


 <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	 <p>Certified: ISO 9001:2015</p>		PAIA MANUAL		
	POLICY NUMBER		REVISION NUMBER		
			1		
	PAGE NUMBER		EFFECTIVE DATE		
		1		JUNE 2021	

PAIA MANUAL



  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	2	JUNE 2021

**MANUAL IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“PAIA”)
AS AMENDED BY
THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (“POPIA”)**



OF

BIDVEST COMMERCIAL PRODUCTS (PTY) LIMITED T/A BIDVEST BUFFALO TAPES (PTY)LTD
(REG. NO.: 1998/022667/07)

Date of Compilation: 14 June 2021

Date of Revision: 14 June 2021

Revision 1

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	3	JUNE 2021

INDEX

1. AN INTRODUCTION TO PAIA..... 4

2. OUR PAIA MANUAL..... 4

3. WHO ARE WE - ABOUT US AND OUR BUSINESS..... 5

4. OUR DIRECTOR 6

5. OUR CONTACT DETAILS..... 6

6. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS 6

7. PAIA GUIDE 7

8. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST8

9. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION 8

10. A DESCRIPTION OF SUBJECTS..... 9

11. INFORMATION RELATED TO POPIA..... 11

12. REQUEST PROCEDURE 14

13. OBJECTION 15

14. CORRECTION..... 15



15. PROOF OF IDENTITY 15

16. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS..... 15

17. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION ... 16

18. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS..... 17

ANNEXURES



  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	4	JUNE 2021

1. AN INTRODUCTION TO PAIA

- 1.1 The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001.
- 1.2 PAIA seeks, among other things, 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 gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.
- 1.3 PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.
- 1.4 Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.
- 1.5 Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

2. OUR PAIA MANUAL



- 2.1 This Manual constitutes Bidvest Commercial Products (Pty)Ltd t/a **Bidvest Buffalo Tapes** PAIA manual.
- 2.2 This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	5	JUNE 2021

- 2.3 This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.
- 2.4 For purposes of this Manual, we refer to ourselves as **“Bidvest Buffalo Tapes, “we”, “us” or “our”**.
- 2.5 We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

3. WHO ARE WE - ABOUT US AND OUR BUSINESS

- 3.1 We are Bidvest Commercial Products (Pty)Ltd t/a **Bidvest Buffalo Tapes** bearing registration number 1998/022667/07.
- 3.2 Bidvest Buffalo Tapes is a dynamic tape converter located in Kempton Park with a distribution network across South Africa as well as Sub Saharan Africa. With approximately 100 employees, we are a diverse team that values the input and contributions of individuals within the business.
- 3.3 We boast over 3000 tape products in our range and we are the top convertor and distributor of tapes in the market. We are leaders in our field because we are flexible in our approach and are dynamically ready to respond to your needs. Our success stems from our ability to provide tape solution to the diverse array of market segments in which we operate.
- 3.4 We are able to offer the commodity or day to day tape products to bulk customers or industrial users. What sets us apart from other tape suppliers, is our ability to customize, print, die cut and laminate our products.
- 3.5 In addition to this our range of specialty tapes allow us to offer world class quality at the most reasonable prices.
- 3.6 If you would like to find out more about us, including our main business activities, our company profile is available at www.buffalotapes.co.za

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	6	JUNE 2021

4. OUR DIRECTOR

4.1 Our director is : Paul Hendry Smulders – Managing director.

4.2 Please visit our website <http://www.buffalotapes.co.za/> to find out more about our Board.

5. OUR CONTACT DETAILS

5.1 Our general contact details are as follows:

Postal Address: PO Box 8877 Edenglen 1613

Street Address: 44 Forge Road Spartan Kempton Park 1619

Telephone contact number: 011 281 2600

6. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

6.1 The details of our Information and Deputy Information Officer(s) are as follows:



6.1.1 **Information Officer:**

Name: Paul Smulders

Address: 44 Forge Road Spartan, Kempton Park

Telephone number: 011 281 2600

Email : informationrequests@buffalotapes.co.za

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	7	JUNE 2021

6.1.2 Deputy Information Officer(s):

Name: Andrew Clegg

Address: 44 Forge Road Spartan, Kempton Park

Telephone number: 011 281 2600

Email: informationrequests@buffalotapes.co.za

6.1.3 Deputy Information Officer(s):

Name: Wayne Howey

Address: 44 Forge Road, Spartan

Telephone number: 011 281 2600

Email: informationrequests@buffalotapes.co.za

6.2 Contact details: You may contact the Information or Deputy Information Officers at the following address:

Phone number for PAIA / POPIA requests: 011 281 2600

Email address for PAIA / POPIA requests: informationrequests@buffalotapes.co.za



7. PAIA GUIDE

7.1 In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages.

7.2 In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages. The Guide is currently available on the following site:

[Understanding PAIA - South African Human Rights Commission](#)

[Guide on How to Use the Promotion of Access to Information ...](#)

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	8	JUNE 2021

7.3 If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za

General enquiries email: infoereg@justice.gov.za.

8. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST



The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

9. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION

9.1 Bidvest Buffalo Tapes is subject to many laws and regulations, some of which require us to keep certain records.

9.2 These laws are detailed under **Annexure “E”**.

9.3 This list is not exhaustive.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	9	JUNE 2021

10. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS



10.1 Described below are the records which we hold, divided into categories for ease of reference:

10.1.1 Companies Act Records

- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;
- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

10.1.2 Financial Records

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	10	JUNE 2021



- Rental Agreements; and
- Invoices.

10.1.3 **Income Tax Records**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;
- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

10.1.4 **Personnel Documents and Records**



- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	11	JUNE 2021



- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

11. INFORMATION RELATED TO POPIA

- 11.1 **Personal Information we process** - POPIA requires us to provide you with certain information relating to personal information which we process, which is detailed below.
- 11.2 **Requests for personal information under POPIA** - these requests must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 12 below.
- 11.3 **Corrections and updates** - if we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form, which form is available on our website. We have also attached the prescribed forms to this Manual for your convenience.
- 11.4 **Objections to processing** - you may also object to the processing of your personal information in the prescribed form, which form is available on our website. We have also attached the prescribed forms to this Manual for your convenience.
- 11.5 **Fees** - we will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.
- 11.6 **Personal information we process** - the type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only, which is done under our specific and detailed processing notices housed on our website. Below is a listing of the personal information that is processed by us, including the category of data subject that it belongs to. The information provided under this section refers to broad categories of information. This list is not exhaustive.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	12	JUNE 2021

- **Clients** - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
- **Clients** – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.
- **Clients** – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- **Contracted Service Providers:** Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- **Intermediary / Advisor:** Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- **Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees’ family members / Temporary Staff:** gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children’s name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.
- **Website end-users / Application end-users:** names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	13	JUNE 2021



11.7 **Sharing of personal information** - we may supply personal Information to the following potential recipients:

- Management;
- Employees;
- Temporary Staff;
- Sub-contracted Operators;
- Stakeholders and shareholders; and
- Other recipients in international organisation.

11.8 **Cross border exchanges** - we may disclose personal information we process to any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions. Personal information may also be disclosed where we have a legal duty or a legal right to do so. We will in this regard, endeavour to enter into written agreements to ensure that other parties comply with the POPIA and our confidentiality and privacy requirements



11.9 **General description of information security measures** - Bidvest Buffalo Tapes employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	14	JUNE 2021

12. REQUEST PROCEDURE

- 12.1 **Form** - any request for access to a record in terms of PAIA or POPIA must substantially correspond with the form attached hereto marked Annexure "A" - called FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10].
- 12.2 **Rejection** - a request for access to information which is not housed under this FORM C or which does not comply with POPIA or PAIA will be rejected and returned to you.
- 12.3 **Personal information details** - POPIA provides that a data subject may, upon proof of identity, request Bidvest Buffalo Tapes to confirm or advise, free of charge, all the personal 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, which latter request may be subject to a fee described below.
- 12.4 **Payment of the prescribed fees** - Section 54 of PAIA entitles Bidvest Buffalo Tapes to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in the Regulations promulgated under PAIA. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full, where applicable. The Fee payable will depend on the type of information requested. There are two categories of fees which are payable:
- **The request fee:** R50- not applicable to personal information confirmation requests or where the requester makes a personal request;
 - **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.
 - These fees are described under Annexure "B" - Fees in respect of private bodies.
- 12.5 **Quote and deposit** - POPIA provides that where the data subject is required to pay a fee for the records or information requested, Bidvest Buffalo Tapes must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	15	JUNE 2021

13. OBJECTION

POPIA provides that a data subject may object, at any time, to the processing of personal information by Bidvest Buffalo Tapes, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Annexure C - FORM 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2] and submit it to the Information Officer at the postal or physical address, or electronic mail address set out above. Alternatively this form is available on our website.

14. CORRECTION



14.1 A data subject may also request Bidvest Buffalo Tapes 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 Bidvest Buffalo Tapes is no longer authorised to process or retain in terms of POPIA's retention and restriction of records provisions.

14.2 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 at the postal or physical address, or electronic mail address set out above on the form attached hereto as Annexure D - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]. Alternatively this form is available on our website.

15. PROOF OF IDENTITY

When requesting records or information under PAIA or POPIA, you will be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

16. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	16	JUNE 2021



- 16.1 Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.
- 16.2 Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

17. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

17.1 There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put Bidvest Buffalo Tapes at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Bidvest Buffalo Tapes.

17.2 Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an

  <p>A trading agent of Bidvest Commercial Products (Pty) Ltd</p>	PAIA MANUAL	
	POLICY NUMBER	REVISION NUMBER
		1
	PAGE NUMBER	EFFECTIVE DATE
	17	JUNE 2021

imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

17.3 If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

18. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

18.1 If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

18.2 There is no internal appeal procedure.

18.3 In the event that you are not satisfied with the outcome you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

18.4 Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

20. AVAILABILITY OF THIS MANUAL

Copies of this Manual are available for inspection, free of charge, at the registered offices of Bidvest Buffalo Tapes at 44 Forge Road Spartan Kempton Park

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. PARTICULARS OF RECORD

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

1. Description of record or relevant part of the record:

.....
.....
.....

2. Reference number, if available:

.....
.....
.....

3. Any further particulars of record:

.....
.....
.....

E. FEES

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

Reason for exemption from payment of fees:

.....

.....

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, 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**.

NOTES:

(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	<input type="checkbox"/>
2. If record consists of visual images - (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"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<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.	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..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE "B"

FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 is for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:
 - (a) For every photocopy of an A4-size page or part thereof R 1, 10.
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0, 75.
 - (c) For a copy in a computer-readable form on -
 - (i) stifty disc R7, 50;
 - (ii) compact disc R70,00.
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
(ii) For a copy of visual images R60,00.
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
(ii) For a copy of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
 - (1) (a) For every photocopy of an A4-size page or part thereof R1, 10.
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
(c) For a copy in a computer-readable form on -
 - (i) stifty disc R7,50;
 - (ii) compact disc R70,00.
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
(ii) For a copy of visual images R60,00.
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
(ii) For a copy of an audio record R30,00.
 - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and reparation.
- (2) For purposes of section 54(2) of PAIA, the following applies:
 - (a) six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE “C”

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
IN TERMS OF SECTION 11(3) OF POPIA**

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.*

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

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....

Signature of data subject/designated person

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 request 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:

or Correction or deletion of the personal information about the data subject which is in possession 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.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	

B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>REASONS FOR *CORRECTION 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</p> <p>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.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of20.....

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

ANNEXURE “E”

RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION

- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006 (Science)
- Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (Transport)
- Advertising on Roads and Ribbon Development Act 2 of 1940 (Environment and Conservation)
- Alienation of Land Act 68 of 1981 (Contract and Delict)
- Apportionment of Damages Act 34 of 1956 (Contract and Delict)
- Arbitration Act 42 of 1965 (Procedural Law)
- Auditing Profession Act 26 of 2005 (Professions)
- Basic Conditions of Employment Act 75 of 1997 (Labour)
- Bills of Exchange Act 34 of 1964 (Commercial Law)
- Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)
- Broadcasting Act 4 of 1999 (Communication)
- Business Names Act 27 of 1960 (Commercial Law)
- Companies Act 61 of 1973 (Corporate Law)
- Companies Act 71 of 2008 (Corporate Law)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)
- Competition Act 89 of 1998 (Commercial Law)
- Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)
- Consumer Protection Act 68 of 2008 (Commercial Law)
- Conventional Penalties Act 15 of 1962 (Contract and Delict)
- Copyright Act 98 of 1978 (Commercial Law)
- Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
- Council for Medical Schemes Levies Act 58 of 2000 (Health)
- Counterfeit Goods Act 37 of 1997 (Commercial Law)
- Criminal Procedure Act 51 of 1977 (Procedural Law)
- Customs and Excise Act 91 of 1964 (Revenue)
- Debt Collectors Act 114 of 1998 (Legal Administration)
- Designs Act 195 of 1993 (Commercial Law)

- Electronic Communications Act 36 of 2005 (Communication)
- Electronic Communications and Transactions Act 25 of 2002 (Communications)
- Employment Equity Act 55 of 1998 (Labour)
- Environment Conservation Act 73 of 1989 (Environment and Conservation)
- Financial Intelligence Centre Act 38 of 2001 (Criminal Law)
- Formalities in respect of Leases of Land Act 18 of 1969 (Contract and Delict)
- Hazardous Substances Act 15 of 1973 (Health)
- Health Act 63 of 1977 (Health)
- Identification Act 68 of 1997 (Citizenship)
- Immigration Act 13 of 2002 (Citizenship)
- Immovable Property (Removal or Modification of Restrictions) Act 4 of 1965 (Estates)
- Import and Export Control Act 45 of 1963 (Commercial Law)
- Income Tax Act 58 of 1962 (Income Tax)
- Insolvency Act 24 of 1936 (Estates)
- Institution of Legal Proceedings against certain Organs of State Act 40 of 2002(Procedural Law)
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)
- Labour Relations Act 66 of 1995 (Labour)
- Long-term Insurance Act 52 of 1998 (Financial Institutions and Insurance)
- Measurement Units and Measurement Standards Act 18 of 2006 (Science)
- Medical Schemes Act 131 of 1998 (Health)
- Merchandise Marks Act 17 of 1941 (Commercial Law))
- National Credit Act 34 of 2005 (Contract and Delict)
- National Environmental Management Act 107 of 1998 (Environment and Conservation)
- National Environmental Management: Air Quality Act 39 of 2004 (Environment and Conservation)
- National Environmental Management: Waste Act 59 of 2008 (Environment and Conservation)
- National Health Act 61 of 2003 (Health)
- National Railway Safety Regulator Act 16 of 2002 (Transport)
- National Roads Act 54 of 1971 (Transport)
- National Road Safety Act 9 of 1972 (Transport)
- National Road Traffic Act 93 of 1996 (Transport)
- National Water Act 36 of 1998 (Resources)

- Occupational Health and Safety Act 85 of 1993 (Labour)
- Patents Act 57 of 1978 (Commercial Law)
- Pension Funds Act 24 of 1956 (Welfare and Pensions)
- Prescription Act 68 of 1969 (Procedural Law)
- Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)
- Private Security Industry Regulation Act 56 of 2001 (Professions)
- Promotion of Access to Information Act 2 of 2000 (Constitutional Law)
- Protection of Businesses Act 99 of 1978 (Commercial Law)
- Regulation of Interception of Communication and Provision of Communications- Related Information Act 70 of 2002 (Communication)
- Road Traffic Act 29 of 1989 (Transport)
- Short-term Insurance Act 53 of 1998 (Financial Institutions and Insurance)
- Skills Development Act 97 of 1998 (Labour)
- Skills Development Levies Act 9 of 1999 (Labour)
- South African Passports and Travel Documents Act (Citizenship)
- Standards Act 8 of 2008 (Science)
- The South African National Roads Agency Limited and Roads Act 7 of 1998 (Transport)
- Tobacco Products Control Act 83 of 1993 (Health)
- Trade Marks Act 94 of 1993 (Commercial Law)
- Trade Metrology Act 77 of 1973 (Science)
- Trade Practices Act 76 of 1976 (Commercial Law)
- Transfer Duty Act 40 of 1949 (Revenue)
- Unemployment Insurance Act 63 of 2001 (Labour)
- Unemployment Insurance Contributions Act 4 of 2002 (Labour)
- Value-Added Tax Act 89 of 1991 (Revenue)
- Water Services Act 108 of 1997 (Resources)