GREENLANDS CAPTIAL PARTNERS (PTY) LTD

PAI ACT MANUAL

GREENLANDS
CAPITAL PARTNERS

INDEX

1. INTRODUCTION

This information manual ("Manual") provides an outline of the types of records held by GREENLANDS CAPITAL PARTNERS (PTY) LTD ("GCP", "Company") and explains how one may submit Requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAI Act", "Act"). This Manual has been prepared in accordance with Section 51 of the Act, giving effect to everyone's constitutional right of having access to information held by private sector bodies (i.e. companies) or public bodies (i.e. Government institutions) where such access is needed for the exercise and/ or protection of the Requester's rights; this Manual aims to facilitate Requests for access to the relevant or applicable records.

2. DEFINITIONS AND INTERPRETATION

2.1. Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder –

2.1.1. "**GREENLANDS CAPITAL PARTNERS (PTY) LTD**" means GCP as more fully described in Overview, hereunder;
2.1.2. **"Information Officer"** means the person acting on behalf of GCP and discharging the duties and responsibilities assigned to the head of GCP by the Act. The Information Officer is duly authorised to act as such, with such authorisation having been confirmed by the head of GCP in writing;
2.1.3. "**Information Regulator**" means the Information Regulator established in terms of section 39 of POPI Act;
2.1.4. "**Manual**" means this manual published in compliance with Section 51 of the Act;
2.1.5. "**PAI Act**" means the Promotion of Access to Information Act 2 of 2000, as amended from time to time;
2.1.6. "**POPI Act**" means the Protection of Personal Information Act 4 of 2013, as amended from time to time;
2.1.7. "**Record**" means any recorded information, regardless of form or medium, which is in the possession or under the control of GCP, irrespective of whether or not it was created by GCP;
2.1.8. "**Request**" means a Request for access to a Record held by GCP;
2.1.9. "**Requester**" means any person, including a public body or an official thereof, making a Request for access to a Record held by GCP and includes any person acting on behalf of that person;
2.1.10. "**SAHRC**" means the South African Human Rights Commission; and
2.1.11. "**SARS**" means the South African Revenue Service.

2.2. Unless a contrary intention clearly appears, words signifying:

2.2.1. the singular includes the plural and vice versa;
2.2.2. any one gender includes the other genders and vice versa; and
2.2.3. natural persons include juristic persons.

2.3. Unless otherwise stated, terms defined in the PAI Act and the POPI Act shall have the same meaning in this Manual.

3. OVERVIEW OF GREENLANDS CAPITAL PARTNERS

3.1. GCP is a private company incorporated in terms of the company laws of the Republic of South Africa. GCP is a capital lending business that offers financial solutions to clients involved in small and medium property developments.

3.2. Lending Solutions for:

3.2.1. Property Development Finance: Assist SME property developers with the provision of secured debt for residential, commercial and retail property development.

4. PARTICULARS IN TERMS OF SECTION 51

4.1. Company Contact Details (Section 51(1)(a)):

Full Name: Greenlands Capital Partners (Pty) Ltd
Physical Address: Unit B10, Westlake Square, 1 Westlake Drive, Tokai, 7945
Postal Address: Postnet Suite 160, Private Bag X26, Tokai, 7966
Telephone Number: +27 (0)21 701 2400 (Head Office)
E-mail: credit@gcp.co.za
Website: www.gcp.co.za

4.2. Contact details of Designated Information Officer (Section 51(1)(a)):
Designated Information Officer: Brendan Arn Davids
Physical Address: Unit B10, Westlake Office Park, Westlake Square, Tokai, 7945
Postal Address: Postnet Suite 16, Private Bag x26, Tokai, 7966
Telephone Number: (021) 701 2400 | 082 555 8343
E-mail: brendan@gcp.co.za

5. GUIDE TO THE PAI ACT (Section 51(1)(b)) READ WITH SECTION 10

5.1. In terms of the PAI Act, a Requester may be granted access to records held by a private body. This access is subject to the records being required for the exercise or protection of any right. Should a public body lodge a complaint, in order to receive access, the public body must be acting in the public interest.

5.2. In terms of section 10 of the PAI Act, the South African Human Rights Commission (SAHRC) compiled an Information Guide ("Guide"), containing information for the purposes of exercising your Constitutional rights. The Guide is set out in an easy to understand form to assist Requesters with exercising any right contemplated in the Act. Requesters are referred to this Guide which is available on the SAHRC's website at: SAHRC Section 10 Guide. It describes, in each official language:

5.2.1. The purpose of the Act and the Guide.
5.2.2. The process that needs to be followed in order to make a Request for access to information.
5.2.3. The details of information held by a private body that may be automatically available.
5.2.4. The costs for making a Request for access to information.
5.2.5. How to get access to the Manual of a private body.
5.2.6. Legal remedies when a Request for information is denied.
5.2.7. When access to information can or may be refused.

5.3. Information Regulator contact details:

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
E-mail: complaints.IR@justice.gov.za (complaints) inforeg@justice.gov.za. (general enquiries)
Website: https://www.justice.gov.za/inforeg/

6. AUTOMATIC DISCLOSURE – CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS (Section 51(1)(c))

Records that are automatically available to the public are:

6.1. All records of GCP lodged in terms of government requirements with various statutory bodies, including the Registrar of Companies, and the Registrar of Deeds.

6.2. All records in booklets, brochures, pamphlets, and magazines (if any) published by GCP or any of its agents or representatives for distribution to the public relating GCP services.

6.3. All records on GCP's website www.gcp.co.za.

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(d))

GCP is required to keep particular records, in terms of certain statutes. Insofar as may be applicable, GCP keeps records of information to the extent required in terms of the following legislation, as amended, and codes of best business practice:

7.1. Basic Conditions of Employment Act 75 of 1997.
7.2. Bank Act 94 of 1990.
7.3. Constitution of South Africa Act 108 of 1996.
7.4. Consumer Protection Act 68 of 2008.
7.5. Corporate Laws Amendment Act 24 of 2006.
7.6. Electronic Communications & Transactions Act 25 of 2002.
7.7. Employment Equity Act 55 of 1998.

7.8. Employment Equity Regulations of 2006.
7.9. Financial Advisory and Intermediary Services Act 37 of 2002.
7.10. Financial Intelligence Centre Act 38 of 2001.
7.11. Home Loan Mortgage Disclosure Act 63 of 2000.
7.12. Income Tax Act 58 of 1962.
7.13. King IV Report on Corporate Governance.
7.14. Labour Relations Act 66 of 1995.
7.15. National Credit Act 34 of 2005.
7.16. Prevention and Combating of Corruption Activities Act 12 of 2004.
7.17. Prevention of Organised Crime Act 121 of 1998.
7.18. Promotion of Access to Information Act 2 of 2000.
7.19. Protected Disclosures Act 26 of 2000.
7.20. Protection of Constitutional Democracy Against Terrorism and Related Activities Act 33 of 2004.
7.21. Protection of Personal Information Act 4 of 2013.
7.22. Regulation of Interception of Communications and Provision of Communication-Related Information Act Revenue Laws Amendment Act 45 of 2003.
7.23. Skills Development Act 97 of 1998.
7.24. Skills Development Levies Act 9 of 1999.
7.25. Tax Administration Act 28 of 2011.
7.26. Unemployment Contributions Act 4 of 2002.
7.27. Unemployment Insurance Act 63 of 2001.
7.28. Value-Added Tax Act 89 of 1991.

Information and records held by GCP in terms of any of the abovementioned legislation will be made available in terms of the provisions of the relevant legislation, but without prejudice to the provisions of the Promotion of Access to Information Act. The above list is non exhaustive.

8. TYPES OF RECORDS HELD BY GREENLANDS CAPITAL PARTNERS (PTY) LTD (Section 51(1)(e))

GCP maintains records on the following categories and subject matters.
Please note that recording a category or subject matter in this Manual does not imply that a Request for access to such records would be granted. All Requests for access will be evaluated on a case by case basis in accordance with the provisions of the PAI Act. Please further note that the below listed records are not exhaustive.

8.1. Personnel Documents and Records.

8.1.1. "*Personnel*" refers to any person who works for or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.

8.1.2. Personal information relating to past, present and prospective personnel. "Personal information", as defined in the POPI Act information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

8.1.2.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
8.1.2.2. information relating to the education or the medical, financial, criminal or employment history of the person;
8.1.2.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
8.1.2.4. the biometric information of the person;
8.1.2.5. the personal opinions, views or preferences of the person;
8.1.2.6. 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;
8.1.2.7. the views or opinions of another individual about the person; and
8.1.2.8. 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.

8.1.3. Client Related Records.

8.1.4. A "client" refers to any natural or juristic entity that receives services from the Company. These records include but are not limited to:

8.1.4.1. Records provided by clients in respect of their business and in terms of the contractual arrangements between the Company and clients.
8.1.4.2. Records generated by or within the Company related to its clients, including transactional records.
8.1.4.3. Records pertaining to third-party information provided by clients.
8.1.4.4. Records provided by third-parties in the course of doing business with the Company.

8.2. Statutory Company Records/ Corporate Records.

8.2.1. Minutes of executive and other decision-making operational bodies.
8.2.2. Documents of Incorporation.
8.2.3. Memorandum and Articles of Association.

8.2.4. Minutes of Board of Directors' Meetings and Board sub-committee Meetings.
8.2.5. Share Register and other Statutory Registers.
8.2.6. Delegations of authority.
8.2.7. Other statutory documents of a legal and commercial nature.

8.3. Other Company Records.

8.3.1. Documents relating to the operational, commercial and financial interests of the Company.
8.3.2. Commercial and other legal contracts or agreements.
8.3.3. Client and other data bases.
8.3.4. Information on existing and past litigation.
8.3.5. Trade Mark and Intellectual Property applications and information.
8.3.6. Administrative Information.
8.3.7. Licenses.
8.3.8. Human Resources Information.
8.3.9. Insurance Policies.
8.3.10. Marketing records.
8.3.11. Internal and external correspondence.
8.3.12. Disaster recovery plans.
8.3.13. Company product/ services records.
8.3.14. Internal policies and procedures.
8.3.15. Records held by officials of the Company.

9. OTHER INFORMATION AS MAY BE PRESCRIBED BY Section 51(1)(f)

The Company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/ holding/ sister companies, joint venture companies and service providers. Alternatively, such other companies may possess records that can be said to belong to the Company.

9.1. These records include but are not limited to:

9.1.1. Personnel, customer or private records which are held by another party as opposed to the records held by the Company.
9.1.2. Records held by the Company pertaining to other parties, including but not limited to, financial, commercial, operational and legal records, contractual records, correspondence, records provided by the other party, and records provided by third- parties about contractors/ suppliers.

10. PROCESSING OF PERSONAL INFORMATION (Section 11 of POPI Act)

10.1. Personal Information will only be Processed by GCP if –

10.1.1. the Data Subject or competent person
where Data Subject is a child consents to the processing;
10.1.2. processing is necessary to carry out the actions for the conclusion or performance of a contract to which the data subject is party;
10.1.3. processing complies with an obligation imposed by law on the responsible party;
10.1.4. processing protects a legitimate interest of the data subject;
10.1.5. processing is necessary for the proper performance of a public law duty by a public body; or
10.1.6. processing is necessary for pursuing the legitimate interests of the responsible party or of a third party to whom the information is supplied.

11. INFORMATION REGULATOR

Section 39 of POPI Act establishes the Information Regulator and section 40 identifies the functions of the Regulator. The Regulator is responsible for monitoring compliance with POPI Act and PAI Act and is tasked, amongst other powers, duties and functions, to handle complaints about the protection of personal information and access to information held by GCP. For complaints or general enquiries contact the Regulator using the contact information under 5.3 above.

12. DATA SUBJECT PARTICIPATION AND INFORMATION OFFICER DUTIES AND RESPONSIBILITIES

The Manual gives effect to sections 23 and 55 of POPI Act.

2.1. Section 23(1) of POPI Act states that:
"A data subject, having provided adequate proof of identity, has the right to:

(a) request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject;
(b) request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information-

(i) within a reasonable time;
(ii) at a prescribed fee, if any;
(iii) in a reasonable manner and format; and
(iv) in a form that is generally understandable.

12.2. Section 55(1)(b) of POPI Act refers to the duties and responsibilities of the Information Officer when Requests for information are made to GCP. It reads as follows: "An Information Officer's responsibilities include dealing with Requests made to the body."

Address your (as Data Subject) Request to the Head of the Company (MD) or the Information Officer at the address, fax number or electronic mail address referred to 4.2 above.

13. STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST

The following steps must be considered before submitting a Request:

13.1. **Step 1**: The purpose of the information that the Requester Requests.

13.1.1. Please note that Section 7(1) states that:

"This Act does not apply to a record of a public body or a private body if –

(a) that record is Requested for the purpose of criminal or civil proceedings;

(b) so Requested after the commencement of such criminal or civil proceedings, as the case may be; and

(c) the production of or access to that records for the purpose referred to in Paragraph (a) is provided for in any other law".

13.1.2. If Section 7(1) applies, the Requester may not bring a Request in terms of this Act. The Requester must use the rules and procedures for discovery of information of the relevant legal forum and proceedings that he/ she is involved in.

13.1.3. GCP reserves the right to claim all expenses and other damages incurred as a result of a Requester submitting a Request in contravention of Section 7(1).

13.2. **Step 2:** Does the information Requested exist in the form of a record?

13.2.1. The Act only applies to documents that are in existence at the time of receiving the request.

13.2.2. The Act does not compel anyone to create a record which is not yet in existence at the time the Request is made.

13.3. **Step 3:** Is the document in the possession or under the control of GCP?

13.3.1. If the document is not in GCP's possession, the Requester must Request the record from the party under whose possession or control it is.

14. ACCESS: PROCEDURE, AVAILABILITY AND PRESCRIBED FEES

14.1. How to Request a Record (PAI Act Section 53):

14.1.1. **Requests for access to Records** must be made to the Information Officer on the prescribed form (Annexure 1). The prescribed form (generic template) is also available on the website of the South African Human Rights Commission at https://www.sahrc.org.za/.

14.1.2. Failure to make use of the prescribed form could result in your Request being refused or delayed.

14.1.3. A Request for access to a Record must be accompanied by payment of an initial non-refundable Request fee of **R57.50** (inclusive of VAT). This fee is not applicable to personal Requests, i.e. individual seeking access to Records pertaining to him/ herself. The Act sets out further fees which could be applicable to your Request. These fees are available under Annexure 2.

14.1.4. Should the Information Officer be of the opinion that fulfilment of the Request will require more time than the prescribed hours, the Requester will be informed to pay a deposit, of no more than a third of the above Request fee. In the event that the Request is denied, the deposit will be refunded to the Requester.

14.1.5. The Requester must provide sufficient detail on the Request Form to enable the Information Officer to clearly identify:

14.1.5.1. The record(s) Requested.
14.1.5.2. The Requester (positive proof of identification).
14.1.5.3. The format of access required:

a). the postal address, email address and telephone number of the Requester in the Republic; and
b). if the Requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof.

14.1.6. Access is not automatic. The Requester must therefore identify the right he/ she is seeking to exercise or protect and provide an explanation as to why the Requested Record is required for the exercise or protection of that right.

14.1.7. If a Request is made on behalf of a person, the Requester must then submit proof, to the satisfaction of the Information Officer, of his/ her authority to make the Request. Failure to do so will result in the Request being rejected.

14.2. Decision on Request (Section 56):

14.2.1. The Requester will be notified, within 30 (thirty) days, in the manner indicated by him/ her of the outcome of his/ her Request, alternatively whether an extension not exceeding 30 (thirty) days is required to deal with the Request.

14.2.2. If the Request for access is granted, a further access fee must be paid for the search, preparation and reproduction of the Records as well as for any time that has exceeded the prescribed hours to search and prepare the Record for disclosure. Access will be withheld until the Requester has made payment of the applicable fee(s).

14.2.3. If the Request for access is refused, reasons for the refusal will be provided and the Requester will be advised that he/ she may lodge an application with a court against the refusal of the Request, as well as the procedure for lodging the application.

14.2.4. The main grounds for refusal of a Request relates to:

14.2.4.1. the unreasonable disclosure of personal information about a third-party, including a deceased person (subject to section 63(2) of the Act);
14.2.4.2. disclosure that could reasonably be expected to endanger the life or physical safety of an individual;
14.2.4.3. the disclosure that would likely prejudice or impair, inter alia –

i. the security of a building, structure or system, including but not limited to, a computer or communication system;
ii. a means of transport; or
iii. any other property;

14.2.4.4. mandatory protection of the privacy of a third-party who is a natural person, which would involve unreasonable disclosure of personal information of that natural person;

14.2.4.5. mandatory protection of commercial information of a third-party, if the record contains:

i. trade secrets of that third-party;
ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of that third-party; or
iii. information disclosed in confidence by a third-party to GCP, if the disclosure could put that third-party at a disadvantage in negotiations or commercial competition;

14.2.4.6. mandatory protection of confidential information of third-parties if it is protected in terms of any agreement;

14.2.4.7. mandatory protection of the safety of individuals and the protection of property;

14.2.4.8. mandatory protection of records which would be regarded as privileged in legal proceedings;

14.2.4.9. commercial activities of GCP, which may include:

i. trade secrets of GCP;
ii. information pertaining to training of GCP personnel;
iii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of GCP;
iv. information which, if disclosed could put GCP at a disadvantage in negotiations or commercial competition;
v. the research information of GCP or a third-party, if its disclosure would disclose the identity of GCP, the researcher or the subject matter and would place the research at a serious disadvantage; or
vi. requests for information which is clearly frivolous or vexations, or which involve unreasonable diversion of resources.

14.2.5. The Requester may lodge an internal appeal or an application to court against the tender or payment of the Request fee.

14.3. Records that cannot be found or that are lost:
14.3.1. If all reasonable steps have taken to find a Requested Record, and there are reasonable grounds to believe the Record is in GCP's possession but cannot be found or does not exist, GCP's Information Officer will notify the Requester, by way of affidavit or affirmation as prescribed by the Act, that it is not possible to give access to the Requested Record.
14.3.2. If, after notice is given as per 14.3.1 above, the Record is found, the Requester concerned must be given access to the Record, unless access is refused on any of the refusal grounds provided for in the Act.

14.4. Remedies Available when a Request is Refused:
14.4.1. GCP does not have an internal appeal procedure. 14.4.2. Any decision made by the Information Officer is final. 14.4.3. Should the Requester not be satisfied, the Requester should exercise the external remedies provided for in the Act.

14.5. Limitation of Liability:
14.5.1. GCP is relieved from liability and shall have no duty whatsoever in relation to:
14.5.1.1. the integrity or accuracy of the information Requested;
14.5.1.2. any delay associated with the delivery except to comply with the procedures stipulated herein; and/ or

14.5.1.3. that the information Requested will conform with the requirements of the Requester except that it should correspond with the title and description provided by the Requester

15. AVAILABILITY

15.1. This manual is available on the Greenlands Capital Partners website, www.gcp.co.za, or alternatively at: GCP's Offices situated at:

Unit B10, Westlake Square, 1 Westlake Drive, Tokai, Cape Town, during office hours: 08:00 - 17:00, Monday to Friday, excluding Public Holidays and Weekends in the Republic of South Africa.

15.2. Fees:
The fees payable in respect of access to Records are attached as Annexure 2.

B Davids

SIGNATURE OF HEAD OF COMPANY

Brendan A. Davids

ANNEXURE 1: 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]

1. Particulars of private body

The Head:____
____
____
____

2. 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, phone number, email 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

2.1. Full name and surname

____

2.2. Identity Number

2.3. Postal Address:

____

____

Telephone Number:____

Fax Number:____

E-mail Address:____

2.4. Capacity in which Request is made, when made on
behalf of another person (Please attach any proof of your capacity, if available):

___

3. 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.

3.1. Full names and surname

___

3.2. Identity number

3.3. 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.

3.4. Description of the Record or relevant part of the Record:

___

3.5. Reference number, if available:

___

3.6. Any further particulars of the Record:

___

4. Fees

(a) A Request for access to a record, other than a Record containing personal information about you, will be processed only after a Request fee has been paid.
(b) You will be notified of the amount payable 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.

4.1. Reason for exemption of payment of the fee (if any

____

5. Form of access to Record

<table>
<tr><td colspan="12">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. Mark the appropriate box with an X</td></tr>
<tr><td colspan="3">Disability</td><td colspan="3"></td><td colspan="3">Form in which record is required</td><td colspan="3"></td></tr>
<tr><td colspan="12">NOTES:
(a) Compliance with your Request 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.</td></tr>
<tr><td colspan="12">If the record is in printed form:</td></tr>
<tr><td colspan="3"></td><td colspan="3">Copy of Record*</td><td colspan="3"></td><td colspan="3">Inspection of record</td></tr>
<tr><td colspan="12">If record consists of visual images (photographs, slides, video, computer-generated images, sketches etc)</td></tr>
<tr><td colspan="2"></td><td colspan="2">View images</td><td colspan="2"></td><td colspan="2">Copy of images*</td><td colspan="2"></td><td colspan="2">Transcription of images*</td></tr>
<tr><td colspan="12">If records consist of Records, words, or information which can be reproduced via sound:</td></tr>
<tr><td colspan="3"></td><td colspan="3">Listen to sound track (cassette)</td><td colspan="3"></td><td colspan="3">Transcription of soundtrack* (written or printed)</td></tr>
<tr><td colspan="12">If record is held on computer in an electric or machine-readable form:</td></tr>
<tr><td colspan="2"></td><td colspan="2">Printed copy of record</td><td colspan="2"></td><td colspan="2">Printed copy of information derived from record</td><td colspan="2"></td><td colspan="2">Copy in computer readable form* (USB or CD)</td></tr>
<tr><td colspan="12">If you requested a copy or a transcription of a Record (above), do you wish for the copy or transcription to be posted to you. Postage is payable</td></tr>
<tr><td colspan="3"></td><td colspan="3">YES</td><td colspan="3"></td><td colspan="3">NO</td></tr>
</table>

6. Particulars of right to be exercised or protected

If the space is inadequate, please continue on a separate folio and attach it to this form. The Requester must sign all the additional folios.

6.1 Indicate which right is to be exercised or protected:

____
____
____

6.2. Explain why the Requested Record is required for the exercising or protection of the aforementioned right:

____
____
____

7. 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.

7.1. 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

ANNEXURE 2: FEES PAYABLE

1. Copy of manual

The fee for a copy of the manual is R1,10 for every photocopy of an A4-size page or part thereof.

2. Reproduction fees

The fees for preparation of Records referred to in regulation 11(1) are as follows:

	RAND
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on:	
Compact disc	70,00
USB drive	70,00
Transcription of visual images, for an A4-size page or part thereof	40,00
Copy of visual images	60,00
Transcription of an audio Record, for an A4-size page or part thereof	20,00
For a copy of an audio recording	30,00

3. Request fees

The Request fee payable by a Requester, other than a personal Requester, referred to in Regulation 11(2) is R50,00.

4. Access fees

The access fees payable by a Requester referred to in regulation 11(3) are as follows:

	RAND
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on:	
Compact disc	70,00
USB drive	70,00
Transcription of visual images, for an A4-size page or part thereof	40,00
Copy of visual images	60,00
Transcription of an audio Record, for an A4-size page or part thereof	20,00
To search for and prepare the record for each hour or part of an hour reasonably required for such search and preparation	30,00

5. For purposes of section 22(2) of the Act, the following applies:

5.1 Six hours as the hours to be exceeded before a deposit is payable; and 5.2 One third of the access fee is payable as a deposit by the Requester. The actual postage is payable when a copy of a Record must be posted to a Requester.

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