

Bancon Southern Africa Domestic Services (Pty) Ltd (“Bancon SA”) PAIA manual

1. INTRODUCTION

1.1. Section 51 of the Promotion of Access to Information Act 2000 including its regulations (“PAIA”) requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to in seeking to obtain access to information held by that Private Body. The section also stipulates the minimum requirements a Manual has to comply with. To this end section 51 of PAIA requires the Manual to contain, amongst others, the following:

- The postal and street address, phone and fax number and, if available, electronic mail address of the head of the body;
- Contact details of the Head of the Private Body;
- Categories of information available without formal request, if any;
- A description of the records available in accordance with other legislation;
- Sufficient detail to facilitate a request for access to a record of the Private Body;
- A description of the categories of subjects and of the information or categories of information;
- A description of the subjects on which the body holds records and the categories of records held on each subject,
- Such other information as may be prescribed.

1.2 POPIA requirements pertaining to the processing of information

- Purpose of processing:

the Protection of Personal Information Act (PoPIA), Personal Information must be processed for a specified purpose. The purpose for which Personal Information is processed by Bancon SA will depend on the nature of the Personal Information and the particular Data Subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time when Personal Information is collected.

- Access to Personal Information:

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. Further, POPIA provides that where the Data Subject is required to pay a fee for services provided to him/her, the Responsible Party must provide the Data Subject with a written estimate of the payable amount before providing the service and may require that the Data Subject pay a deposit for all or part of the fee.

- Categories of Data Subjects:

Bancon SA holds information and records on the following categories of Data Subjects:

- a) Employees / personnel of Bancon SA
- b) Clients of Bancon SA required for purposes of fulfilling any agreements
- c) Any third parties and/or suppliers with whom Bancon SA conducts its business services
- d) Contractors of Bancon SA
- e) Partners and agents
- f) Service providers of Bancon SA.

(This list of categories of Data Subjects is non-exhaustive)

- The categories of recipients to whom the information is supplied:

Depending on the nature of the Personal Information, Bancon SA may supply information or records to the following categories of recipients:

- a) Statutory oversight bodies, regulators, law enforcement agencies or judicial commissions of enquiry making a request for information
- b) Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules (e.g. the Information Regulator)
- c) South African Revenue Services, or another similar authority
- d) Emergency Service Organisations (if you make an emergency call), including your approximate location
- e) Anyone making a successful application for access in terms of PAIA
- f) Subject to the provisions of POPIA and the National Credit Act No. 34 of 2005, Bancon SA may share information about a client's creditworthiness with any credit bureau or credit provider.

- Planned transborder flows of information:

If you are visiting our websites from a country other than South Africa the various communications will necessarily result in the transfer of information across international boundaries.

Bancon SA may also need to transfer your information to other Bancon SA group companies or service providers in countries outside South Africa, in which case we will fully comply with applicable data protection legislation. This may happen if our servers or suppliers and service providers are based outside South Africa, or if our services are hosted in systems or servers in Bancon SA or Bancon SA Operating Companies outside South Africa and/or if you use our services and products while visiting countries outside these areas. Other countries outside South Africa may not have data protection laws which are similar to those of South Africa, however, Bancon SA will ensure that your Personal Information is protected and enter into appropriate agreements to achieve this.

- Security measures implemented to ensure the confidentiality and privacy of the information which is to be processed:

Bancon SA is committed to implementing leading data security safeguards. For this reason, Bancon SA has appointed an information officer who constantly review and improve its measures to protect your Personal Information from unauthorised access, accidental loss, disclosure or destruction.

If Bancon SA has an agreement with another organisation to provide it with services or a service on its behalf to process your Personal Information, then Bancon SA will make sure they have appropriate security measures and only process your Personal Information in the way we have authorised them to. These organisations will not be entitled to use your Personal Information for their own purposes. If necessary, our information officer will conduct a due diligence check on them to make sure they meet the security requirements we have set.

Communications over the internet (such as emails) are not secure unless they have been encrypted. Further, your communications may go through a number of countries before being delivered, as this is the nature of the internet. Consequently, we cannot accept responsibility for any unauthorised access or loss of Personal Information that is beyond our control.

2. DEFINITIONS

"Data Subject" means the person to whom Personal Information relates.

"Information Officer" means the CEO or his appointed representative of Bancon SA as contemplated in section 1 of PoPIA.

"Minister" means the Minister of Justice and Correctional Services/

"Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including:

- 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 birthdate 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 or other particular assignment to the person;
- the blood type or any other 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.

“PoPIA” means Protection of Personal Information Act, Act No 4 of 2013

“Private body” means a natural person who carries or has carried on any trade, business or profession in that capacity, a partnership or juristic 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, organisation, 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 blocking, degradation, erasure or destruction of information;

“Public body” means any department of state or administration in the national, provincial or local sphere of government or functionary exercising public power or exercising public function in terms of any legislation;

“Responsible party” means a 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;

“Requester” in relation to –

- a public body, means any person making a request for access to a record of that public body (or authorised representative);
- a private body, means any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body (or authorised representative).

3. COMPANY INFORMATION

NAME	BANCON SA
REGISTRATION NUMBER	2022/501448/07
INFORMATION REPRESENTATIVE	OFFICER WALTER NORRIS
CONTACT DETAILS	admin.za@bancon-it.com

4. CATEGORIES OF DATA SUBJECTS

4.1 The information held by Bancon SA differs from business unit in Bancon SA. This list is not an exhaustive list and may include sub-sets of information. See Appendix A for categories of information we retain as prescribed by law.

4.2 Purpose of processing.

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by Bancon SA will depend on the nature of the personal information, the particular agreement for which processing is required and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.

- Access to personal information:

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 also provides that where the data subject is required to pay a fee for services provided to him/her, the responsible party must provide the data subject with a written estimate of the payable amount before providing the service and may require that the Requestor pay a deposit for all or part of the fee.

- Categories of data subjects:

Bancon SA holds information and records on the following categories of data subjects:

- a) employees / personnel of Bancon SA;
- b) any third party with whom Bancon SA conducts its business services;
- c) contractors of Bancon SA;
- d) suppliers of Bancon SA; and
- e) service providers of Bancon SA.

(This list of categories of data subjects is non-exhaustive.)

- The categories of recipients to whom the information is supplied:

Depending on the nature of the Personal Information, Bancon SA may supply information or records to the following categories of recipients:

- a) statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- b) any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (i.e. the Competition Commission in terms of the Competition Act No. 89 of 1998);
- c) South African Revenue Services, or another similar authority;
- d) anyone making a successful application for access in terms of PAIA; and
- e) subject to the provisions of POPIA and the National Credit Act No. 34 of 2005, Bancon SA may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which Bancon SA operates.

- Planned transborder flows of information:

If you are visiting our websites from a country other than the country in which our servers are located, the various communications will necessarily result in the transfer of information across international boundaries.

We may need to transfer your information to other Bancon SA group companies or service providers in countries outside South Africa, in which case we will fully comply with applicable data protection legislation. This may happen if our servers or suppliers and service providers are based outside South Africa, or if our services are hosted in systems or servers outside South Africa if you use our services while visiting countries outside this area. These countries may not have data-protection laws which are similar to those of South Africa. However, Bancon SA will ensure that we use adequate security controls.

5. REQUESTING ACCESS TO INFORMATION

5.1 How to request your information?

In order to ensure that Bancon SA complies with the Act, Bancon SA has appointed an Information Officer as the entry point through which all data related requests can be channelled.

5.2 Purpose

The Act provides that a person may only request information in terms thereof if that information is required for the exercise or protection of a right.

Further, 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, and may, where necessary, request the correction, destruction or deletion of his or her personal information. PoPIA further provides that where the Data Subject is required to pay a fee for services provided to him/her/it the Responsible Party:

- Must provide the Data Subject with a written estimate of the payable amount before providing the service; and
- May require that the requestor pay a deposit for all or part of the fee.

5.3 Categories of Requestors

The capacity under which a Requester requests documentation / information will determine the category he or she falls in. Please note that the Requester category has a bearing on the conditions of access to the information.

Requesters have been classified into four categories:

- A Personal Requester: requests information about himself/herself/itself.
- A Representative Requester: requests information relating to and on behalf of someone else.
- A Third Party Requester: requests information about another person.
- A Public Body: requests information in the public interest.

5.4 Third party Notification

Where the records requested relates to third parties the Information Officer will:

- inform the third party that he or she is considering a request for access to its records and describe the content of the record;
- furnish the name of the requester;
- describe the type of information in question;
- if the disclosure is in the public interest, describe circumstances under which the disclosure is made; and
- inform the third party that it may, within 21 days after the third party is informed:
 - a) make written or oral representations to the head why the request for access should be refused; or
 - b) give written consent for the disclosure of the record to the requester.

6. REQUESTS

6.1 Completion of Form 2

Any request for information in terms of the Act must be submitted in terms of Form 2 (a copy of the form is enclosed as Appendix B hereto). These forms are available on request from the Bancon SA Information Officer and upon payment of a prescribed fee as contemplated by the applicable legislation.

Form 2 must be completed in full and returned to the Bancon SA Information Officer.

6.2 Proof of identity

Proof of identity is required to authenticate the request and the Requester. In view hereof, a Requester will, in addition to Form 2, be required to submit acceptable proof of identity such as a certified copy of their Identity Document or other legal form of identification.

Note: Information will not be furnished unless a person clearly provides sufficient particulars to enable the company to identify the right the Requester is seeking to protect as well as an explanation of why the requested information is required for the exercise or protection of that right.

6.3 Checklist for submission of information requests (Form 2)

- Number B – particulars of person requesting access to the records.
- Number C – only if the request is a third party request.
- Number D1 – the time period as well as type of information required.
- Number D2 – ref. number that was provided by Bancon SA (if available).
- Number E – exemption from paying the fees, if so the client will need to supply his/her salary advice and if the client is married, a copy of the spouse's salary advice will need to be supplied as well.
- Number F1 – copy in a computer readable form (memory stick or compact disc).
- Number G1 – indicate which right is to be exercised or protected.
- Number G2 – the reason for which this information is required (we will not accept 'personal reasons' as a reason).
- Number H – preferred method of communication.
- Documentation signed and every page must be initialled.

6.4 Affidavit

- Number 3 – choose a, b or c.
- Number 6 – choose a, b or c.
- Number 7 – only in the case of a Third Party request.
- The affidavit must be commissioned by a Commissioner of Oath (eg SAPS or Notary).
- NB the following information must also be attached:
 - A certified copy of your identity document. Please also initial the identity document.

7. FEES

In terms of POPIA, a data subject has the right to request Bancon SA to confirm, free of charge, whether or not it holds personal information about the data subject. However, both in terms of PAIA and PoPIA, Bancon SA is entitled to levy a prescribed fee (as set out below) for the provision of records of personal information about the data subject or third parties in its possession. The fees that may be charged have been published by the Minister of Justice and Correctional Services.

8. REQUESTS

8.1 Bancon SA will use personal information only for the purposes for which it was collected or agreed and only for the agreed timeframe.

8.2 Bancon SA and / or third parties will only process special personal information if:

- 8.2.1 The consent of the data subject has been obtained;
- 8.2.2 Directed by an order of court; and/or
- 8.2.3 It is necessary to disclose such information in order to provide services to the data subject under an agreement (who is already a customer of Bancon SA).

8.3 Bancon SA may disclose personal information to:

- 8.3.1 contractors, suppliers and partners who provide business, marketing, and other services to us;
- 8.3.2 a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets or stock; and
- 8.3.3 regulators, courts/tribunals, and other governmental authorities of any country, or other recipients as we believe to be necessary or appropriate under applicable law.

9. IMPLEMENTATION PROCESS

All requests complying with the requirements set out above will be processed and considered expeditiously.

If the request for access is granted then Bancon SA will advise the Requestor on the following:

- the prescribed fee for accessing the information or documentation.
- payable deposit fee and balance outstanding.
- the form in which access will be given.
- the right to lodge an internal appeal against the access fee to be paid or the form of access to be granted.

If the request for access is refused then Bancon SA will advise the Requestor about the reasons for refusal of access and may advise the Requestor to lodge an application with the Information Regulator if all internal processes have been exhausted.

Chapter 4 of the PAIA Act stipulates the following grounds for refusing requests for information:

- protection of the privacy of a third party who is a natural person.
- protection of commercial information of a third party.
- protection of certain confidential information of a third party.
- protection of safety of individuals and protection of property.
- protection of records privileged from production in legal proceedings.
- commercial information of the Private Body.
- protection of research information of a third party and of the Private Body.

These grounds of refusal are also endorsed under PoPIA.

Bancon SA will give the Requester a written notice of the decision within 30 days after the decision is made. In case of a request being refused, the notification will include the reasons for the refusal. Bancon SA may extend the 30 day notice period for a further period not exceeding 30 days due to the nature of the request and the amount of time required to gather the requested information. The Requester will however be given notice of the extension prior to the expiry of the 30 day period and provided with reasons for the extension.

The Act makes provision for the lodgement of complaint against:

- Access fee charged or the form of access granted.
- Refusal of the request to grant access.
- Decision to extend the 30 days' period for granting the requested access.
- Form in which access is granted.

A complaint or an internal appeal must:

- be lodged within 30 days after the decision is communicated to the Requestor;
- be sent to admin_za@bancon-it.com.
- identify the subject of the complaint or internal appeal and state the reasons for the complaint or internal appeal;
- be accompanied by the prescribed appeal fee as prescribed in paragraph 10 above; and
- specify a postal address or electronic mail for the return of the decision.

10. PROCEDURE

10.1 Access to records held by Bancon SA:

The following procedure must be followed when requesting information and/or documents:

- a) The request must be sent in the prescribed form to admin_za@bancon-it.com.
- b) The Requestor must provide proof of identity of the person requesting the record.
- c) If the request is made on behalf of another person, the Requestor must provide proof of the capacity in which he/she/it is making the request.

10.2 The following procedure will be followed by Bancon SA after receipt of the request for access:

- a) Once a request is made, the Requestor will receive notice from Bancon SA about the prescribed fee.
- b) The prescribed fee must be paid before the request is processed.
- c) Payment of this fee should be made as directed by the notice.
- d) After receiving payment of a deposit fee Bancon SA will then make a decision in respect of the request and will notify the Requestor of the decision.
- e) If the request is granted then the Requestor might be required to pay a further access fee for the search, reproduction and preparation of the record as well as for the time that has exceeded the prescribed hours to search and to prepare the record for disclosure to the Requestor (in terms of section 54(6) of the PAIA Act).

Appendix A: Relevant Legislations

Legislation	Type of information to be retained
a) Basic Conditions of Employment Act No. 75 of 1997	The Act requires employers to keep records of information containing the personal details of all its employees, working times and remuneration package.
b) Broad Based Black Economic Empowerment Act No. 53 of 2003 ("BBBEE")	The BBBEE Act has as one of its objectives the promotion of economic transformation in order to enable meaningful participation of black people in the mainstream economy. It is expected that companies should keep records of activities undertaken in order to promote economic transformation and meaningful participation of black people in the mainstream economy.
Companies Act No. 71 of 2008	The Act requires all company documents and records to be kept in a written format. Companies are also expected to maintain memorandum of incorporation and a record of their directors.
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	Employers are expected to keep a register, employee record or reproduction of same relating of wages, time worked, payment for piece work and overtime
Consumer Protection Act No. 68 of 2008	The Act applies to all transactions in South Africa and is aimed at promoting and protecting the economic interests of consumers. The Act however does not deal with consumer personal information nor impose obligations on businesses in respect of treatment and/or protection of such information.
Criminal Procedure act No. 51 of 1977	The Act makes provision for the admissibility of documents as evidence where such documents were compiled in the course of trade or business by persons who have personal knowledge of matters contained in the document.
Electronic Communications Act No. 36 of 2005	There are no specific requirements on the type of information to be retained. However it is expected that companies protect confidentiality of customer and to use it only for purpose authorized by the customer or in terms of the law.
Electronic Communications and Transactions Act No. 25 of 2002	The Act requires that information emanating from electronic transactions only be collected, collated, processed and disclosed with customer's consent. Further, the purpose for which information is collected must be disclosed to the customer and must only be used for that purpose unless customer consents otherwise
Employment Equity Act No. 55 of 1998	Employers are required to maintain records relating to the workforce, employment equity plans and other relevant records
Financial Advisory and Intermediary Services Act No. 37 of 2003	An authorized financial service provider is required to maintain records relating to: premature cancellation of transactions or financial products complaints received and an indication whether such complaints were resolved cases of non-compliance with the Act and reasons for such non-compliance
Financial Intelligence and Centre Act No. 38 of 2001	The Act requires that prior to establishing a relationship with a client Intelligence Centre's should collect information relating to Client's Identity Document ID of a person on whose behalf the client is acting and proof of authority Nature of business relationship/transaction Amounts involved Details of employee who captured info on behalf of company

Labour Relations Act No. 66 of 1995	The Act requires employers to keep records of disciplinary transgressions against employees, actions taken and reasons for the action
National Credit Act No. 34 of 2005	A credit provider is expected to maintain records of all applications for credit, credit agreements and credit accounts in the prescribed manner and form and for the prescribed time.
Occupational Health and Safety Act No. 85 of 1993	Employers are required to keep records relating to the health and safety of persons in the workplace
Pension Funds Act 24 of 1956	Every fund is expected to maintain books of account and other records as may be necessary for the purpose of the fund. All the money and assets belonging to the fund may be kept in the name of the pension fund by other institutions subject to conditions determined by the Minister
Prevention and Combating of Corrupt Activities Act No. 12 of 2004	The Act provides for the strengthening of measures to prevent and combat corruption and corrupt activities. To this end companies are expected to keep records relating to any offer of improper gratification relating to the procurement or execution of contracts or employment relationship
Prevention of Organized Crime Act No. 121 of 1998	The Act requires that any person who is aware of criminal activities is obliged to report them to the authorities. The duty of confidentiality or other restrictions on the disclosure of information, whether imposed by law, the common law or by agreement does not affect the obligation to report or disclose information or to permit access to any registers, records or other documents unless that obligation of confidentiality relates to attorney-client privilege.
Public Prosecution Authority Act No. 32 of 1998	The Act regulates the establishment of a single National Prosecuting Authority. To this end the Director-General: Justice is required to cause the necessary accounting and other related records to be kept by the National Prosecuting Authority.
Regulation of Interception of Communications and Provision of Communication Related Information Act No. 70 of 2002 ("RICA")	<p>The Act requires the following information to be stored in respect of all customers:</p> <p>Name, surname, ID number, MSISDN and one address</p> <p>For businesses: name, registration number, business address, name and surname of business representative, his or her ID number as well as the address</p> <p>The above information should be stored in a separate RICA database which complies with specific security requirements prescribed under the Act and is used only for RICA purposes</p>
Short Term Insurance Act No. 53 of 1998	Under the Act the policyholder, and the person who entered into the short-term policy, are entitled, against payment of a prescribed fee to be provided, upon request, with a copy of the policy agreement.
Skills Development Act no. 97 of 1998	The Act requires, amongst other things, that employers who commence with learnership programmes to enter into learnership agreements with the learner concerned specifying the learnership to be provided, the duration of the learnership and an undertaking to provide the learner with the specified practical experience. To comply with this requirement Employers are expected to keep records of all learnership agreements.
Skills Development Levies Act No. 9 of 1999	Every employer is expected to make payments towards the skills development levy at a rate of 1% of the leviable amount. Records detailing payments made by the Employer are expected to be kept.
Unemployment Insurance Act No. 30 of 1996	An Employer is expected to keep records relating to payment of contributions to the Unemployment Insurance Fund relating to: illness, maternity and for dependents. The Act does however, subject to the provisions of the Promotion of Access to Information Act, No. 2 of 2000, prohibits the disclosure of information obtained in the performance of functions under the Act.

Appendix B: Form 2

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:	
	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		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <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			
<p align="center">TYPE OF RECORD (Mark the applicable box with an "X")</p>			
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 <i>(Mark the applicable box with an "X")</i>	
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 <i>(Mark the applicable box with an "X")</i>	
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 <i>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.</i>	
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) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption	
Reason	

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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer