

**TRIBUTREE PROPRIETARY LIMITED**  
**("the Company")**

(Registration Number: 2023/194229/07)

**PAIA MANUAL**

Published for the Company as a private body in terms of section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("the PAIA Act")



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### 1 INTRODUCTION

The Company is a technology platform company focused on providing innovative solutions to enhance business operations and data-driven decision-making, aiming to empower businesses by leveraging technology to drive growth and efficiency.

This manual (the “Manual”) is published in terms of the PAIA Act and provides an outline of the type of records and personal information which the Company holds and processes. The Manual also explains how to submit requests for access to these records in terms of the PAIA Act. In addition to explaining how to access, or object to, personal information held by the Company, or request correction of the personal information, in terms of sections 23 and 24 of the Protection of Personal Information Act 4 of 2013 (the “POPI Act”), the Manual also explains how to submit requests for access to these records in terms of the PAIA Act.

The objective of the PAIA Act is to give effect to the constitutional right to access to information, which information is held by a public or private body and which information is required for the exercise or protection of any rights. The PAIA Act recognises the right entrenched in section 32 of the Constitution of the Republic of South Africa, 1996 and aims to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information.

Accordingly, this PAIA Manual aims to establish and foster a culture of compliance with prevailing data protection legislation, which in turn gives rise to an environment within which the rights to access to information are actively protected and promoted.

Section 9 of the PAIA Act dictates that the right to access to information is not an unlimited right and is subject to certain limitations, which include limitations which balance the rights which data subjects have to access information against other rights which data subjects and interested parties have, whether it be in terms of the Constitution of the Republic of South Africa, 1996 or otherwise. Some of these rights which the right to access to information are weighed up against are aimed at protecting the fundamental right to privacy and maintaining the confidentiality (whether it be commercial or individual confidentiality) of interested parties so as to maintain acceptable levels of governance.

### 1.1. Availability and Purpose of this PAIA Manual

This PAIA Manual is published on the Company's website or alternatively, a copy can be requested from the Information Officer or Deputy Information Officer, which copy may also be inspected at the Company's physical address set forth in paragraph 2 below.

The primary purpose of this PAIA Manual is to facilitate requests for access to information held by the Company, which requests shall be made in accordance with the prescribed procedures and at the rates provided for in paragraph 5 of this PAIA Manual. In addition to the above, the further purposes of this PAIA Manual, are to describe the records held by the Company and to clearly articulate the grounds upon which access to any such records may be refused.

### 1.2. Availability of guides to the PAIA Act and POPI Act

Guides to the PAIA Act and POPI Act can be obtained and queries directed to -

## 2 COMPANY CONTACT DETAILS

### Contact details in terms of section 51 of PAIA -

Information Officer:	
Name:	Georgina Midgley
Telephone:	011 100 3800
Email:	<a href="mailto:legal@tributree.co.za">legal@tributree.co.za</a>
Registered Address:	25 Commerce Crescent, Kramerville, Gauteng, 2090
Deputy Information Officer:	
Name:	Dennis Stastny
Telephone:	011 100 3800
E-mail address:	<a href="mailto:legal@tributree.co.za">legal@tributree.co.za</a>
Registered Address:	25 Commerce Crescent, Kramerville, Gauteng, 2090

### General Information -

Name of private body:	Tributree Proprietary Limited
Industry:	ICT
Registration number:	2023/194229/07

Postal address:	Postnet Suite 41, Private Bag X9, Benmore, Gauteng, 2010
Physical address / Place of business:	25 Commerce Crescent, Kramerville, Gauteng, 2090
Telephone:	011 100 3800
Functional Mailbox:	011 100 3800
E-mail address:	<a href="mailto:legal@tributree.co.za">legal@tributree.co.za</a>
Website:	<a href="https://tributree.co.za">https://tributree.co.za</a>

### **Applicable Legislation -**

The following legislation, amongst others which may become applicable from time to time including any subsequent amendment thereto, is applicable to and observed by Company pursuant to undertaking its day-to-day operations -

<b>Item No:</b>	<b>Legislative Reference:</b>	<b>Act:</b>
1	No. 75 of 1997	The Basic Conditions of Employment Act
2	No. 53 of 2003	The Broad-Based Black Economic Empowerment Act
3	No. 71 of 2008	The Companies Act
4	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
5	No. 25 of 2002	The Electronic Communications and Transactions Act
6	No. 58 of 1962	The Income Tax Act
7	No. 71 of 1997	The Non-profit Organisations Act
8	No. 2 of 2000	The Promotion of Access to Information Act
9	No. 4 of 2013	The Protection of Personal Information Act
10	No. 85 of 1993	The Occupational Health and Safety Act

## **3 COMPANY RECORDS**

### **3.1 Availability of Company Records**

The provisions of the PAIA Act, specifically the provisions of section 50 of the Act, dictate that a requester for access to information must be afforded access to any record of the Company if the following requirements are met -

- where a particular record is required for the exercise or protection of any rights (Section 50(1)(a) of the PAIA Act);
- where a requester complies with the procedural requirements set forth in the PAIA Act relating to a request for access to particular records (Section 50(1)(b) of the PAIA Act); and
- where access to that particular record is not refused in terms of any of the grounds for refusal to access contemplated in terms of Chapter 4 of the PAIA Act (Section 50(1)(c) of the PAIA Act).

The below table sets forth the categories and subcategories of records which the Company processes. Each category and subcategory of records set out below may be subject to any one (or a number) of the grounds upon which the Company may refuse access to records. These grounds for refusal are set out in Chapter 4 of the PAIA Act, as well as described in the table at 3.3 below.

<p><b>Personnel Records</b></p>
<p>Personnel refers to any person who works for or provides services to or on behalf the Company and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, executive and non-executive directors, all permanent, temporary and part-time staff as well as independent contract workers. Personnel records include the following:</p>
<ul style="list-style-type: none"> <li>• Any personal records provided to the Company by our personnel</li> </ul>
<ul style="list-style-type: none"> <li>• Any records a third party has provided to the Company about any of their personnel</li> </ul>
<ul style="list-style-type: none"> <li>• Personnel-related contractual and quasi-legal records</li> </ul>
<ul style="list-style-type: none"> <li>• Conditions of employment and other personnel-related contractual and quasi-legal records</li> </ul>
<ul style="list-style-type: none"> <li>• Internal evaluation records</li> </ul>
<ul style="list-style-type: none"> <li>• Training schedules and materials</li> </ul>
<ul style="list-style-type: none"> <li>• Other internal records and correspondence related to a particular individual</li> </ul>
<p><b>Customer-Related Records</b></p>
<p>Please be aware that the Company is very concerned about protecting the personal information of any Data Subjects as defined in terms of the Protection of Personal Information Act, 4 of 2013). Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.</p>
<p>Customer records may include the following:</p>
<ul style="list-style-type: none"> <li>• Any records a customer has provided to the Company or a third party acting for or on behalf of the Company</li> </ul>
<ul style="list-style-type: none"> <li>• Contractual information</li> </ul>
<ul style="list-style-type: none"> <li>• Customer needs assessments</li> </ul>
<ul style="list-style-type: none"> <li>• Personal records of customers</li> </ul>
<ul style="list-style-type: none"> <li>• Credit information and other research conducted in respect of customers</li> </ul>

<ul style="list-style-type: none"> <li>• Any records a third party has provided to the Company about customers</li> </ul>
<ul style="list-style-type: none"> <li>• Confidential, privileged, contractual and quasi-legal records of customers</li> </ul>
<ul style="list-style-type: none"> <li>• Customer evaluation/review records</li> </ul>
<ul style="list-style-type: none"> <li>• Customer profiling</li> </ul>
<ul style="list-style-type: none"> <li>• Performance research conducted on behalf of customers or about customers</li> </ul>
<ul style="list-style-type: none"> <li>• Any records a third party has provided to the Company either directly or indirectly</li> </ul>
<ul style="list-style-type: none"> <li>• Records generated by or within the Company pertaining to customers, including transactional records</li> </ul>
<p><b>Technical Records</b></p>
<ul style="list-style-type: none"> <li>• Technical reports</li> </ul>
<ul style="list-style-type: none"> <li>• Technical data</li> </ul>
<ul style="list-style-type: none"> <li>• Strategies, new products and services, brands and trademarks forming part of the intellectual property rights of the Company</li> </ul>
<p><b>Third Parties</b></p>
<p>Records are kept in respect of other third parties, including without limitation shareholders of the Company, affiliates of the Company, contractors, suppliers, agents and/or service providers. In addition, certain third parties may possess records, which can be said to belong to the Company and in such instances those third parties process such records for and on behalf of the Company in their capacities as process operators and subject to prescribed contractual terms. The following records fall under this category</p>
<ul style="list-style-type: none"> <li>• Personnel, customer or Company records which are held by another third party as opposed to being held by the Company</li> </ul>
<ul style="list-style-type: none"> <li>• Records held by the Company pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customers</li> </ul>
<p><b>Other Records</b></p>
<p>Further records are held including:</p>

<ul style="list-style-type: none"> <li>• Information relating to the Company's own business activities</li> </ul>
<ul style="list-style-type: none"> <li>• Research carried out on behalf of a client by the Company or commissioned from a third party for a customer</li> </ul>
<ul style="list-style-type: none"> <li>• Research information belonging to the Company, whether carried out itself or commissioned from a third party</li> </ul>

### 3.2 Access to Health or Other Records

If a request for access to health or other records provided by a health practitioner, in their capacity as such, relates to the physical, mental health, or well-being of the requester, or if the request has been made on behalf of the person to whom the record relates ("the relevant person"), and the Company's Information Officer is of the opinion that the disclosure of the record to the relevant person might cause harm to his or her physical, mental health or well-being, the Company's Information Officer may, before giving access to such record consult with a health practitioner who has been nominated by the relevant person.

If the relevant person is below the age of 16 years, a person having parental responsibilities for the relevant person must make the above nomination and if the relevant person is incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.

If, after being given access to the relevant record, the health practitioner consulted is of the opinion that the disclosure of the record to the relevant person, would be likely to cause serious harm to his or her physical, mental health or well-being, the Information Officer may only grant access to the relevant record if the requester proves that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person. Before access to the record is given to a requester, the person responsible for such counselling or arrangement must be given access to the record.

### 3.3 Information automatically available

The following records and information are automatically available on the website without a person having to request access in terms of the PAIA Act:

- Privacy Notice
- Privacy Policy
- Service Agreement Standard Terms and Conditions

### 3.4 Grounds for Refusal of Access to the Company's Record

Upon receipt of a request for access to information, the Company will be required to consider such a request in light of the provisions of section 50 of the PAIA Act. Subject to such consideration, the Company will be required to either grant such a request or refuse such a request. If the Company elects to refuse access to a particular record, such refusal will be subject to the

Company's interpretation of the various prescribed grounds for refusal as set forth in Chapter 4 of the PAIA Act and in the table below -

Ground(s) For Refusal	Description and Explanation of Ground(s) for Refusal
Mandatory protection of privacy of third party who is a natural person (Section 63 of the PAIA Act)	The Company may refuse access to a record if the disclosure of that record would involve the unreasonable disclosure of personal information relating to a third party, including a deceased individual.
Mandatory protection of commercial information of third party (Section 64 of PAIA Act)	<p>The Company may refuse a request for access to a record if the record comprises of or is constituted by the following information relating to a third party –</p> <ul style="list-style-type: none"> <li>• Trade secrets of a third party;</li> <li>• Financial, commercial, scientific or technical information, other than trade secrets, of a third party, which if disclosed is likely to cause harm to the commercial or financial interests of the third party;</li> <li>• Information which has been supplied in confidence by a third party, the disclosure of which could reasonably be expected to place the third party at a disadvantage in contractual or other negotiations or is likely to prejudice the third party in commercial competition.</li> </ul>
Mandatory protection of certain confidential information of a third party (Section 65 of the PAIA Act)	The Company may refuse access to a record which if disclosed would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement or contractual relationship.
Mandatory protection of safety of individuals and protection of property (Section 66 of the PAIA Act)	<p>The Company may refuse a request for access to record if its disclosure could reasonably be expected to endanger the life or physical safety of an individual, or if its disclosure would be likely to prejudice or impair the security of -</p> <ul style="list-style-type: none"> <li>• a building, structure or system, including but not limited to a computer or communication system, a means of transport or any other property;</li> <li>• method(s), system(s), plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public or the security of property.</li> </ul>
Mandatory protection of records privileged from production in legal proceedings [Section 67]	The Company may refuse a request for access to a record if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.



Commercial information of Private Body (Section 68 of the PAIA Act)	<p>The Company may refuse a request for access to a record if the record contains (or comprises of) -</p> <ul style="list-style-type: none"> <li>• Trade secrets of the Private Body;</li> <li>• Financial, commercial, scientific or technical information, other than trade secrets of the Private Body, the disclosure of which would be likely to cause harm to the commercial or financial interests of the Private Body;</li> <li>• Information, the disclosure of which could reasonably be expected to put the Private Body at a disadvantage in contractual or other negotiations or prejudice the Private Body in commercial competition;</li> <li>• A computer programme (as defined in section 1(1) of the Copyright Act 98 of 1978 as amended) owned by the Private Body, except insofar as it is required to give access to a record to which access is granted in terms of the PAIA Act.</li> </ul>
Mandatory protection of research information of third party, and protection of research information of private body (Section 69 of the PAIA Act)	<p>The Company may refuse a request for access to a record if the record contains information about research being or to be carried out by or on behalf of a third party/private body, the disclosure of which would be likely to expose the third party/private body, a person that is (or will be) carrying out the research on behalf of the third party/private body, or the subject matter of the research to serious disadvantage.</p>

#### 4 PROCESSING OF PERSONAL INFORMATION

Pursuant to promoting responsible information processing practices within its organisation, as well as in its capacity as responsible party contemplated in terms of the provisions of the POPI Act, the Company takes any activities relating to the protection and processing of personal information (as defined in terms of the provisions of section 1 of the POPI Act) very seriously. To promote the constitutional right to privacy, as well as to play its part in promoting the rights protected in terms of the POPI Act, the Company undertakes to, in so far as is required of it, observe the requirements and conditions for the lawful processing of personal information.

##### 4.1 The purposes for which the Company processes personal information

The Company may process personal information for a variety of purposes, which may include, but is not limited to, the following purposes -

- to provide or manage any information requested by or delivered to data subjects in general;
- to establish a data subject's needs, wants and preferences in relation to the products and/or services provided by any affiliate of the Company;
- to help the Company identify data subjects when they engage with the Company;

- to allocate unique identifiers to data subjects for the purpose of securely storing, retaining and recalling their personal information/personal data from time to time;
- to maintain records of data subjects;
- for general administration purposes;
- for legal and/or contractual purposes;
- for health and safety purposes;
- to monitor access, secure and manage any facilities operated by the Company regardless of location;
- to transact with data subjects;
- to transfer personal information/personal data to any affiliate of the Company so as to enable the relevant affiliate of the Company to market its products and/or services to data subjects;
- to transfer personal information/personal data across the borders of South Africa to other jurisdictions if it is required;
- to identify any products and services offered by any affiliates of the Company which might be of interest data subjects in general, as well as to inform them of such products and/or services;
- to comply with any laws applicable to the Company and in some instances affiliates of the Company.

#### **4.2 Categories of data subjects and personal information processed by the Company**

The categories of data subjects and personal information processed by the Company may include, but are not limited to, the following -

- any affiliate of the Company;
- service providers;
- independent contractors;
- agents;
- consultants;
- users of the Company's platform; and
- users of the Company's website or any other digital application interface.

The categories of personal information processed by the Company may include, but is not limited to, the following –

- full names;
- identity numbers;

- gender
- date of birth
- registration numbers;
- financial information, including banking account information;
- statutory information;
- physical and postal address particulars;
- telephone numbers;
- email addresses;
- biometrics;
- Geo-location information; and
- unique identifiers.

#### **4.3 The processing of personal information and categories of recipients with whom personal information is shared**

Subject to any relevant terms and conditions of use which may be applicable when a data subject engages with the Company, we may share the personal information of any data subject we process for any of the purposes outlined in section 4.1 above, with the following third parties, whether such third parties qualify as “responsible parties” in terms of section 1 of the POPI Act or not -

- any affiliate of the Company from time to time;
- any relevant service providers, customers and suppliers;
- any relevant regulatory authorities who may govern the Company in undertaking its operations;
- any approved service provider, independent contractor, contractor or supplier with whom the Company has an agreement;
- any approved business partners who provide products and services to the Company; and
- any approved service providers or authorised agents who perform services on the Company’s behalf.

The Company processes personal information in order to facilitate and enhance the delivery of products and services to its customers, foster a legally compliant workplace environment, as well as safeguard the personal information relating to any data subjects which it in fact holds. We undertake to process any personal information in a manner which promotes the constitutional right

to privacy, retains accountability and data subject participation. In any circumstances where we process the personal information of data subjects, the Company maintains appropriate privacy notices where the purposes of the processing of any personal information and the processing takes place, is recorded and communicated to data subjects.

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

The Company has, and continue to, implement reasonable, technical and organisational measures for the protection of personal information processed by the Company. The Company, at all times, take reasonable and appropriate security measures to secure the integrity and confidentiality of personal information in our possession in order to guard against -

- the loss of damage to or unauthorised destruction of personal information;
- the unlawful access or processing of personal information; or
- the wilful manipulation of personal information.

The Company takes steps to ensure that any third-party process operators (as defined in terms of section 1 of the POPI Act) who process personal information on behalf of the Company apply adequate safeguards as outlined above.

#### **4.5 Trans-border flows of personal information**

The Company does transfer personal information across South African borders, with the prior written consent of the data subject, however the Company does take reasonable steps to ensure that any third-party process operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold the principles for reasonable and lawful processing of personal information as contemplated in terms of the POPI Act.

#### **4.6 Personal information received from third parties**

When the Company receives personal information from any third party on behalf of a data subject, we require confirmation that such a third party has written consent from the data subject indicating that said data subject is aware of the contents of this PAIA Manual and the Company's Privacy Policy, and do not have any objection to our processing their personal information accordingly.

### **5 PRESCRIBED REQUEST FORMS AND FEES**

#### **5.1 How to gain access to records held by the Company**

Records which are held by the Company may be accessed by requests for such access to information and documentation in the prescribed manner and subject to certain requirements being met. In this regard a requester is any person making a request for access to a record held by the Company, and there are two types of requesters -

- A Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester and the Company will voluntarily provide the requested information or give access to any record with regard to the requester's personal information. In this regard, the prescribed fees for the reproduction of this information requested may be charged.

- Other Requester

This requester (other than a personal requester) is entitled to request access to information on third parties. The Company is, however, not obliged to voluntarily grant access and the requester must fulfil the procedural requirements for access in terms of the PAIA Act, including the payment of a request and access fee.

Requests for access to records must be made by completing the prescribed Form 2 as provided in Annexure A and paying the requester's fee. Where such access is granted in terms of this PAIA Manual, the information and documentation will be made available at the offices of the Company (the particulars of which appear in section 2 above) or in the manner requested, should this be reasonable and possible. The manner of access will include -

- Perusal with copying of material if needed and at the prescribed fee for copies;
- Access to visual, audio-visual material with a transcription, dubbing, copying or both, if required.

To facilitate the processing of any request by a requester for information or documentation in terms of this PAIA Manual, requesters are required to follow the procedure set forth herein below -

- i. Use the prescribed Form 2 attached hereto as **Annexure A**, alternatively found on the Company's website.
- ii. Address your request to the Information or Deputy Information Officer.
- iii. Provide sufficient detail to enable the Company or any authorised person dealing with a request to identify:
  - a) The record(s) requested;
  - b) The requestor (and, if an agent is lodging the request or behalf of someone, proof of capacity and authorisation);
  - c) The South African postal address, email address or fax number of the requestor;
  - d) The form of access required;
  - e) If the requester wishes to be informed of the decision in any manner (in addition to being informed in writing) the manner and particulars thereof;
  - f) The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required in order to exercise or protect the right.

## 5.2 Prescribed fees

The following applies to requests (other than personal requests) -

- i. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.

- ii. If the preparation of the record requested requires more than the prescribed hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- iii. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- iv. Records may be withheld until the fees have been paid.

The detailed Fee Structure as prescribed in terms of section 54 of the PAIA Act is attached hereto as **Annexure B** and is also available on the Company's website.

### **5.3 Access to prescribed forms and fees**

Prescribed forms and fees are published on the Company's website or, alternatively, copies can be requested from the Information Officer or Deputy Information Officer (see contact details in section 2). Prescribed forms and fees can be found on the Company's website.

## **6 REMEDIES & DECISION**

### **6.1 Internal Remedies**

The Company does not have an internal appeal procedure regarding PAIA and POPI Act requests for access to information. As such, the decision made by the Information Officer, is final.

In terms of section 77A of the PAIA Act, if a request is denied by the head of a private body, the requester is entitled to lodge a complaint with the Information Regulator within 180 days of the decision, in the prescribed manner and form for appropriate relief.

A requester is further entitled in terms of section 78(2)(b) to apply to a court with appropriate jurisdiction within 180 days for appropriate relief.

### **6.2 Time Afforded to the Company**

6.2.1 The Company is required to, within 30 (thirty) days of receipt of a request, decide whether to grant or decline the request and, if required, provide the requester with reasons to that effect.

6.2.2 The 30 (thirty) day period stipulated in paragraph 6.2.1 above, may be extended for a further period of not more than 30 (thirty) days if the request is for a large amount of information, or the request requires an extensive search for information which cannot reasonably be obtained within the originally stipulated 30 (thirty) day period.

6.2.3 In circumstances contemplated in paragraph 6.2.2, the Company will notify the requester in writing should an extension be sought.

**COMPILED BY TRIBUTREE (PTY) LTD**

**DATE: 06 JUNE 2024**

**ANNEXURE A**

**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**

Information Officer:	Deputy Information Officer:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone 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:
	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:
	Facsimile:

	Cellular:	
<b>PARTICULARS OF RECORD REQUESTED</b>		
<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>		
Description of record or relevant part of the record		
Reference number, if available		
Any further particulars of record		
<b>TYPE OF RECORD</b>		
<i>(Mark the applicable box with an "X")</i>		
Record is in written or printed form		
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>		
Record consists of recorded words or information which can be reproduced in sound		
Record is held on a computer or in an electronic, or machine-readable form		
<b>FORM OF ACCESS</b>		
<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		
<b>MANNER OF ACCESS</b>		
<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>	
<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <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:	
<b>FEES</b>	
a) <i>A request fee must be paid before the request will be considered.</i> b) <i>You will be notified of the amount of the access fee to be paid.</i> c) <i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i> d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>	
Reason	

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

Postal Address	Facsimile	Electronic Communication <i>(Please specify)</i>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

**Signature of Requester / person on whose behalf request is made**

\_\_\_\_\_

**FOR OFFICIAL USE**

<i>Reference number</i>	
<i>Request received by:</i> <i>(State rank, Name and Surname of Information Officer)</i>	

<i>Date received</i>	
<i>Access fees</i>	
<i>Deposit (if any)</i>	

***Signature of Information Officer***

**ANNEXURE B**

**FORM 3**  
**OUTCOME OF REQUEST AND OF FEES PAYABLE**  
[Regulation 8]

Note:

1. If your request is granted the—  
(a) amount of the deposit, (if any), is payable before your request is processed; and  
(b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference Number: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ refers.

**1. You requested:**

Personal inspection of information at registered address of public/private body (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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**OR**

**2. You requested:**

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

**3. To be submitted:**

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
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>	
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Kindly note that your request has been:

Approved

Denied, for the following reasons:

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**4. Fees payable with regards to your request:**

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

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

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the following Bank account:

Name of Bank:

Name of account holder:

Type of account:

Account number:

Branch Code:

Reference Nr:

Submit proof of payment to:

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Information Officer