



**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, NO. 2 OF 2000, (“PAIA”), COMPILED FOR:**

PATRIOT OUTDOORS (PTY) LTD
Registration Number: 2019/448114/07
(“the Private Body”)

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1 INTRODUCTION:

- 1.1 This Manual is published in terms of section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA”), as amended by the Protection of Personal Information Act, No 4 of 2013. PAIA gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.
- 1.2 The information provided in this manual is as follows:
 - 1.2.1 contact details of the Head, as defined in PAIA, of the Private Body;
 - 1.2.2 a description of the guide referred to in section 10 of PAIA, which is a guide produced by the Human Rights Commission dealing with access to information;
 - 1.2.3 the status of any notice published by the Minister of Justice and Constitutional Development under section 52(2) of the Act;
 - 1.2.4 a description of the records of the Private Body which are available in terms of any legislation other than the PAIA;
 - 1.2.5 a description of the subjects on which the Private Body holds records and the categories of records held on each subject;
 - 1.2.6 a description of the subjects on which the Private Body holds personal information and the categories of personal information held on each subject;
 - 1.2.7 the processing of personal information as well as the security measures taken to protect that personal information;
 - 1.2.8 sufficient information so as to facilitate a request for access to a record of the Private Body;
 - 1.2.9 other information as prescribed by regulation.
- 1.3 The reference to any information in addition to that specifically required in terms of section 51 of PAIA does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of PAIA.
- 1.4 The main aim of this manual is to facilitate the requests for access to records of the Private Body as provided for in PAIA.

- 1.5 This manual may be updated from time to time and the user is directed to the Private Body's website to obtain the latest version of the manual.

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention:
- 2.2 An expression which denotes -
- 2.2.1 any gender includes the other genders;
 - 2.2.2 a natural person includes an artificial or juristic person and vice versa;
 - 2.2.3 the singular includes the plural and vice versa;
- 2.3 The following expressions shall bear the meanings assigned to them below and similar expressions bear corresponding meanings:
- 2.3.1 "**this document**" or "**this manual**" - this manual, together with all of its annexures, as amended from time to time;
 - 2.3.2 "**the Private Body**" – Patriot Outdoors (Pty) Ltd;
 - 2.3.3 "**PAIA**" - Promotion of Access to Information Act, No. 2 of 2000, as amended from time to time including the regulations promulgated in terms thereof;
 - 2.3.4 "**requester**" means a person or entity requesting access to a record that is under the control of the Private Body.
- 2.4 Any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 2.5 If any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this manual;
- 2.6 Where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this manual;

- 2.7 Where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next succeeding business day;
- 2.8 Any reference to days (other than a reference to business days), months or years shall be a reference to calendar days, months or years, as the case may be or as is otherwise defined in any legislation;
- 2.9 The use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 2.10 Insofar as there is a conflict in the interpretation of or application of this manual and PAIA, PAIA shall prevail;
- 2.11 This manual does not purport to be exhaustive of or comprehensively deal with every procedure provided for in PAIA. A requester is advised to familiarise his/her/itself with the provisions of PAIA before lodging any request with the Private Body.

3 CONTACT DETAILS OF THE PRIVATE BODY – Section 51(1)(a)

- 3.1 Head of the Private Body (as authorised by the Chief Executive Officer): Wentzel Jonker
- 3.2 Postal Address: PO Box 1110, Malmesbury, Western Cape, 7299
- 3.3 Street Address: Baruch Park Unit 6, South Corner of Viro Crescent and Buchan Street, Stikland, Cape Town, 7530
- 3.4 Telephone Number: +27 (0)83 407 2257
- 3.5 Fax Number: N/A
- 3.6 Email of Head: wentzel@patriot-outdoors.com

4 GUIDE ON HOW TO EXERCISE RIGHTS IN TERMS OF PAIA – Section 51(1)(b)(i)

- 4.1 The Human Rights Commission (“the HRC”) has compiled a guide, as contemplated in section 10 of PAIA, containing information to assist any person who wishes to exercise any right as contemplated in PAIA.

4.2 The contact details of the HRC are as follows:

4.2.1 Postal address: Private Bag 2700, Houghton, 2041

4.2.2 Telephone: +27 11 484 8300

4.2.3 Telefax: +27 11 484 0582

4.2.4 Website: www.sahrc.org.za

4.2.5 Email: paia@sahrc.org.za

4.3 The guide is also available electronically at

<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

5 RECORDS HELD BY THE PRIVATE BODY - Section 51(1)(b)(ii)

(which are available without request)

5.1 The Minister of Justice and Constitutional Development has not published a notice in terms of Section 52(2) of PAIA in respect of the Private Body.

5.2 Certain information relating to the Private Body and its services is freely available without needing to be requested in accordance with this manual and may be inspected, collected, copied or purchased, (at the prescribed fee for copying). These records include:

5.2.1 information about products and services;

5.2.2 information and or profiles about team members;

5.2.3 marketing brochures;

5.2.4 public communications;

5.2.5 other information;

which information is published, from time to time, on the Private Body's website at www.patriot-outdoors.com from time to time.

6 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION – Section 51(1)(b)(iii)

- 6.1 Some of the records held by the Private Body are available in terms of legislation other than PAIA. That legislation includes:
- 6.1.1 The Companies Act, No. 71 of 2008;
 - 6.1.2 Income Tax Act, No. 58 of 1962 and Value Added Tax Act, No. 89 of 1991;
 - 6.1.3 Firearms Control Act No 60 of 2000;
 - 6.1.4 Labour Relations Act, No. 66 of 1995;
 - 6.1.5 Basic Conditions of Employment Act, No. 75 of 1997;
 - 6.1.6 Employment Equity Act, No. 55 of 1998;
 - 6.1.7 Skills Development Levies Act, No. 9 of 1999;
 - 6.1.8 Unemployment Insurance Act, No. 63 of 2001;
 - 6.1.9 Electronic Communications and Transactions Act, No. 25 of 2002;
 - 6.1.10 Telecommunications Act, No. 103 of 1996;
 - 6.1.11 Electronic Communications Act, No. 36 of 2005;
 - 6.1.12 Consumer Protection Act, No. 68 of 2008;
 - 6.1.13 Prevention of Organised Crime Act 121 of 1998;
 - 6.1.14 Financial Intelligence Centre Act 38 of 2001;
 - 6.1.15 Broad-based Black Economic Empowerment Act, No. 53 of 2003;
 - 6.1.16 National Credit Act, No. 34 of 2005;
 - 6.1.17 Long-term Insurance Act, No. 52 of 1998;
 - 6.1.18 documents concerning compliance by the Private Body, insofar as it may be necessary, with legal obligations in terms of the Occupational Health and Safety Act, No. 85 of 1993 and any other industry applicable legislation.

7 RECORDS HELD BY THE PRIVATE BODY – Section 51(1)(e)

7.1 The Private Body maintains records on the following categories and subject matters. However, the listing of a category or subject matter in this manual does not guarantee access to such records. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA and other applicable legislation:

7.1.1 **INTERNAL ADMINISTRATION, COMPLIANCE AND MANAGEMENT**, including the following subjects:

- 7.1.1.1 Records of the owners of the Private Body;
- 7.1.1.2 Records and minutes of the meetings of the owners and/or managers of the Private Body;
- 7.1.1.3 Resolutions of the owners and/or managers of the Private Body;
- 7.1.1.4 Agreements dealing with the internal arrangements between the owners and/or managers of the Private Body;
- 7.1.1.5 Records relating to the creation and/or registration of the Private Body;
- 7.1.1.6 Internal auditing and risk;
- 7.1.1.7 Legislative compliance;
- 7.1.1.8 Regulatory reports.

7.1.2 **HUMAN RESOURCES**

Human resource information refers to information relating to any person who works for or provides services to or on behalf of the Private Body and receives or is entitled to receive any remuneration from the Private Body and any other person who assists in carrying out or conducting the business of the Private Body, (“employees”). This includes, without limitation, directors, managers, all permanent, temporary and part-time staff as well as contract workers. Employee records include the following subjects:

- 7.1.2.1 Any personal records provided to the Private Body by their employees;
- 7.1.2.2 List of employees;
- 7.1.2.3 Conditions of employment and other employee-related contractual and quasi-legal records;

- 7.1.2.4 Employee tax and insurance fund information including unemployment insurance fund contributions, group life, disability and income protection;
- 7.1.2.5 Pension and provident fund records;
- 7.1.2.6 Health and Safety records;
- 7.1.2.7 Internal evaluation records;
- 7.1.2.8 Codes of conduct as well as the relevant disciplinary codes and procedures;
- 7.1.2.9 All internal policies applicable and accessible to the employees;
- 7.1.2.10 Any records a third party has provided to the Private Body about any of their employees;
- 7.1.2.11 Other internal records and correspondence relating to employees.

7.1.3 **FINANCE**

- 7.1.3.1 Financial statements and other accounting records;
- 7.1.3.2 Accounting reports;
- 7.1.3.3 Taxation records;
- 7.1.3.4 Debtors and creditors records;
- 7.1.3.5 Insurance records;
- 7.1.3.6 Banking statements.

7.1.4 **CLIENT RECORDS**

The Private Body is committed to protecting the confidential information of its clients. Any request for Client information should be fully motivated, having regard to sections 63 to 67 of PAIA. Client information includes the following subjects:

- 7.1.4.1 Any records a client has provided to the Private Body or a third party acting for or on behalf of the Private Body;
- 7.1.4.2 Contractual information;
- 7.1.4.3 Client needs assessments;
- 7.1.4.4 Personal records of clients;

- 7.1.4.5 Credit information and other research conducted in respect of clients;
- 7.1.4.6 Any records a third party has provided to the Private Body about clients;
- 7.1.4.7 Confidential, privileged, contractual and quasi-legal records of clients;
- 7.1.4.8 Client evaluation records;
- 7.1.4.9 Client profiling;
- 7.1.4.10 Performance research conducted on behalf of clients or about clients;
- 7.1.4.11 Client account numbers;
- 7.1.4.12 Any records a third party has provided to the Private Body either directly or indirectly; and
- 7.1.4.13 Records generated by or within the Private Body pertaining to clients, including transactional records.

7.1.5 **SERVICE PROVIDERS, SUPPLIERS AND THIRD PARTIES**

- 7.1.5.1 Lists of service providers and suppliers;
- 7.1.5.2 Service providers' and suppliers' terms and conditions;
- 7.1.5.3 Records kept in respect of other third parties, including without limitation joint venture partners, which includes records, falling within the subjects contemplated in this part of the manual, which can be said to belong to the Private Body but which are held by such third party.

7.1.6 **ASSETS**

- 7.1.6.1 Register of assets (movable or immovable);
- 7.1.6.2 Insurance records relating to the assets;
- 7.1.6.3 Register of intellectual property owned by the Private Body.

7.1.7 **OTHER RECORDS**

Further records are held by the Private Body, including the following subjects:

- 7.1.7.1 Information relating to the Private Body' s own commercial activities;

- 7.1.7.2 Research information belonging to the Private Body, whether carried out itself or commissioned from a third party;
 - 7.1.7.3 Environment and market information;
 - 7.1.7.4 Project management;
 - 7.1.7.5 Information technology including information systems, network security, software licenses, technology asset;
 - 7.1.7.6 Support services;
 - 7.1.7.7 Internal communication.
- 7.1.8 Further to the above, section 71 of PAIA makes provision for a request for information or records about a third party. In considering such a request, the Private Body will adhere to the provisions of sections 71 to 74 of PAIA.
- 7.1.9 These records are not automatically available without a request in terms of PAIA. A request in terms of this section is subject to section 63(1) of PAIA, which provides that the Head of the Private Body must refuse a request for access to a record of the Private Body if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

8 PROTECTION OF PERSONAL INFORMATION - (section 51(1)(c))

(in terms of the Protection of Personal Information Act No 4 of 2013)

Section 51(1)(c)(i) and (v): purpose of processing and security measures to ensure the confidentiality, availability and integrity of the information which is to be processed:

General:

- 8.1 For the purpose of this section the Private Body may also be referred to as “we”, “our” or “us”. The purpose of this section is to set out how we collect, use, share and otherwise process data subjects’ personal information.
- 8.2 We may require data subjects to provide us with personal information from time to time which may include but is not limited to:
- 8.2.1 names and surname;

- 8.2.2 email address;
 - 8.2.3 physical address;
 - 8.2.4 gender;
 - 8.2.5 mobile number; and
 - 8.2.6 date of birth.
- 8.3 Data subjects have the right to object to the processing of their personal information.
- 8.4 We will not, without data subjects' express consent use their personal information for any purpose, other than:
- 8.4.1 in relation to the provision of any goods and services to them;
 - 8.4.2 to contact them regarding goods or services offered by us or any of our divisions, affiliates and/or partners (unless they have opted out from receiving marketing material from us);
 - 8.4.3 to inform them of new features, special offers and promotional competitions offered by us or any of our divisions, affiliates and/or partners (unless they have opted out from receiving marketing material from us);
 - 8.4.4 to improve our product and/or service selection and their experience on our website by, for example, monitoring their browsing habits, or tracking their sales on our website, where possible; or
 - 8.4.5 to disclose their personal information to any third party as set out below:
 - 8.4.5.1 to our employees and/or third party service providers who assist us to interact with data subjects via our website, by email or any other method, for the ordering of goods or services or when delivering goods or services to data subjects, and thus need to know their personal information in order to assist us to communicate with the data subjects properly and efficiently;
 - 8.4.5.2 to our divisions, affiliates and/or partners (including their employees and/or third party service providers) in order for them to interact directly with data subjects via email or any other method for purposes of sending data subjects marketing material regarding any current or new goods or services, new features, special offers or promotional items offered by them (unless the data subjects have opted out from receiving marketing material from us);
 - 8.4.5.3 to law enforcement, government officials, fraud detection agencies or other third parties when we believe in good faith that the disclosure of personal information is necessary to

prevent physical harm or financial loss, to report or support the investigation into suspected illegal activity;

8.4.5.4 to our service providers (under contract with us) who help with parts of our business operations (fraud prevention, marketing, technology services etc). However, these service providers may only use data subjects information in connection with the services they perform for us and not for their own benefit;

8.4.5.5 to our suppliers in order for them to liaise directly with data subject regarding any defective goods or services which requires their involvement;

8.4.5.6 to any third-party seller for purposes of sending data subjects an invoice for any goods purchased from such third-party seller, which disclosed information will be limited to data subjects' email addresses;

8.5 We are entitled to use or disclose data subjects' personal information if such use or disclosure is required in order to comply with any applicable law, subpoena, order of court or legal process served on us, or to protect and defend our rights or property. In the event of a fraudulent online payment, we are entitled to disclose relevant personal information for criminal investigation purposes or in line with any other legal obligation for disclosure of the personal information which may be required of it.

8.6 We will ensure that all of our employees, third party service providers, divisions, affiliates and partners (including their employees and third party service providers) with access to data subjects' personal information are bound by appropriate and legally binding confidentiality obligations in relation to that personal information.

8.7 We may transfer data subjects' personal information outside of South Africa in numerous circumstances including if they give us an email address that is hosted outside South Africa. We will ensure that any country, company or person that we pass data subjects' personal information to agrees to treat their information with the same level of protection as we are obliged to.

8.8 Data subjects' privacy is important to us and we will therefore not sell, rent or provide their personal information to unauthorised third parties for their independent use, without their consent.

8.9 When data subjects provide a rating or review of our services and/or goods, they consent to us using that rating or review as we deem fit, including without limitation, on our website, in newsletters or other marketing material. The name that will appear next to that rating or review is their first name, as they would have provided. We will not display their surname, nor any of their contact details, with a rating or review.

8.10 We will:

- 8.10.1 treat data subjects' personal information as strictly confidential, save where we are entitled to share it as set out in this section;
- 8.10.2 take appropriate technical and organisational measures to ensure that data subjects' personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
- 8.10.3 provide data subjects with access to their personal information to view and/or update personal details;
- 8.10.4 promptly notify data subjects if we become aware of any unauthorised use, disclosure or processing of their personal information;
- 8.10.5 provide data subjects with reasonable evidence of our compliance with our obligations under this section on reasonable notice and request; and
- 8.10.6 upon data subjects request, promptly return or destroy any and all of their personal information in our possession or control, save for that which we are legally obliged to retain.

8.11 We will not retain data subjects' personal information longer than the period for which it was originally needed, unless we are required by law to do so, or they consent to us retaining such information for a longer period.

8.12 We undertake never to sell or make data subjects' personal information available to any third-party other than as provided for in this section.

8.13 Whilst we will do all things reasonably necessary to protect data subjects' rights of privacy, we cannot guarantee or accept any liability whatsoever for unauthorised or unlawful disclosures of data subjects' personal information, whilst in our possession, made by third parties who are not subject to our direct control, unless such disclosure is as a result of our gross negligence.

8.14 The latest and most recent version of our privacy policy will govern the respective rights and obligations between data subjects' and is available on our website.

Cookies policy:

8.15 Our website makes use of "cookies" to automatically collect information and data through the standard operation of the Internet servers. "Cookies" are small text files a website can use (and which we may use) to recognise repeat users, facilitate the user's on-going access to and use of a website and allow a website to track usage behaviour and compile aggregate data that will allow the website operator to improve the functionality of the website and its content, and to display more focused advertising to a user by way of third

party tools. The type of information collected by cookies is not used to personally identify data subjects. If data subjects do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows them to deny or accept the cookie feature. Please note that cookies may be necessary to provide data subjects with certain features available on the website, and thus if they disable the cookies on their browser they may not be able to use those features, and their access to our website will therefore be limited.

- 8.16 If data subjects do not disable “cookies”, they are deemed to consent to our use of any personal information collected using those cookies, subject to the provisions of this clause and our prevailing privacy and cookies policies.

Additional security measures to protect personal information:

- 8.17 Physical security measures include physical access control and safe storage of hardware and software as well as other internal security measures.
- 8.18 Cyber security measures include anti-spam measures, password control, firewalls, and anti-virus protection.
- 8.19 Staff are made aware of information protection procedures which will, where necessary, be incorporated into existing or new policies.
- 8.20 Internal security audits shall be conducted from time to time.

Section 51(1)(c)(ii): categories of data subjects:

- 8.21 Employee information and records;
- 8.22 Funders and donors (where applicable);
- 8.23 General public and clients interacting with the Public Body via our website or otherwise;
- 8.24 Any applicable industry bodies;
- 8.25 Suppliers and service providers as set out earlier in this manual;
- 8.26 Statutory authorities.

Section 51(1)(c)(iii): recipients of data:

- 8.27 Employee medical schemes and pension or provident funds;
- 8.28 Statutory authorities to whom information is required to be submitted;
- 8.29 Funders and donors, (where applicable);

- 8.30 Industry bodies to whom reports must be submitted, (if applicable);
- 8.31 Law enforcement agencies;
- 8.32 Suppliers and service providers as set out earlier in this manual;
- 8.33 Financial institutions.

Section 51(1)(c)(iv): planned transborder flows of personal information:

- 8.34 The Private Body may need to transfer personal information to another country for storage purposes or for the rendering of services by a foreign third-party service provider or otherwise. We will ensure that any person that we pass data subjects' personal information to agrees to treat their information with the same level of protection as we are obliged to.

9 FORM OF REQUEST FOR RECORDS – Section 51(1)(b)(iv)

- 9.1 A request shall be made on the prescribed form, a copy of which is attached hereto and marked annexure "A" ("the prescribed form"). The prescribed form is also available from the website of the Human Rights Commission at <https://www.sahrc.org.za>, or the website of the Department of Justice and Constitutional Development at <https://www.doj.gov.za>.
- 9.2 The prescribed form shall be submitted to the Private Body Head named in clause 3 hereof.
- 9.3 The above procedure shall apply in the event that the requester is requesting information for personal use and/or on behalf of another person, even if such other person is a permanent employee of the Private Body.
- 9.4 The Head of the Private Body shall as soon as reasonably possible, and within 30 (thirty) days after the request has been received, decide whether or not to grant such request.
- 9.5 The requester will be notified of the decision of the Head of the Private Body or the General Manager in the manner indicated by the requester.
- 9.6 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 9.7 If the request for access is refused, the Head of the Private Body or the General Manager shall advise the requester in writing of the refusal. The notice of refusal shall state:
 - 9.7.1 adequate reasons for the refusal; and

9.7.2 that the requester may lodge an appeal with a court of competent jurisdiction against the refusal of the request (including the period) for lodging such an appeal.

9.8 If the Head of the Private Body or the General Manager fails to respond within 30 (thirty) days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of PAIA, that the Head of the Private Body or the General Manager has refused the request.

10 FEES PRESCRIBED IN TERMS OF THE REGULATIONS – Section 51(1)(f)

10.1 The following applies to requests (other than personal requests):

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

10.1.2 If the preparation of the record requested requires more than the prescribed 6 (six) 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);

10.1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

10.2 Records may be withheld until the fees have been paid.

10.3 The fee structure is available on the website of the Human Rights Commission at <https://www.sahrc.org.za>.

10.4 In addition to the request fee, the following reproduction fees are prescribed by the Minister in respect of private bodies such as the Private Body:

DESCRIPTION:	FEE:
For every photocopy of an A4-size page or part thereof:	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	R0.75
For a copy in a computer-readable form on compact disc:	R70
(i) For a transcription of visual images, for an A4-size page or part thereof:	(i) R20

(ii) For a copy of visual images:	(ii) R60
(iii) For transcription of an audio record, for an A4-size page or part thereof:	(i) R20
(iv) For a copy of an audio record:	(ii) R30
To search for the record for disclosure:	R30 for each hour or part of an hour reasonably required for such search.

10.5 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

10.6 For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

10.7 The actual postage is payable when a copy of a record must be posted to a requester.

11 UPDATES TO THE MANUAL – Section 51(2)

The Private Body may update this manual every six months or from time to time as it may deem necessary.

SIGNED at _____ on _____ 2020

THE HEAD OF THE PRIVATE BODY

ANNEXURE A: PRESCRIBED FORM

FORM C

PRESCRIBED FORM: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

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

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

[Empty rectangular box for capacity information]

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

[Grid of 13 empty boxes for identity number]

D. Particulars of record

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

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

[Dotted lines for description of record]

2. Reference number, if available:

[Dotted lines for reference number]

3. Any further particulars of record:

.....

.....

.....

E. Fees

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

Reason for exemption from payment of fees:

.....

.....

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____ Form in which record is required: _____

Mark the appropriate box with an **X**.

NOTES:

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

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

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

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information		copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:

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

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

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

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....

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