

**KING PIE HOLDINGS (PTY) LTD**  
**(REGISTRATION NUMBER: 1997/008676/07)**

**&**

**BMO FOOD SERVICES (PTY) LTD**  
**(REGISTRATION NUMBER: 1998/13348/07)**

**Hereafter (“the Companies”)**

**MANUAL**

**Published in terms of section 51 of the Promotions of Access to  
information Act 2 of 2000**

**(Hereafter “PAIA”)**

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## 1. Introduction

The “Companies” conducts a business as a manufacturer of pies to Franchises and Retailers respectively.

This promotion of Access to information Manual (“Manual”) provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to information Act 2 of 2000 (“PAIA”).

PAIA gives effect to everyone’s constitutional right of access to information held by private sector or public bodies, if the record or personal information 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. Requests shall be made in accordance with the prescribed procedures at the rates provided. The forms and tariff are dealt with in section 5.

### 1.1 Availability of this Manual

A copy of this Manual can be found on the company’s website and or requested from the C.E.O Andre Els (see contact details in section 2)

### 1.2 Guide of South African Human Rights Commissioner (section 51(1)(b))

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

PAIA Act
South African Human Rights Commission Promotions of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton Johannesburg 2041
PAIA Act
29 Princess of Wales Terrace Corner York and St Andrews Street Parktown Johannesburg 2193

### 1.3. Definitions and Interpretations

"Bidvest" and "Group"	Shall mean The Bidvest Group Limited (registration number 1946/021180/06), a public company incorporated in South Africa with subsidiaries and associates as set out in section 3.
"Data Subject"	Shall mean the person to whom personal information relates.
"Manual"	shall mean this manual, together with all appendices hereto.
"PAIA"	Shall mean Promotion of Access to Information Act, No 2 of 2000.
"POPIA"	Shall mean Protection of Personal Information Act, No 4 of 2013.
"Processing"	Shall ascribe to the meaning as promulgated in section 1 of POPIA.
"Record"	Shall ascribe to the meaning as promulgated in section 1 of POPIA.
"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.
"SAHRC"	Shall mean the South African Human Rights Commission.

### 2. Company details (section 51(1)(a))

Duly Authorised persons Information Officer and Deputy Information Officers

<b><u>Information Officer</u></b>	<b><u>Deputy information Officer</u></b>
<b>C.E.O</b> : Andre Els	<b>CFO</b> : Mohammed Matwadia
Telephone number: (011) 564 9701 Email address: <a href="mailto:ElsFA@kingpie.co.za">ElsFA@kingpie.co.za</a>	Telephone number: (011) 564 9701 Email address: <a href="mailto:Matwadiam@kingpie.co.za">Matwadiam@kingpie.co.za</a>
<b><u>Deputy information Officer</u></b>	<b><u>Deputy information Officer</u></b>
<b>Legal &amp; Commercial Executive</b> : Renier Bouwer	<b>Operations Executive</b> : Dewald De Vos
Telephone number: (011) 564 9701 Email address: <a href="mailto:bouwerr@kingpie.co.za">bouwerr@kingpie.co.za</a>	Telephone number: (011) 564 9701 Email address: <a href="mailto:devosd@kingpie.co.za">devosd@kingpie.co.za</a>
<b><u>Deputy information Officer</u></b>	<b><u>Deputy information Officer</u></b>
<b>Human Resource Manager</b> : Nawhal Kock	<b>National Sales Manager</b> : Kuvesh Budhoo
Telephone number: (011) 564 9701 Email address: <a href="mailto:KockN@kingpie.co.za">KockN@kingpie.co.za</a>	Telephone number: (011) 564 9701 Email address: <a href="mailto:BudhooK@bmofoods.co.za">BudhooK@bmofoods.co.za</a>
<b><u>Deputy information Officer</u></b>	<b><u>Deputy information Officer</u></b>
<b>Marketing Manager</b> : Nodumo Novuka	<b>Manufacturing Manager</b> – Kagiso Lehari
Telephone number: (011) 564 9701 Email address: <a href="mailto:NovukaN@kingpie.co.za">NovukaN@kingpie.co.za</a>	Telephone number: (011) 564 9701 Email address: <a href="mailto:LehariK@bmofoods.co.za">LehariK@bmofoods.co.za</a>

### **3. Records Automatically Available (section 51(1)(c))**

POPIA Manual – [www.kingpie.co.za](http://www.kingpie.co.za)

POPIA policy - [www.kingpie.co.za](http://www.kingpie.co.za)

All other related POPIA policies – [www.kingpie.co.za](http://www.kingpie.co.za)

### **4. Schedule of records held in accordance with other legislation (section 51(1)(e))**

- **Financial and accounting Records**

- o Accounting Records (inclusive of books of account)
- o Administrative Records
- o Internal and external audit reports
- o Supporting schedules and documentation to books of account

- **Tax Records**

- o Customs and Excise Records
- o Income tax returns and other documentation
- o PAYE Records
- o Regional Services Council Records
- o Skills Development Levies Records
- o Stamp Duties Records
- o Value Added Tax Records

- **Legal Records**

- o Documentation pertaining to litigation or arbitration
- o General agreements
- o Licenses, permits and authorizations

- **Insurance Records**

- o Claims Records
- o Details of insurance coverage, limits and insurers
- o Insurance policies

- **Employee Records o Agreements with trade unions**

- o Arbitration awards
- o Attendance registers
- o Casual employee Records
- o CCMA Records
- o Code of conduct
- o Company tax submissions in respect of employees
- o Confidentiality agreements
- o Disciplinary Records
- o Employee personal details
- o Employment conditions and policies
- o Employment contracts

- o Employment equity plan
- o Medical aid Records
- o Records of strikes, lockouts or protest action
- o Remuneration and benefits records
- o Restraint of trade agreements
- o Retirement fund records
- o Share option schemes registers
- o Share option schemes rules
- o Share purchase scheme register
- o Share purchase scheme rules
- o Training schedules and material
  
- **Marketing**
- o Marketing and advertising records
- o Brochures and other promotional records
  
- **Product Records**
- o Quality testing procedures and records
- o Records of the cost of goods acquired for resale and their selling price
  
- **Customer Records and credit services**
- o Credit application forms
- o Customer Records
- o Debtors with collection agents
- o Records of customer details and payment performance listed with credit bureaus
- o Sales Records
- o Terms and conditions of sale
- o Transaction Records
  
- **Supplier Records**
- o Terms and conditions for dealing with suppliers
- o Transactional Records and supporting information
  
- **Information technology**
- o Business and data information
- o Domain name registrations
- o IT technology capabilities
  
- **Fixed property and fixed assets**
- o Financial lease agreements
- o Fixed asset registers
- o Property lease agreements
  
- **Intellectual property**
- o Trademarks, trade names and protected names
- o Agreements pertaining to intellectual property

## **5. List of Applicable Legislation (section 51(1)(d))**

Where applicable the companies retain records which are required in terms of legislation other than PAIA. Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. The legislation may be consulted to establish whether the Requester has a right of access to a Record other than in terms of the procedure set out in PAIA. The following legislation is included and can be consulted, but is not a limited list:

- Basic Conditions of Employment Act No.75 of 1997
- Board Based Black Economic Empowerment Act, No 53 of 2003
- Companies Act No. 71 of 2008 (as amended)
- Compensation for Occupational Injuries and diseases Act, No 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Consumer Protection Act No 68 of 2008
- Copyright Act No. 98 of 1978
- Counterfeit Goods Act No 37 of 1997
- Debt Collectors Act No. 114 of 1998
- Electronic Communication and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Financial Advisory and Intermediary Services Act No 37 of 2002 (as amended)
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 58 of 1962
- King IV Code on Corporate Governance
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No 85 of 1993
- Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
- Protection of Personal Information Act No 4 of 2013
- Regulation of Interception of Communications and Provision of Communication-related Information Act No 70 of 2002
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- South African Revenue Services Act No 34 of 1997
- Trademarks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002

- Unemployment Insurance Act No. 63 of 2001

If the Requester believes that a right of access to a Record exists in terms of legislation other than that listed above, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in the light thereof.

## **6. Access request procedure (section 51(1)(e))**

- It is important to note that the successful completion and submission of an access request form does not automatically allow the Requester access to the requested Record.
- An application for access to a Record is subject to certain limitations if the requested Record falls within a certain category as specified within Chapter 4 of PAIA.
- 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 a Requester.

### **6.1 Completion and submission of Access Request form**

Use the prescribed Form C which is available for download on the King Pie website. Form C is also available on the SAHRC website at [www.sahrc.org.za](http://www.sahrc.org.za)

The prescribed Form C must be completed in full and contain sufficient detail in order to enable the Information Officer to identify:

- The Records requested;
- Proof of identity of the Requester (and if an agent is lodging the request, proof of capacity) by attachment of the identity document of the Requester;
  - Form C must be filled in type or block letters.
  - All questions on Form C must be answered. If a question does not apply state N/A. If nothing to disclose state Nil.
  - If there is insufficient space on the form, additional information may be provided on an attached folio and each answer on such folio must reflect the applicable title.
- Which form of access is required; and
- The postal address or fax number of the Requester in the Republic of South Africa.
- The Requester must identify the right which the Requester is seeking to exercise or protect.

The Requester must provide an explanation of the reason the Record is required for the exercise or protection of any right.

If, in addition to a written reply, the Requester wishes to be informed of the decision in respect of the request in any other manner, the Requester is making the request to the reasonable satisfaction of the appointed Information Officer and or deputy information officers.

### **6.2 Notifications**

- The Information Officer and or deputy 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. These requests will be evaluated by the applicable entities and persons involved, including but not limited to
- The Executive team and/or functional management.
- The 30-day period within which the Information Officer and or deputy information officer must decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large volume of information or requires the Information Offices and or deputy



information officer to search through a large volume of Records, or the Records are not kept at the offices of King Pie.

- The Information Office and or deputy information officer will notify the Requester in writing should an extension be sought.
- If a Record requested cannot be found, or does not exist, the Information Officer and or the deputy information officer shall by means of an affidavit notify the Requester. In the affidavit, a full account is required of all steps taken to find that Record in question.
- If the Request for Access to a Record is not successful, the Requester will be notified of the following:
  - Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
  - That the Requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

### 6.3 Payment of fees

- The completed Access Request Form C must be submitted either via conventional mail, e-mail or fax and must be addressed to the Information Officer and or Deputy information officers as indicated in Section 2 of this Manual.
- An initial, non-refundable request fee of R50.00 (excl VAT) is payable on submission. **Note: In terms of POPIA** : This fee is not applicable to Personal Requesters (Data Subjects)referring to any person seeking access to Records that contain their personal information in terms of POPIA.
- Payment details can be obtained from the Information Officer as indicated in Section 2 of this Manual and payment can be made either via a direct deposit or EFT. Proof of payment must be supplied.
- The Requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested.

**Note:** If the Request for Access is successful, an access fee will be required for the search, reproduction and/or preparation of the Record(s) and will be calculated based on the Prescribed Fees – see Appendix B. The access fee must be paid prior to access being given to the requested Record.

### 6.4 Third party information

- If access is requested to a Record that contains information about a third party, the relevant Information Officer and or Deputy information officers is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.
- In the event of the third-party furnishing reasons for the support or denial of access, the Information Officer and or deputy Officers will consider these reasons in determining whether access should be granted, or not.

### 6.5 Grounds for refusal

The Information Officer and or Deputy Information officers may legitimately refuse to grant access to a requested Record that falls within a certain category. Grounds on which the companies may refuse access include:

- Protecting personal information that the Information Officer holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- protecting commercial information that is held about a third party or the companies (for example trade secrets: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organization or the third party);
- if disclosure of the Record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- if disclosure of the Record would endanger the life or physical safety of an individual;

- if disclosure of the Record would prejudice or impair the security of property or means of transport;
- if disclosure of the Records would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- if disclosure of the Record would prejudice or impair the protection of the safety of the public;
- the Record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- disclosure of the Record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- disclosure of the Record would put the Group or a particular company or entity in the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- the Record is a computer programme; and
- The Record contains information about research being carried out or about to be carried out on behalf of a third party or the Group or a particular company or entity in the Group.

## **6.6 Remedies available upon refusal**

### Internal remedies

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

### 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.

## **6.7 Records that cannot be found or do not exist**

If the Information Officer and or deputy Information officers has searched for a Record and it is believed that the Record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the Record.

## **7. Processing of Personal Information**

### **7.1 The purpose of processing of personal information by the companies**

The Protection of Personal Information Act, 4 of 2013 (POPIA), regulates and controls the Processing, including the collection, use, and transfer of personal information relating to identifiable, living, natural persons and juristic persons.

Personal information as defined in terms of POPIA includes but is not limited to, information as follows: Name, address, contact details, date of birth, place of birth, identity number, passport number, bank details, tax number, financial information, biometric information, personal opinions or views of a person, criminal history, member ship of a trade union, images by way of CCTV.

In terms of POPIA, a person (Responsible Party) has a legal duty to collect, use, transfer and destroy (process) another's (Data Subject) personal information (Personal Information) in a lawful, legitimate and responsible manner and in accordance with the provisions and the 8 Processing conditions set out under POPIA.

#### **7.2 Categories of data subjects and personal information processed by:**

- Employees/job applicants/learnership candidates/bursary applicants/directors/interns/agents/sponsors
- Customers and clients of the companies
- Contractors/vendors/suppliers/service providers/operators
- Business partners whether acting on behalf of the companies or not or those that provide services, goods and other benefits to the companies such as medical service providers, banks, pension and provident funds, administrators, service providers, insurance companies, advertising, marketing or PR agencies, wellness or health providers
- Regulators and Public Bodies who the companies engage with in order to discharge legal and public duty obligations, including SARS, National Treasury, Department of Labour and the financial sector conduct authorities.
- Users of website/applications/mobile applications/social media portals or platforms whether in order to enquire more about the companies or to do business with the companies be it providing or selling to the companies or receiving or buying goods and services.
- Persons who interact with the companies physically or enter sites, offices, parking areas, manufacturing site, showroom and all facilities of the company or interact via websites/email/correspondence.

#### **7.3 Recipients or categories of recipients with whom personal information is shared**

The companies do and will process Personal Information which belongs or is held by a Data Subject.

This Processing is required by the companies to allow them to perform the following (without detracting from the generality hereof):

- to pursue their business objectives and strategies;
- to comply with a variety of lawful obligations, including without detracting from the generality thereof, to carry out actions for the conclusion and performance of a contract as between the companies and the Data Subject;
- to put in place protective mechanisms to protect the Data Subject's and / or the Companies legitimate interests including the performance of risk assessments and risk profiles where applicable and necessary;
- to obtain as required by law or to protect the respective party's legitimate interests,

- to obtain or provide Personal Information from a credit bureau or credit provider or credit association, information about certain Data Subject's credit record, including personal information about any judgement or default history;
- for the purposes of making contact with the Data Subject and attending to the Data Subject's enquiries and requests;
- for the purpose of providing the Data Subject from time to time with information pertaining to the Companies, their officers, employees, services and goods and other ad hoc business related information;
- to pursue the Data Subject's and / or Companies' legitimate interests, or that of a third party to whom the Personal Information is supplied;
- for the purposes of providing, maintaining, and improving the Companies' Products and Services, and to monitor and analyse various usage and activity trends pertaining thereto;
- for the purposes of performing internal operations, including management of employees, employee wellness programmes, the performance of all required HR and IR functions, call centres, customer care lines and enquiries, attending to all financial matters including budgeting, planning, invoicing, facilitating and making payments, making deliveries, sending receipts, and generally providing commercial support, where needed, requested or required; and
- for the purpose of preventing fraud and abuse of the Companies' processes, systems, procedures and operations, including conducting internal and external investigations and disciplinary enquiries and hearings.

#### **7.4 Information security measures to protect personal information**

- The Companies will ensure that the Data Subject's Personal Information is securely stored electronically, which for operational reasons, will be accessible to certain categories of authorised persons within the particular companies on a need to know and business basis, save that where appropriate, some of the Data Subject's Personal Information may be retained in hard copy and stored securely.
- All such Personal Information will be held and / or stored securely. In this regard the companies will ensure that they perform regular audits regarding the safety and the security of all Data Subject's Personal Information.
- Appropriate technical and organisational measures will be taken by the companies to ensure that Personal Information remains confidential and secure against unauthorised or unlawful processing and accidental loss or destruction or damage.
- Once the Data Subject's Personal Information is no longer required due to the fact that the purpose for which the Personal Information was held has come to an end and expired, such Personal Information

will be safely and securely archived for the required prescribed periods or longer should this be required by the companies. The companies thereafter will ensure that such Personal Information is permanently destroyed.

#### **7.5 Trans-borders flows of personal information**

The Companies may from time to time have to disclose a Data Subject's Personal Information to other parties, including organs of state, other departments or subsidiaries, product or third party service providers, regulators and or governmental officials, overseas service providers and or agents, but such disclosure will always be subject to an agreement which will be concluded as between the company and the party to whom it is disclosing the Data Subject's Personal Information to, which contractually obliges the recipient of this Personal Information to comply with strict confidentiality and data security conditions.

Where Personal Information and related data is transferred to a country which is situated outside the borders of South Africa, the Data Subject's Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information is bound contractually to a no lesser set of obligations than those imposed by POPIA.

#### **7.6 Personal information received from Third parties**

POPIA provides that a Data Subject may, upon proof of identity, request the Responsible Party to confirm, free of charge, all the information it holds about the Data Subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA provides that a Data Subject may object, at any time, to the Processing of personal information by the Responsible Party, on reasonable grounds relating to his/her particular situation, unless legislation provides for such Processing. In order to object the Data Subject must complete the standard "Objection" (Form 1) and submit it to the Information Officer and or deputy Information officers at the postal or physical address or electronic mail address set out in section 2 of this Manual.

A Data Subject may also request the Responsible Party to correct or delete personal information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the Data Subject that the Responsible Party is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

A Data Subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer and or deputy

information officers at the postal or physical address or electronic mail address set out in section 2 of this Manual on the standard "Rectification" (Form 2).

The Information Officer and or the deputy information officers will handle the request in accordance with PAIA.

## 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 <i>ONLY</i> 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 <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.           |
| (b) | You will be <i>notified</i> of the amount required to be paid as the request fee.  |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> 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
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
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

**FORM 1 - OBJECTION**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 2]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	<hr/> <hr/> <hr/> <div align="right">Code ( _____ )</div>
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	<hr/> <hr/> <hr/> <div align="right">Code ( _____ )</div>
Contact number(s):	
Fax number / E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) TO (f)</b> <i>(Please provide detailed reasons for the objection)</i>

**FORM 2 - RECTIFICATION**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

**Request for:**

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.**
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.**

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	<hr/> <hr/> <hr/> <hr/> <div align="right">Code ( _____ )</div>
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	<hr/> <hr/> <hr/> <hr/> <div align="right">Code ( _____ )</div>
Contact number(s):	
Fax number / E-mail address:	

<b>C</b>	<b>INFORMATION TO BE CORRECTED / DELETED / DESTROYED</b>
<b>D</b>	<p style="text-align: center;"><b>REASONS FOR *CORRECTIONS OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN</b></p> <p style="text-align: center;"><i>(Please provide detailed reasons for the request)</i></p>

Signed at ..... on this ..... day of ..... 20.....

.....  
*Signature of data subject / designated person*


Signed at ..... on this ..... day of ..... 20.....

.....

*Signature of data subject / designated person*