www.acsionsa.co.za/> . Certain information is also made available to employees of the Group, which information is not generally made available to the public. To avoid confusion, these items are not exhaustively listed here but may be obtained by the Group's employees from the Information Officer.
- 4.3. Records kept in accordance with other legislation applicable to AcSION and its subsidiaries including but not limited to the following:

No.	Ref.	Act
1	No. 66 of 1965	Administration of Estates Act
2	No.42 of 1965	Arbitration Act
3	No. 75 of 1997	Basic Conditions of Employment Act
4	No. 53 of 2003	Broad-Based Black Economic Empowerment Act
5	No. 71 of 2008	Companies Act
6	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
7	No. 89 of 1998	Competition Act
8	No. 68 of 2008	Consumer Protection Act
9	No. 98 of 1978	Copyright Act
10	No. 25 of 2002	Electronic Communications and Transactions Act
11	No. 55 of 1998	Employment Equity Act
12	No. 35 of 2000	Finance Act
13	No. 58 of 1962	Income Tax Act
14	No. 66 of 1995	Labour Relations Act
15	No. 103 of 1977	National Building Regulations and Building Standards Act
16	No. 107 of 1998	National Environmental Management Act
17	No. 24 of 1956	Pension Funds Act
18	No. 12 of 2004	Prevention and Combatting of Corrupt Activities Act
19	No. 2 of 2000	Promotion of Access to Information Act
20	No. 4 of 2013	Protection of Personal Information Act
21	No. 85 of 1993	Occupational Health and Safety Act
22	No. 9 of 1999	Skills Development Act
23	No. 1 of 1985	Stock Exchange Control Act
24	No. 38 of 1996	Tax on Retirement Funds Act
26	No.194 of 1993	Trade Marks Act

27	No. 4 of 2002	Unemployment Contributions Act
28	No. 63 of 2001	Unemployment Insurance Act
29	No. 89 of 1991	Value Added Tax Act

5. DEFINITIONS AND INTERPRETATION:

The words identified below will bear the following assigned meanings within the context of this manual:

Act	Shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all published regulations;
Data Subject	Shall mean the person to whom personal information relates;
JSE	Shall mean the Johannesburg Stock Exchange Limited, a company duly registered and incorporated with limited liability under the company laws of the Republic of South Africa under registration number 2005/022939/06, licensed as an exchange under the Financial Markets Act, No 19 of 2012, as amended;
Manual	Shall mean this manual, together with all the annexures thereto as available at the offices of Acision Limited from time to time;
PAIA	Shall mean the Promotion of Access to Information Act, No 2 of 2000;
POPI	Shall mean the Protection of Personal Information Act, No 4 of 2013;
POPI Regulations	Shall mean regulations promulgated in terms of section 112(2) of POPI;
Private Body	Shall ascribe to the meaning as promulgated in section 1 of both PAIA and POPI;
Processing	Shall ascribe to the meaning as promulgated in section 1 of POPI;
Record	Shall ascribe to the meaning as promulgated in section 1 of POPI;
Responsible Party	Shall mean public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;
Requestor	Shall ascribe to the meaning as promulgated in section 1 of PAIA;
Request for Access	Shall ascribe to the meaning as promulgated in section 1 of PAIA;

Acsion	Shall mean Acsion Limited, (registration number 2004/017248/07), a company duly incorporated in South Africa, and various of its subsidiaries as set out on page 3 and further of this Manual.
IR	Shall mean the Information Regulator

6. RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EMPLOYEES ONLY OR THE GENERAL PUBLIC AND EMPLOYEES

6.1. The following records are automatically available to all employees and need not be requested in accordance with the procedure set out in paragraph 8.

6.1.1. Personnel records are available to the employee whose file it is.

6.1.2. Records of disciplinary hearings and related matters are available to the employee concerned.

6.2. Acsion's Policies and Procedures

6.3. The following records are automatically available to the public and all employees and need not be requested in accordance with the procedure set out in paragraph 8.

6.3.1 Acsion's Financial Information

6.3.1.1 Interim Results

6.3.1.2 Year-end Results

6.3.1.3 Integrated Reports

6.3.2 Acsion's Governance Documentation

6.3.2.1 Remuneration Policy

6.3.2.2 BEE Certificate

6.3.2.3 Board Charter Policy

6.3.3 SENS Announcements

7. CATEGORIES OF RECORDS HELD AND CATEGORIES OF DATA SUBJECTS

7.1 Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honored. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act. There may be applicable grounds of refusal of such a request, as set out in PAIA.

7.2 Acsion maintains records on the following categories and subject matters

CATEGORIES OF RECORDS HELD

Companies Act	<ul style="list-style-type: none">• Documents of Incorporation• Memoranda of Incorporation• Minutes of Board of Directors meetings• Minutes of meetings of the Sub-Committees of the Board• Round robin resolutions adopted by the Board of Directors• Round robin resolutions adopted by the Sub Committees of the Board• Records relating to the appointment of directors/auditors/secretary/public officer and others officers• Share Register and other statutory registers.• Company Policies and Procedures• Compliance Reports• Trademarks• Licences• Internal correspondence
Financial Records	<ul style="list-style-type: none">• Annual Financial Statements• Tax Returns• Accounting Records• Banking Records, Bank Statements, Electronic Banking Records• Asset Register• Rental Agreements• Invoices• Management Accounts

Income Tax Records	<ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes. • Records of payments made to SARS on behalf of employees. • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Skills Development Levies ○ UIF ○ Workmen's Compensation
Personnel Documents and Records	<ul style="list-style-type: none"> • Employment Contracts • Employment Equity Reports • Staff Recruitment Policies • Remuneration Records and Policies • Skills Development Reports • Disciplinary Policy, Procedures and Records • Leave Records • Training Records and Manuals
Operational Records	<ul style="list-style-type: none"> • Service Records • Management Agreements • Lease Agreements • Service Provider Contracts • Management Reports

CATERGORIES OF DATA SUBJECTS

ENTITY TYPE	PERSONAL INFORMATION
Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax-related information; nationality; gender; confidential correspondence

Juristic persons	Names of contact persons; names of legal entity; physical and postal addresses and contact details; financial information; registration number; founding documents; tax-related information; authorized signatories, beneficiaries, ultimate beneficial owners
Foreign Persons	Names; contact details; physical and postal addresses; date of birth; passport number; tax-related information; nationality; gender; confidential correspondence
Intermediary / Advisor	Names of contact persons; names of legal entity; physical and postal addresses and contact details; financial information; registration number; founding documents; tax-related information; behaviour signatories, beneficiaries, ultimate beneficial owners
Contracted services provider	Names of contact persons; names of legal entity; physical and postal addresses and contact details; financial information; registration number; founding documents; tax-related information; behaviour signatories, beneficiaries, ultimate beneficial owners; BEE certificates
Employees / Directors	Gender; pregnancy; marital status; race; age; disability information; language; education information; financial information as required for statutory reporting; employment history; education history; CV's; banking details; income tax reference numbers; remuneration and benefit information; ID numbers; physical and postal addresses; contact details; opinions; criminal behaviour; wellbeing; details related to employee performance and disciplinary procedures.

8. FORM OF REQUEST

- 8.1. Requests for access to records held by the Group must be made on the prescribed Form and submitted to the Information Officer at the Head Office address, or by using the electronic mail address provided. A sample of the prescribed Form 02 is included as a Schedule to this Manual.
- 8.2. On the prescribed Form, the Requester must provide sufficient detail to enable the Information Officer to identify the record(s) and the Requester. The Requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

- 8.3. It is vital that the Requester identifies the right that he or she is seeking to exercise or protect and provide an explanation on why the requested record is required for the exercise or protection of that right. If it is reasonably suspected that the Requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such Requester.
- 8.4. If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the Information Officer.
- 8.5. If a Requester does not use the Standard Prescribed Form, the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided, or otherwise) or delayed.
- 8.6. Please note that the Requester is required to pay the prescribed request fee, which fee must be paid, and proof thereof submitted together with the completed Form 02.
- 8.7. Kindly note that all requests to the Group will be evaluated and considered in accordance with the Act. Publication of this manual and describing the information held by Acsion does not give rise to any rights to access such information or records, except in terms of the Act.

9. NOTIFICATION

The Information Officer will within 30 days of receipt of the request decide whether to grant or decline the request and give notice with reasons (if required) to that effect, which 30-day period may be further extended by a maximum of 30 days if the request received is voluminous in nature.

10. PRESCRIBED FEES

- 10.1. A Requester is required to pay the prescribed fees before a request will be processed
- 10.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 10.3. A Requestor may lodge an application with a court against the tender / payment of the request fee and /or deposit.
- 10.4. Records may be withheld until the fees are paid.
- 10.5. Value-Added Tax is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991, as amended.
- 10.6. Requesters are also required to pay fees for accessing the records of private bodies, which includes fees associated with the search for, preparation of and reproduction of documents.

11. INFORMATION OR RECORDS NOT FOUND

- 11.1. If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, the designated Information Officer will notify the Requester, by way of an affidavit that it is not possible to give access to the requested record.
- 11.2. The affidavit shall provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Head of the Company or the request liaison officer with every person who conducted the search.
- 11.3. The notice, as set out in paragraph 9.1 shall be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 11.4. If the record in question 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 access is refused by the Head of the Company or the designated Information Officer.
- 11.5. The attention of the Requester is drawn to the provisions of Chapter 4 of Part 3 of PAIA in terms of which the company may refuse, on certain specified grounds, to provide information to the Requester.

12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS FORM OF REQUEST

- 12.1. Requests for access to records held by the Group must be made on the prescribed Form and submitted to the Information Officer at the Head Office address, or by using the electronic mail address provided. A sample of the prescribed Form 02 is included as a Schedule to this Manual.
- 12.2. On the prescribed Form, the Requester must provide sufficient detail to enable the Information Officer to identify the record(s) and the Requester. The Requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 12.3. It is vital that the Requester identifies the right that he or she is seeking to exercise or protect and provide an explanation on why the requested record is required for the exercise or protection of that right. If it is reasonably suspected that the Requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such Requester.
- 12.4. If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the Information Officer.
- 12.5. If a Requester does not use the Standard Prescribed Form, the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided, or otherwise) or delayed.

12.6. The reference, in this document, to any information in addition to that specifically required in terms of any Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than that in terms of the Acts.

12.7. The Information Officer or Deputy may refuse access for information for the following reasons:

12.7.1. Where the disclosure would amount to an unreasonable disclosure of personal information.

12.7.2. Where the disclosure would amount to disclosure of the trade secrets of a third party.

12.7.3. Where the disclosure would lead to a revelation of financial, commercial, scientific or technical information of a third party.

12.7.4. Where such information was supplied in confidence by a third party.

12.7.5. Where the disclosure would breach the duty of confidence owed to a third party.

12.7.6. Where the disclosure would endanger the life or physical safety of an individual.

12.7.7. If the disclosure is prohibited under the Criminal Procedure Act.

12.7.8. If the disclosure is privileged under legal proceedings or research conducted by or on behalf of a third party; and

12.7.9. Where the disclosure would compromise the investigation where proceedings are pending.

12.8. The following grounds of discretionary refusal will apply:

12.8.1. Where the disclosure of such information relating to a third party would prejudice the supply of similar information in the future.

12.8.2. Where the record contains information around crime prevention, detection and prosecution of alleged offenders.

12.8.3. Where the disclosure would unreasonably reveal consultative material obtained on account of deliberations over formulation of policy, exercise of power or performance of a duty; and

12.8.4. Where the request is frivolous or vexatious.

13. REMEDIES AVAILABLE UPON REFUSAL OF A REQUEST TO ACCESS

13.1 Internal Remedies

The Group does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and Requesters will have to exercise such internal remedies at their disposal if the Request for Access is refused.

13.2 External Remedies

In accordance with sections 56(3) (c) and 78 of PAIA, a Requestor may apply to a court for relief within 180 days of notification of the decision for appropriate relief

14. CORRECTION / DELETION OF PERSONAL INFORMATION

A data subject who wishes to object to the processing of personal information, must submit the objection to Acision, on the prescribed Form included as a schedule to this document.

15. PERSONAL INFORMATION

PURPOSE OF PROCESSING: The Group uses the personal information provided *inter alia* in the following ways:

- 15.1. In the administration of invoice payments and the issuing of invoices
- 15.2. Rendering of services according to instructions received by Clients and /or Tenants.
- 15.3. For staff administration purposes which will include existing and potential new employees.
- 15.4. Keeping of accounts and records
- 15.5. Complying with the Taxation Laws of South Africa
- 15.6. To provide services to its Clients/Customers/ Tenants as per agreement
- 15.7. To undertake activities related to the provision of accounts, services and trade transactions,
- 15.8. For the purposes related to any authorized disclosure made in terms of collection, recording, organization, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction, agreement, law or regulation.
- 15.9. For any additional purposes so expressly authorized by the Client, Customer or Tenant.
- 15.10. For any additional purposes as may be notified to the Client, Customer, Tenant or Data Subjects in any notice provided by Acision or any of its subsidiaries.
- 15.11. To comply with any regulation passed under the relevant legislation, or any legal process to be followed imposed by any regulatory authority.

16. OBJECTIONS TO THE PROCESSING OF PERSONAL INFORMATION

A data subject who wishes to correct or delete its/their personal information must submit the objection to the Information Officer on the prescribed Form, included as a schedule to this document.

17. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES TO BE IMPLEMENTED

The Company employs reasonable technology to ensure the confidentiality, integrity and availability of the personal information under its care, which measures include:

- 17.1. Firewalls
- 17.2. Virus protection software and updated protocols
- 17.3. Logical and physical access control
- 17.4. Secure set-up of hardware and software making up the IT infrastructure.

18. INSPECTION AND AVAILABILITY OF THE MANUAL

- 18.1. This manual is available for inspection at Office E402C, Mall@Reds, Cnr Rooihuiskraal Road & Hendrik Verwoerd Drive, Rooihuiskraal Ext 15, Centurion, 0157.
- 18.2. This manual is available free of charge.
- 18.3. This manual is to be handed to the Information Regulator.
- 18.4. This manual is to be made available on the website of AcSION Limited at www.acsionsa.co.za

19. AVAILABILITY OF GUIDES TO THE PAIA AND POPI ACTS

POPI ACT AND PAI ACT
Information Regulator P.O Box 31533 Braamfontein, Johannesburg, 2017

20. UPDATING OF THE MANUAL

AcSION will on a regular basis update this manual, if necessary, and publish the revised manual.

21. FORMS

See further attached.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

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

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

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

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

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

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

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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

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

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

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.

Reference number: _____

TO: _____

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 with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer