

FOORD ASSET MANAGEMENT, FOORD UNIT TRUSTS and related entities

PROMOTION OF ACCESS TO INFORMATION MANUAL

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1. INTRODUCTION

Promotion of Access to Information Act, No. 2 of 2000 as amended (“PAIA”) is an act that was passed to give effect to the constitutional right, held by everyone in South African, of access to information which is held by the State or by another person and which is required for the exercise or protection of any right.

Where a request is made in terms of PAIA, the body to which the request is made is obliged to give access to the requested information, except where the Act expressly provides that the information may or must not be released. It is important to note that PAIA recognises certain limitations to the right of access to information aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance, and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Protection of Personal Information Act 4 of 2013 (“POPIA”) promotes the protection of personal information¹ processed by public and private bodies. POPIA amended certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information.

2. FOORD ENTITIES IN SCOPE

This PAIA Manual applies to each of the following entities, collectively “Foord”:

2.1	Foord Asset Management (Pty) Ltd *	:	1980/005495/07
2.2	Foord Umbrella Provident Fund #	:	12/8/2095/2
2.3	Foord Unit Trusts (RF)(Pty)Ltd	:	2001/029793/07
2.4	Foord Unit Trust Scheme ##		

And their related associates:

2.5	Foord Group Holdings (Pty) Ltd	:	2020/519131/07
2.6	Foord Fund Managers (Pty) Ltd	:	2020/473606/07
2.7	African Capital Management (Pty) Ltd	:	2001/020316/07
2.8	Imbewu Yethu Empowerment Investments (RF)(Pty)Ltd	:	2020/517870/07
2.9	Imbewu Yethu Trust	:	IT001416/2020(C)

* Regulated by the Financial Sector Conduct Authority (FSCA) as an authorized financial services provider (FAIS: 578) and a benefit administrator (Pension Funds Act: 24/25). Member of JSE Limited

Regulated by the FSCA as an umbrella provident fund

Regulated by the FSCA as a manager of a collective investment scheme in securities (Manco 10)

Foord Asset Management (Pty) Ltd is the investment manager of the Foord Unit Trust Scheme portfolios and

¹ “personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

(a) 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;

(b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

(d) the biometric information of the person;

(e) the personal opinions, views or preferences of the person;

(f) 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;

(g) the views or opinions of another individual about the person; and

(h) 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;

the duly appointed benefit administrator of the Foord Umbrella Provident Fund.

3. FOORD CONTACT DETAILS

Foord will deal with all requests relating to any of the entities as set out in this manual and PAIA read together with POPIA. All requests for information in terms of this manual must be directed to the Information Officer:

Information Officer	Diane Behr		
Contact details:			
Website	www.foord.co.za		
Email	info@foord.co.za		
Telephone	+27 21 532 6988		
Fax	+27 21 532 6999		
Physical address	8 Forest Mews 96 Forest Drive Pinelands 7405 South Africa	Postal address	8 Forest Mews 96 Forest Drive Pinelands 7405 South Africa

4. FOORD PAIA MANUAL

This manual is compiled in accordance with section 51 of PAIA and the relevant schedule in POPIA, and is useful for the public to:

- check the categories of records held by Foord which are available without a person having to submit a formal PAIA request;
- have a sufficient understanding of how to make a request for access to a record of Foord, by providing a description of the subjects on which Foord holds records and the categories of records held on each subject;
- know the description of the records of Foord which are available in accordance with any other legislation;
- access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- know if Foord will process² personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- know the description of the categories of data subjects and of the information or categories of information relating thereto;
- know the recipients or categories of recipients to whom the personal information may be supplied;
- know if Foord has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may

² “**processing**” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

(b) dissemination by means of transmission, distribution or making available in any other form; or

(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

- be supplied; and
- know whether Foord has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4.1 Availability of this PAIA Manual

A copy of this Manual is available:

- Freely in electronic form on the Foord website www.foord.co.za
- At the Foord head office for public inspection during normal business hours
- To any person upon request and upon the payment of a reasonable prescribed fee³
- To the Information Regulator upon request

4.2 Updating of this PAIA Manual

The heads of the various Foord entities listed in this manual will on a regular basis ensure that this manual is updated.

5. INFORMATION REGULATOR GUIDANCE

The Information Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The Guide, available in each of the official languages and in braille, contains:

- the objects of PAIA and POPIA
- the postal and street address, phone and fax number and, if available, electronic mail address of the Information Officer of every public body, and every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA⁴ and section 56 of POPIA⁵
- the manner and form of a request for access to a record of a public body contemplated in section 11⁶ and access to a record of a private body contemplated in section 50⁷
- the assistance available from the Information Officer of a public body in terms of PAIA and POPIA
- the assistance available from the Regulator in terms of PAIA and POPIA

³ A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations, shall be payable per each A4-size photocopy made.

⁴ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

⁵ Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

⁶ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁷ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and

access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part

- all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging an internal appeal; a complaint to the Regulator; and an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body
- the provisions of sections 14⁸ and 51⁹ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual
- the provisions of sections 15¹⁰ and 52¹¹ providing for the voluntary disclosure of categories of records by a public body and private body, respectively
- the notices issued in terms of sections 22¹² and 54¹³ regarding fees to be paid in relation to requests for access
- the regulations made in terms of section 92¹⁴

Copies of the Guide are available from the Information Regulator in the manner prescribed.

The Information Regulator (South Africa)

Contact details:

Website	https://www.justice.gov.za/infoereg/		
Email	enquiries@infoeregulator.org.za		
Telephone	+27 010 023 5200		
Physical address	Woodmead North Office	Postal address	P.O Box 31533,
	Park, 54 Maxwell Drive,		Braamfontein,
	Woodmead,		Johannesburg, 2017
	Johannesburg		South Africa

Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours. The Guide in English or Afrikaans can be obtained upon request from the Foord Information Officer.

⁸ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁹ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

¹⁰ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

¹¹ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

¹² Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹³ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁴ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

6. AVAILABLE RECORDS

The following categories of records are available for the purposes of PAIA, subject to grounds for refusal to the access thereof. Records are maintained on the following subjects:

6.1 Investor related

A Foord "investor" includes any natural or juristic person who receives products or services from Foord and includes any person acting on behalf of the investor or having an ownership interest in the investor.

Records include those generated by Foord, provided by the investor to Foord or a contracted third party, or those provided by a contracted third party to Foord in respect of the investor.

6.2 Foord staff

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

Records include those generated by Foord, or provided by Foord staff to Foord or a third party, or those provided by a third party to Foord in respect of Foord staff, and internal records and correspondence such as:

- Personal records provided by Foord staff
- Records provided by a third party relating to Foord staff
- Conditions of employment and other related records
- Correspondence relating to Foord staff
- Internal evaluation records and other internal records
- Training schedules and material

6.3 Foord businesses

Foord maintains records relating to its private internal affairs, including but not limited to those related to:

- Financial records
- Operational records
- Strategic, governance and risk management records
- Information technology records
- Communication and marketing records
- Internal correspondence records
- Records related to products and services provided by Foord
- Administrative records, such as contracts and service level agreements
- Product records
- Statutory and regulatory records
- Internal policies and procedures

6.4 Records available in terms of other legislation

All records kept and made available in terms of legislation applicable to the Foord entities listed in this Manual and the Financial Services Industry in general, as it applies to the specific environment in which Foord operates, are available in accordance with the said legislation.

Financial services related

- Collective Investment Schemes Control Act 45 of 2002
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Exchange Control Rules, as amended
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Institutions (Protection of Funds) Act, 28 of 2001
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Act 19 of 2012
- Financial Sector Regulation Act 9 of 2017
- JSE Rules, as amended
- Pension Funds Act 24 of 1956

Tax related

- Employment Tax Incentive Act 26 of 2013
- Foreign Account Tax Compliance Act
- Income Tax Act 58 of 1991
- Securities Transfer Tax Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- Skills Development Levies Act 9 of 1999
- South African Revenue Service Act 34 of 1997
- Tax Administration Act 28 of 2011
- Unemployment Insurance Contributions Act 4 of 2002
- Value-Added Tax Act 89 of 1991

Business operations related

- Companies Act 71 of 2008
- Electronic Communications and Transaction Act 25 of 2002
- Insolvency Act 24 of 1936
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- Protection of Personal Information Act 4 of 2013
- Trademarks Act 194 of 1993

Employment related

- Basic Conditions of Employment Act, 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 30 of 1996

A requester may also request information that is available in terms of other legislation.

7. PROCESSING OF PERSONAL INFORMATION

- a) Foord is subject to the provisions of the Protection of Personal Information Act No. 4 of 2013 (POPIA) with respect to all information Foord obtains. Foord takes all reasonable technical and organisational steps to protect personal information received and to keep it confidential, including the use of encryption technology. Your personal information may be shared within the Foord group and with third parties, including the Trustee, administrators, verification services and tracing agents, as instructed by Foord, provided that Foord ensures adequate safeguards and/or contractually commits these third parties to process your personal information only as directed or required by law, applying measures that are at least as stringent as Foord's information security standards. Foord will use your personal information for the detection and prevention of fraud, money laundering and other crime or malpractice. Foord will disclose or report your personal information if and when required to do so by law or any regulatory authority, and to our employees or agents who require such information to carry out their duties.
- b) Access to your personal information held by Foord may be requested by you or third parties. The Promotion of Access to Information Act, No. 2 of 2000, regulates and sets out the procedure for such a request and under what circumstances such access may be refused.

7.1 Purpose of Processing Personal Information

Foord is subject to the provisions of the Protection of Personal Information Act No. 4 of 2013 (POPIA) with respect to all information Foord obtains.

Foord uses Personal Information under its care relating to Foord investors, Foord staff and Foord business operations for following purposes:

- to meet the contractual, legal and regulatory obligations of the Foord entities
- for the detection and prevention of fraud, money laundering and other crime or malpractice
- to trace uncontactable Foord Investors, beneficiaries or other persons as needed

7.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

The Foord Entities hold information and records on the following category of data subject, including but not limited to:

- Foord Investors
- Foord Staff
- Foord business operations
- Any third party with whom Foord conducts its business services
- Suppliers of goods and services providers to Foord Entities

7.3 The recipients or categories of recipients to whom the personal information may be supplied

Foord will disclose or report Personal Information under its care if and when required to do so by law or any regulatory authority, and to Foord staff or contracted agents who require such information to carry out their duties.

Depending on the nature of the data, Foord may supply information or records to the following categories of recipients:

- third parties, including the Trustee, administrators, verification services and tracing agents, as

instructed by Foord

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data (e.g. the Financial Sector Conduct Authority in terms of the Collective Investment Schemes Control Act)
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (e.g. the Competition Commission in terms of the Competition Act 89 of 1998)
- South African Revenue Services, or another similar authority
- Third parties with whom Foord have contractual relationships to perform administration and other services related to the provision of the services to Foord Investors including trustees, bankers and administrators
- Third parties contracted by Foord to provide data verification and tracing services
- Third parties with whom Foord has contractual relationships for the retention of data and the provision of information security services (for example cloud data storage services)
- Auditing and accounting bodies (internal and external)
- Anyone making a successful application for access in terms of PAIA

7.4 Planned transborder flows of personal information

Foord may transfer personal information to a third party who is in a foreign country to administer certain services but may only do so subject to the provisions of POPIA. Thus, internal cross-border transfers, as well as external cross-border transfers of information are envisaged, subject to the provisions of POPIA.

7.5 General description of Information Security Measures to be implemented by Foord to ensure the confidentiality, integrity and availability of the information

Foord respects your privacy. We will take all reasonable technical and organisational steps to protect the Personal Information in its care and to keep it confidential, including the use of encryption technology.

8. REQUEST PROCEDURE

A requester is any person making a request for access to a record of or held by the Entities.

There are two types of requesters:

8.1 Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester.

the Entities will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

8.2 Other Requester

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

8.3 Request form

A requester requiring access to information held by the Entities must:

- complete the prescribed Form 2, incorporated as Annexure 2 below.
- Submit the completed form to the Information Officer at the postal or physical address, fax number or electronic mail address recorded in paragraph 3 of this manual and pay a request fee and a deposit, if applicable.

The prescribed form must be completed with enough particularity to at least enable the Entities to identify:

- The record or records requested;
- The identity number of the requester;
- The form of access required, if the request is granted;
- The e-mail, postal address, or fax number of the requester.

The requester must:

- state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected.
- clearly specify why the record is necessary to exercise or protect such a right.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of Foord.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

8.4 Prescribed fees

The requester must pay the prescribed fee (refer Annexure 1) if applicable, before any further processing can take place.

PAIA provides for two types of fees, namely:

- A request fee, which will be a standard fee; and
- An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

When the request is received by the Entities, the officer will by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Entities will notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted. Foord will withhold a record until the requester has paid the fees as indicated in table below.

A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then Foord will repay the deposit to the requester.

8.5 Processing of request form

The Entities will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Entities that circumstances dictate that the above time periods could not be complied with.

The requester will be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.

The requester must pay the prescribed fee if applicable, before any further processing can take place.

Access to records held by Foord Records held by the Entities may be accessed by requests only once the prerequisite requirements for access have been met.

8.6 Decision

The Entities Foord will, within 30 day of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect

The 30 day period with which the Entities has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days if the request is for a large number of information, or the request requires a search for information held at another office of the Entities and the information cannot reasonably be obtained within the original 30 day period. The Entities will notify the requester in writing should an extension be sought.

9. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Chapter 4 of Part 3 of PAIA sets out the grounds for refusal of access to records, which include:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that third party
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to financial or co commercial interests of that third party; and
 - Information disclosed in confidence by a third party to Foord, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement or legislation
- Mandatory protection of the safety of individuals and the protection of property
- Mandatory protection of records which would be regarded as privileged in legal proceedings
- The commercial activities of the Entities, which may include:
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Entities;
 - Information which, if disclosed, could put Foord at a disadvantage in negotiations or commercial competition;
 - A computer program which is owned by the Entities and which is protected by copyright.
- The research information of the Entities or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused

10. REMEDIES AVAILABLE WHEN FOORD REFUSES A REQUEST FOR INFORMATION

10.1 Internal Remedies

Foord does not have internal appeal procedures. Therefore, the decision made by Foord is final. Requesters who are dissatisfied with a Foord decision will have to exercise external remedies at their disposal.

10.2 External Remedies

A requester or a third party, who is dissatisfied with Foord's refusal to disclose information or the disclosed information may within 30 days of notification of the decision, apply to the Constitutional Court, the High Court or another court of similar status for relief.

Issued by

Diane Behr

Information Officer

ANNEXURE 1 – PRESECRIBED FEES

The prescribed applicable fees for reproduction as referred to above are:

<i>Item</i>	<i>Description</i>	<i>Amount</i>
1	The request fee payable by every requester	R140.00
2	Photocopy / printed black & white copy of A4-size paper	R2.00 per page or part thereof
3	Printed copy of A4-sized page	R2.00 per page or part thereof
4	For a copy in computer-readable form on: Flash drive (to be provided by the requestor) Compact disc - If provided by the requestor - If provided to the requestor	R40.00 R40.00 R60.00
5	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from the service provided
6	Copy of visual images	
7	Transaction of an audio record, per A4-size page	R24.00
8	Copy of an audio record on: Flash drive (to be provided by requestor) Compact disc - If provided by requestor - If provided to the requestor	R40.00 R40.00 R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not exceeding a total cost of:	R145.00 R435.00
10	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11	Postage, email or any other electric transfer	Actual expense, if any



ANNEXURE 2 – PRESCRIBED FORM 2: REQUEST FOR ACCESS TO RECORD [Regulation 7]

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <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			
TYPE OF RECORD <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			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer