

UPS SCS SOUTH AFRICA PROPRIETARY LIMITED

(Registration number: 1994/003625/07)

MANUAL ISSUED IN TERMS OF:

**SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA) READ WITH
THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

1. Introduction

This document has been compiled in accordance with the requirements of PAIA, read with the relevant sections of POPIA. In particular, section 51 of PAIA requires a private body to compile a manual that *inter alia* provides information on both the types and categories of records held by a private body.

In this regard, this document serves as the manual of UPS SCS South Africa Proprietary Limited (the **Company**), a private body as defined in PAIA, in terms of PAIA (the **Manual**), to provide a reference as to the records held by the Company and the Related Entities and the process that needs to be followed to request access to such records.

A copy of the Manual will be made available to the Information Regulator, upon request, and any controlling body of which the Company is a member, if required, and will be published on the Company's website.

The Manual will be updated on a regular basis in accordance with the requirements of section 51 (2) of PAIA.

2. Company Overview

The Company forms part of the UPS Group (the **Group**), one of the largest global shipping and logistics companies in the world. The Company (and the broader Group) is a premier package delivery company and a leading provider of global supply chain management solutions providing a portfolio of service and solutions to customers including: (i) shipping, (ii) tracking, (iii) contract logistics, (iv) integrating UPS technology, and (v) sustainability.

3. Scope of the Manual

The scope of this Manual is to provide a reference to the records held by the Company.

4. Contact Details

Christopher Lang, who is the Vice President for Compliance & Ethics is the Company's information officer for purposes of POPIA. Christopher Lang is also responsible for ensuring the Company's compliance with PAIA. Manthethe Tau is the Company's deputy information officer for purposes of PAIA and POPIA (referred to as **deputy information officer** or **DIO**).

Their contact details are as follows:

Information Officer (IO):

E-mail: globalprivacy@ups.com

Deputy Information Officer/s (DIO):

Email: globalprivacy@ups.com

Postal address:

33 Brussels Road
Aeroporto, Spartan Ext 2
Johannesburg, South Africa

Physical address:

33 Brussels Road
Aeroporto, Spartan Ext 2
Johannesburg, South Africa

5. **Guide for requesters on how to use PAIA**

- 5.1 PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request for information from the Company, the public body must be acting in the public interest. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided.
- 5.2 The South African Human Rights Commission (**SAHRC**) was responsible for compiling a guide that would facilitate ease of use of PAIA for requesters.
- 5.3 With effect from 1 July 2021, however, enforcement of PAIA has fallen under the jurisdiction of the Information Regulator, established in terms of POPIA.
- 5.4 The Information Regulator has, in terms of section 10(1) of PAIA, updated and made available a revised guide on how to use PAIA (the **Guide**), in an easily and comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA. All queries should be directed to the Information Regulator. The contact details for the Information Regulator are (at present) as follows:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017
Telephone number: +27 (0)10 023-5200 / +27 (0)82 746-4173
Website: <https://inforegulator.org.za/>
E-mail: inforeg@justice.gov.za / complaints.IR@justice.gov.za

- 5.5 The Guide can also be obtained-
- 5.5.1 from the Company, upon request to the Information Officer of the Company; or
- 5.5.2 from the website of the Regulator (<https://inforegulator.org.za/paia-guidelines/>).

6. Records available in terms of any other legislation

6.1 Records are kept in accordance with certain legislation that applies to the Company. These records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is *inter alia* as follows:

6.1.1 The Company holds details of its own registration, together with its financial statements, information pertaining to its directors and shareholders and other corporate information required to be retained in terms of the Companies Act, 2008.

6.1.2 It holds information relating to its tax affairs in terms of the Income Tax Act, 1962 (the **ITA**), the Tax Administration Act, 2011, the Value Added Tax Act, 1991 as well as the Unemployment Insurance Act, 2001, the Unemployment Insurance Contributions Act, 2002, the Skills Development Act, 1998 and the Skills Development Levies Act, 1999.

6.1.3 The Company holds information pertaining to its employees as required in terms of applicable employment and other relevant legislation including the Basic Conditions of Employment Act, 1997, the Labour Relations Act, 1995, the Employment Equity Act, 1998, the Occupational Health and Safety Act, 1993, the Compensation for Occupational Injuries and Diseases Act, 1993, the Immigration Act, 2002, the ITA and the Pension Funds Act, 1956.

6.1.4 The Company holds information pertaining to its customers, consignees and/or vendors in terms of the Financial Intelligence Centre Act, 2001, the Customs and Excise Act, 1964, the Electronic Communications and Transactions Act, 2002 and the National Credit Act, 2005.

7. Access to records

7.1 For purposes of facilitating a request in terms of PAIA, the information below includes a description of the subjects on which the Company holds records and the categories into which these fall. This information is not exhaustive and may be amended from time to time.

7.2 Certain records are available automatically without having to be requested in terms of the request procedures set out in PAIA and detailed in paragraph **Error! Reference source not found.** of the Manual below.

7.3 Subject to the provisions of PAIA, information may be inspected, collected, purchased or copied at the offices of the Company and, unless the records are available on the Company's website, an appointment to view the records will have to be made with the Company's information officer or the deputy information officer. The schedule of reproduction fees in relation to a section 52 information request are set out in paragraph 9.2.1 below.

7.4 Categories of record of the Company which are available to a person without having to request access in terms of PAIA:

Category	Description	Format	Maintained by	Stored at	Retention period
Information in the public domain	Incorporation documents	Hard copy and electronic copy	IO / DIO	Company head office	Indefinite
	B-BBEE certificate	Hard copy and electronic copy	IO / DIO	Company head office	Indefinite
	Annual reports	Hard copy and electronic copy	IO / DIO	Company head office	7 years
	Audited financial statements	Hard copy and electronic copy	IO / DIO	Company head office	7 years
	Public statements and communications	Hard copy and electronic copy	IO / DIO	Company head office	Indefinite
	Employment Equity Report	Hard copy and electronic copy	IO / DIO	Company head office	5 years
	General information pertaining to the Company and information regarding the services rendered	Hard copy and electronic copy	IO / DIO	Company head office Company website (https://www.ups.com/za/en/services.page)	Indefinite

7.5 The records listed below, access to which needs to be requested in terms of PAIA and/or POPIA, will not in all instances be provided to a requester. In other words, the records held under the various subjects are not automatically available and access to them is subject to the nature of the information contained in the record, as well as the grounds of refusal as set out in PAIA that may be applicable to a request for such records. (See also paragraph 9.1.4 below.) The procedure in terms of which such records may be requested from the Company is set out in paragraph 9.1 below.

7.6 Categories of records that may be requested in terms of PAIA and/or POPIA:

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention period
Finance, administration and taxation	Company registration records; Bank account records;	Hard copy and electronic copy	IO / DIO Company secretary Board members	Indefinite / as required in terms of applicable legislation / as required in terms

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention period
	<p>Books and records of account and financial statements;</p> <p>Annual budget;</p> <p>VAT, SITE and PAYE records;</p> <p>Asset registers;</p> <p>Details of auditors;</p> <p>External auditor reports;</p> <p>Information pertaining to customers / consignees as required in terms of the Financial Intelligence Centre Act;</p> <p>Minutes of the meetings of the Company (non-confidential parts);</p> <p>Minutes of the meetings of committees / subcommittees;</p> <p>Minutes of staff meetings and/or management meetings.</p>		<p>Company and Intellectual Property Commission (CIPC), where applicable</p> <p>In-house archiving, where applicable</p>	of applicable contracts
Management	<p>Minutes of meetings of the Executive Committee and subcommittees;</p> <p>Internal correspondence;</p> <p>Resolutions and directives;</p> <p>Internal investigation reports;</p> <p>Policies, procedures, and codes;</p> <p>Travel management and arrangements.</p>	Hard copy and electronic copy	<p>IO / DIO</p> <p>In-house archiving, where applicable</p>	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
Human Resources	Organisational information (organisational structure, etc.);	Hard copy and electronic copy (UPS HR System)	<p>IO / DIO</p> <p>HR team</p> <p>Line managers</p>	As required in terms of applicable legislation / contracts of employment

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention period
	<p>Personnel files (including identity numbers);</p> <p>Contracts, conditions of service and other agreements;</p> <p>Statutory employee records;</p> <p>Records of background checks (including qualification, credit and criminal record checks);</p> <p>Biometric information (access control, CCTV footage);</p> <p>Vehicle registration numbers;</p> <p>Immigration documentation (including passport numbers);</p> <p>Retirement fund records;</p> <p>Medical aid records;</p> <p>Budget projections in respect of staff;</p> <p>Employee leave records;</p> <p>Employee payments and benefits (statutory and contractual);</p> <p>Correspondence with or about employees;</p> <p>Performance management records;</p> <p>Records of disciplinary hearings and findings;</p> <p>Medical certificates / disability information;</p> <p>Health data (symptom screening, breathalyser tests, etc.);</p> <p>Records of incapacity</p>		In-house archiving, where applicable	

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention period
	<p>proceedings, including medical information;</p> <p>Records of occupational injuries and diseases;</p> <p>Dependant's information;</p> <p>Employee declarations in terms of the EEA.</p>			
Relationships with third parties	<p>Bills of lading / consignment slips;</p> <p>Agreements with stakeholders;</p> <p>Service level agreements with suppliers;</p> <p>Contact details of suppliers;</p> <p>Tender and bid documentation;</p> <p>Service level agreements with customers;</p> <p>Details of customers / clients including contact details, details pertaining to transactions, loyalty programmes, etc.;</p> <p>Licences and general conditions for conducting business.</p>	Hard copy and electronic copy	<p>IO / DIO</p> <p>Managers of the relevant departments</p> <p>In-house archiving, where applicable</p>	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
Information technology	<p>Computer software;</p> <p>Support and maintenance agreements;</p> <p>Licensing agreements;</p> <p>Records regarding computer systems and programmes.</p>	Hard copy and electronic copy	<p>DIO / Country IT / InfoSec</p> <p>In-house archiving, where applicable</p>	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
Property	<p>Asset registers;</p> <p>Lease agreements in respect of immovable property;</p> <p>Records regarding insurance in respect</p>	Hard copy and electronic copy	<p>IO / DIO</p> <p>In-house archiving, where applicable</p>	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention period
	of movable or immovable property.			
Legal	General correspondence; Litigation; Appeals; Contracts and memoranda of understanding; Regulatory permissions, licenses, and/or exemptions.	Hard copy and electronic copy	IO / DIO Legal team In-house archiving, where applicable	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

8. Processing of personal information in terms of POPIA:

8.1 For the purposes of facilitating a request for personal information in terms of POPIA, the tables below include details of the following:

8.1.1 the purpose of the processing of personal information by the Company,

8.1.2 a description of the categories of data subjects and of the information or categories of information relating to data subjects held by the Company,

8.1.3 the recipients or categories of recipients to whom personal information may be supplied,

8.1.4 planned transborder flows of personal information, and

8.1.5 a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the Company to ensure the confidentiality, integrity and availability of the information which is to be processed.

8.2 In terms of POPIA, a requester to whom certain personal information relates may request the Company to confirm, free of charge, whether or not it holds personal information about that particular requester.

8.3 A requester may make a request that the Company provides the record or a description of the personal information about the requester, which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner and format, at a fee, and in a form that is generally understandable.

8.4 Categories of data subjects and categories of personal information relating thereto:

Data subjects	Categories of information
Employees	Human resources information (see above)
Applicants for employment	Contact details Recruitment records Psychometric assessments Criminal / civil / credit / qualification and reference background checks
Referees	Contact details Views or opinions provided about applicants for employment
Alumni / previous employees	Contact details Human resources information, as required to be retained post-termination of employment (see above)
Customers	Company registration documents Contact details Take-on information in terms of the Financial Intelligence Centre Act, 2001 VAT registration documents Bank letter Directors' identity documents Audited financial statements (for credit above ZAR100,000) Details of services provided, and fees charged Description of cargo / parcels / packages
Consignees	Company registration details / name Contact details Description of cargo / parcels / packages as contained on external features of cargo / parcels / packages. UPS does not access or provide details or verification of contents.
Contractors / suppliers / transporters / forwarding agents / intragroup companies	Company registration details Details of contact person/s (names, contact details, identity numbers) VAT registration details

	<p>B-BBEE certificates</p> <p>Contact details and banking details</p> <p>Details of services rendered, and fees paid / charged</p> <p>Tariff rates</p> <p>Vehicle registration details</p> <p>Insurance documents for purposes of public liability, COIDA and Goods in Transit insurance</p>
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8.5 Purposes of processing:

Data subject category	Broad description of purposes of processing
Applicants for employment;	<p>To carry out actions for the consideration of an application for employment;</p> <p>To carry out actions necessary for the conclusion of an employment contract;</p> <p>To ensure compliance with an obligation imposed by law on the Company;</p> <p>To pursue the legitimate interests of the Company.</p>
Employees	<p>To carry out actions necessary for the performance of the employment contract;</p> <p>To ensure compliance with an obligation imposed by law on the Company;</p> <p>To pursue the legitimate interests of the Company or a third party to whom the information is supplied.</p>
Alumni	<p>To ensure compliance with an obligation imposed by law on the Company;</p> <p>To pursue the legitimate interests of the Company or a third party to whom the information is supplied.</p>
Referees [Individuals nominated by job applicants to provide references]	To carry out actions for the consideration of an application for employment.
Customers	<p>To carry out actions necessary for the performance of the services contract;</p> <p>To ensure compliance with an obligation imposed by law on the Company;</p>

	To pursue the legitimate interests of the Company or a third party to whom the information is supplied.
Consignees	To carry out actions necessary for the performance of a contract; To pursue the legitimate interests of the Company or a third party to whom the information is supplied.
Contractors / service providers / transporters / forwarding agents / intragroup companies	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the Company; To pursue the legitimate interests of the Company or a third party to whom the information is supplied.

8.6 Likely recipients:

Data subjects	Likely recipients (including external third parties)
Applicants for employment; Employees; Alumni.	Human resources department (including hiring managers and interview panels) Occupational health and safety officers / committees Employment equity committees Finance department External payroll providers Line management IT Team Legal team / third party legal advisors Exco / management team (for example, CFO, remuneration committee) South African Police Services (for purposes of criminal record checks) Third party recruiters Brokers External benefits providers (such as medical aid and retirement schemes) External training providers

Referees	<p>Human resources department</p> <p>Line management</p> <p>IT team</p> <p>Legal team / external legal advisors</p>
Customers	<p>Marketing department</p> <p>Commercial / sales teams</p> <p>Business unit managers</p> <p>Service delivery department</p> <p>Employees working on client mandates (customer service teams / contacts)</p> <p>Finance department (accounts receivable)</p> <p>Legal department / external legal advisors</p> <p>Operators engaged by the Company (such as third-party storage / cloud services)</p> <p>Company auditors</p> <p>Authorities</p>
Consignees	<p>Employees working on client mandates (customer service team)</p> <p>Logistics support department</p> <p>Legal department / external legal advisors</p> <p>Authorities</p>
Contractors / Service providers / transporters / forwarding agents / intragroup companies	<p>Depots</p> <p>Release counter department</p> <p>Finance / accounts payable department</p> <p>Procurement team</p> <p>Operations team</p> <p>IT team</p> <p>Vendor approvers</p> <p>Logistics support department</p> <p>Company auditors</p> <p>Legal team / external legal advisors</p> <p>Helpdesk / payments team</p> <p>Operations controller</p>

	Operators engaged by the Company (such as third-party storage / cloud services) Authorities
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8.7 Planned transborder flows of personal information:

Yes	No
If yes: what categories of personal information will be transferred, to whom and to which jurisdictions:	
Yes. For example, customer information is uploaded on the global UPS systems and as such, is processed at a global level, by other Group companies in different jurisdictions.	

8.8 General description of information security measures:

Technical measures	Organisational measures
On-site servers are kept locked	Ongoing risk awareness information provided by the IT department
Unique user IDs per user	System usage is governed by employee category / business user class (for example, certain data is stored at head of department level only)
Firewalls in place	Hard copy documents kept in locked offices / cupboard or boxes kept in storage
Passwords required on Company resources and expire after a set number of days	Employees' and contractors' agreements contain standard confidentiality clauses and breach of confidentiality / data protection requirements may lead to appropriate action
Protection against potential viruses / threats on each system	Security detail in place guarding office access and use of CCTV systems

9. **Access request procedure**

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to records held by the Company.

9.1 Form of request

- 9.1.1 A request for access to records held by the Company in terms of section 53 of PAIA must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations Relating to the Promotion of Access to Information, 2021. A copy of the form is attached as Schedule A to this Manual. The request must be made to the information officer of the Company at the address, telefax number or e-mail address as specified in this Manual.
- 9.1.2 It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of PAIA or POPIA, whichever may be applicable. Further, the completion and submission of an access request form does not automatically allow the requester access to the requested record. Instead, in each instance, the requester must:
- 9.1.2.1 provide sufficient detail on the prescribed form to enable the information officer of the Company to identify the record and the identity of the requester.
- 9.1.2.2 submit details of the capacity in which the requester is making the request and indicate whether the request is made in their own name or on behalf of another person. Proof of identity of the requester must be attached to the request if it is in their own name. If a request is made on behalf of another person or entity, the requester must attach proof of authorisation to make the request.
- 9.1.2.3 indicate what type of record s/he/it is requesting and what form of access to the relevant records is required. Additionally, the requester must provide her/his/its contact details.
- 9.1.2.4 provide particulars of the right to be exercised or protected and explain why the record requested is required for the exercise and protection of the aforementioned right.
- 9.1.3 For the purposes of Form 2, the requester must comply with all the procedural requirements in PAIA relating to a request for access to the relevant records.
- 9.1.4 The Company may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA. These grounds include: (i) that access would result in the unreasonable disclosure of personal information about a third party, (ii) that it is necessary to protect the commercial information of a third party or the Company itself, (iii) that it is necessary to protect the confidential information of a third party, (iv) that it is necessary to protect the safety of individuals or property, (v) that a record constitutes privileged information for legal proceedings, or (vi) that it is necessary to protect the research information of a third party or the Company itself.
- 9.1.5 If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in the Company's possession but cannot be found, or it does not exist, then the information officer or deputy information officer will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.
- 9.1.6 The information officer/deputy information officer must, if a request for access to a record is granted or refused, inform a requester of her/his/their decision and the fees payable. This must be done on a form that corresponds substantially with Form 3 of Annexure A to the Regulations. A

request for a copy of the Guide may not be refused. If the requester wishes to be informed of the Company's decision in another manner as well, this must be set out in the request and the relevant details included in order to allow the Company to inform the requester in the preferred manner.

9.1.7 The Company will make a decision in relation to a request for records within 30 days of receiving it, unless a third-party notification and intervention, as contemplated in Chapter 5 of PAIA, applies. This period may be extended in appropriate circumstances, in accordance with section 57 of PAIA.

9.2 Fees

9.2.1 The access fees for reproduction of information that is automatically available from the Company (a section 52 request), are as follows:

(a)	For every photocopy/printed black and white copy of an A4-size page or part thereof.	R2,00
(b)	For every printed copy of an A4-size page or part thereof	R2,00
(c)	For copy in a computer-readable form on: (i) flash drive (to be provided to requestor by the Company) (ii) compact disc (to be provided to requestor by the Company)	R60,00 and above (may vary depending on required drive space) R60,00 and above (may vary depending on required disc space)
(d)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(e)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(f)	For a transcription of an audio record, for an A4-size page	R24,00
(g)	Copy of an audio record, per A4-size page (i) flash drive (to be provided to requestor by the Company)	R60,00 and above (may vary depending on required drive space)

	(ii) compact disc (to be provided to requestor by the Company)	R60,00 and above (may vary depending on required disc space)
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9.2.2 The request details, fee and access fees for information which needs to be requested in terms of PAIA and/or POPIA (a section 53 request) are set out in Schedule B, Form 3.

9.2.3 The request fee must be paid before the request will be considered.

9.2.4 Where a request for access to a record or records held by the Company is granted, the requester also has to pay an access fee for the reproduction of the record or records and for the search for and the preparation of the records for disclosure. The access fee amount depends on the form in which access is required and the reasonable time required to search for and prepare the record. The requester will be notified of the amount of the access fee. The Company is entitled to withhold a record until the required access fees have been paid.

9.2.5 The information officer may inform the requester to pay, as a deposit, a portion of the access fee (not exceeding one third of the amount payable) if the request is granted and if the search for the record and the preparation of the record for disclosure would in the information officer's opinion require more than six hours.

9.2.6 If a request is granted, the deposit (if any), is payable before the request will be processed and the requested record or portion thereof will only be released once proof of full payment is received.

9.3 Remedies for refusal to request for information

9.3.1 *Internal remedy*

In the event that a requester wishes to appeal a decision regarding an application for access, the requester must lodge the appeal with the Deputy Information Officer within 15 days of receipt of the Company's decision. The appeal should set out the requester's grounds of appeal and all relevant facts with sufficient particularity. The Deputy Information Officer shall attend to the appeal within a reasonable time period. Should the requester be dissatisfied with the outcome of the appeal, s/he may lodge a further appeal to the Information Officer. Such further appeal must be lodged within 15 days of receipt of the outcome by the Deputy Information Officer and must be accompanied by the grounds of appeal and all relevant facts with sufficient particularity. The decision of the Information Officer be final, and requestors will then have to exercise such external remedies at their

9.3.2 *External remedy*

Where a requester is not satisfied by a decision made by information officer or deputy information officer of the Company, s/he/it may submit a complaint to the Information Regulator, or apply to

court for relief, within 180 days of receiving the decision that has caused the grievance. The court application can be made to a Magistrate's Court or High Court.

10. **Other information as may be prescribed**

The amended Regulations published in terms of PAIA, under Government Notice R757 in *Government Gazette* 45057 of 27 August 2021, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the table above).

11. **Availability of the Manual**

This Manual is available at the offices of the Company at the address set out in paragraph **Error! Reference source not found.** above, as well as on the Company's website <https://www.ups.com/za/en/services.page>.

FORM 2

REQUEST FOR ACCESS TO RECORD

(Section 53(1) of the Promotion of Access to Information Act, 2000)

[Regulation 7]

Note:

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

TO: The information officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person

PERSONAL INFORMATION	
Full names:	
Identity number:	
Capacity in which request is made (<i>when made on behalf of another person</i>):	
Postal address:	
Street address:	
E-mail address:	

Contact numbers:	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made <i>(if applicable)</i> :				
Identity number:				
Postal address:				
Street address:				
E-mail address:				
Contact numbers:	Tel. (B):		Facsimile:	
	Cellular:			
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 of 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 of 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 if 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 disk 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:	
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FEES

- a) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason:	
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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

Reference number:	
Request received by <i>(state rank, name and surname of information)</i> .	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

**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), if 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 this Schedule 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 <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>	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. Fees payable with regards to your request

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
<input style="width: 100%; height: 20px;" type="text"/>			
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requestor • To be provided to requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R60.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		

Copy of an audio record: (i) Flash drive • To be provided by requestor • To be provided to requestor (ii) Compact disc • If provided by requestor • If provided to requestor	R40.00 R60.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

Yes

No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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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 No.: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

Information officer