

**Wahl Clipper (Pty) Ltd  
(Registration No. 2005/009770/07)**

**ACCESS TO INFORMATION MANUAL**  
  
**and**  
  
**PROTECTION OF PERSONAL INFORMATION MANUAL**

This Manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013

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## **Preamble**

The Promotion of Access to Information Act No.2 of 2000, (PAIA) requires that we as a private body compile a Manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights. In addition, the Protection of Personal Information Act 4 of 2013, (POPIA) imposes obligations on us for the Processing of Personal Information,

### **1. Introduction To Wahl Clipper (Pty) Ltd**

Wahl Clipper (Pty) Ltd (Wahl) was incorporated on 30 March 2005. Wahl conducts a business of sale, distribution, marketing and service of personal care products including all related activities in order to carry on this trade. Wahl as a Private Body have compiled this Manual, not only to comply with the provisions of POPIA and PAIA, but also to foster a culture of transparency and accountability in the environment it operates and to ensure that members of the public have effective access to information and are assured of the protection of their Personal Information the possession of Wahl which will assist them in the exercise and protection of their rights. This Manual identified the categories of information which Wahl possess. The correct procedure to follow to access any of this information or in the event there has been a breach of a Data Subject's Personal Information.

### **2. Scope**

This Manual applies to all Requesters of information (Data Subjects), Wahl Employees, temporary staff as well as independent contractors, and shall be applied to all activities and/or task related to the Processing, maintenance, storing and transferring of Personal Information.

### **3. Purpose**

- 3.1 This Information Manual provides an outline of the types of records held by Wahl and explains how an individual may submit requests for access to these records in terms of PAIA. This legislation gives effect to everyone's constitutional right of access to information held by private sector bodies (e.g. companies) or public bodies (i.e. Government institutions) that is required for the exercise and/or protection of the Requestor's rights. In addition, in line with POPIA, this Manual also ensures the right of South African citizens to the privacy of their Personal Information and to regulate all organisations that collect, store and disseminate Personal Information. Personal Information may only be processed if the process meets the conditions of the Act. There are eight distinct conditions which organisations need to meet to be acting lawfully:
- Accountability;
  - Processing limitation;
  - Purpose specification;
  - Use limitation;
  - Information quality;
  - Openness;
  - Security safeguards; and
  - Individual/Data Subject participation.

Wahl in its capacity as the Responsible Party, shall strive to observe and comply with its obligations under POPIA as well as accepted information protection principles, practices and guidelines when it Processes Personal Information from or in respect of any Data Subject.

#### **4. Requests for Information**

- 4.1 PAIA gives a Requestor the right to lodge a request with the information officer (head) of a private body. A private body as defined includes juristic bodies. The head of a private body is "the Chief Executive Officer or equivalent officer of the juristic person or any person duly authorized by that officer."
- 4.2 PAIA defines private juristic entities as:
- A natural person who carries or has carried on any trade, business or profession, but only in such capacity;
  - A partnership which carries or has carried on any trade, business or profession; or
  - Any former or existing juristic person, but excludes a public body.

4.3 Juristic persons will therefore include close corporations, non-profit organizations and trusts. In terms of section 51 of PAIA, the head of a private body must:

- Compile a [section 51 Manual](#) which is a roadmap of the company;
- Submit the Manual to the Information Regulator;
- Effect material changes if any each time these occur and resubmit the Manual to the Information Regulator;
- Make the Manual available as prescribed at the company offices and on the website; and
- Annex a request form to the Manual and also make request forms available on the website and at the company premises access points.

4.4 The Requestor may submit their request for information records to the Information Officer. It is recommended that the Requestor read this Manual first before submitting any requests.

4.5 Queries can be directed to the Information Regulator:

**Website:** <http://justice.gov.za/inforeg/>

**Tel:** 012 406 4818

**Fax:** 086 500 3351

**Email:** [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

## 5. The Request Procedures

5.1 Access to the aforesaid information will only be granted to the Requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of Wahl or damage its records or infringe its copyright.

5.2 The Requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, and details provided in clause 7 of this manual f

- 5.3 The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required. The Requester should also indicate if any other manner is to be used to inform the Requester and state the necessary particulars to be so informed [Section 53(2)(a) and (b) and (c)].
- 5.4 The Requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].

If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the Private Body [Section 53(2)(f)].

## **6. Fees**

- 6.1 A Requester who seeks access to a record containing Personal Information about that Requester is not required to pay the request fee.
- 6.2 Every other Requester, who is not a personal Requester, must pay the required request fee.
- 6.3 The Information Officer must notify the Requester (other than a personal Requester) by notice, requiring the Requester to pay the prescribed fee (if any) before further Processing the request [Section 54(1)].

- 6.4 The fee that the Requester must pay is R50. The Requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- 6.5 After the Information Officer made a decision on the request, the Requester must be notified in the required form.
- 6.6 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

## 7. Wahl Clipper (Pty) Ltd Particulars in terms of Section 51

7.1 The details of Wahl's information Officer and Deputy Information Officer are:

Name of Private Body	Wahl Clipper (Pty) Ltd
Registration Number	2005/009770/07
Postal Address:	PO Box2916 Bedfordview, Gauteng 2007
Physical Address	Suite L9 & L10 Hingham Field Office Park79 Boeing Road East Bedfordview, Gauteng 2008
Telephone Number:	011 454 4848
Facsimile Number:	011 454 5057
Information Officer Contact Details	Patricia Knight <a href="mailto:privacy@wahlsa.com">privacy@wahlsa.com</a>
Deputy Information Officer Contact Details	Gracious Ncube <a href="mailto:privacy@wahlsa.com">privacy@wahlsa.com</a>
Head General Manager	Patricia Margaret Knight

## 8. Information Officer

- 8.1 In terms of the Section 55 of POPIA, the Chief Executive Officer of a Public Body is automatically designated as the Information Officer. The Information Officer oversees the function and responsibilities as required for in terms of POPIA after registering with the Information Regulator.

- 8.2 In terms of Section 56 of POPIA, the CEO is empowered to appoint Deputy Information Officers, as such, the Chief Executive Officer, as the Information Officer has designated the Chartered Accountant as Deputy Information Officer for Wahl.
- 8.3 Deputy Information Officer shall be responsible for performing all duties and responsibilities of the Information Officer as prescribed by Section 55 of POPIA and Regulation 4, including:
- encouragement of compliance with the conditions for the lawful Processing of Personal Information;
  - dealing with requests made to the Wahl pursuant to POPIA;
  - assist the Information Regulator with investigations conducted pursuant to Chapter 6;
  - ensuring compliance by Wahl with the provisions of POPIA;
  - ensure that a compliance framework is developed, monitored, maintained, and made available in terms of Section 14 and 51 of POPIA;
  - ensure that internal measures are developed together with adequate systems to process requests for Personal Information or access thereto; and
  - ensure internal awareness sessions are conducted regarding the provisions of POPIA, regulations made in terms thereof or information obtained from the Information Regulator.
- 8.4 The Information Officer and Deputy Information Officer shall upon request by a person, provide copies of this POPIA Manual to that person upon the payment of a fee determined by the Information Regulator.

## **9. Costs to access to the Personal Information**

The prescribed fees to be paid for copies of the Data Subject's Personal Information are listed in Annexure A of the Wahl POPIA/PAIA Manual.

## **10. Records Available in Terms of Any Other Legislation [Section SI(I)(d)]**

10.1 Wahl also retains records of information in terms of the following legislation:

- Basic Conditions of Employment No.75 of 1997 (as amended)
- Companies Act No.61 of 1973 and Companies Act No.71 of 2008

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993 (as amended)
- Income Tax Act No.95 of 1967 (as amended)
- Labour Relations Act No.66 of 1995 (as amended)
- Provident Fund Act (as amended)
- Regional Services Councils Act No.109 of 1985 (as amended)
- Skills Development Levies Act No.9 of 1999 (as amended)
- Skills Development Act No.97 of 1998 (as amended)
- Unemployment Contributions Act No.4 of 2002 (as amended)
- Unemployment Insurance Act No.63 of 2001 (as amended)
- Value Added Tax Act No.89 of 1991 (as amended)

## **11. Access to the records held by the Private Body in question**

11.1 The latest notice regarding the categories of records of the Body, which are available without a person having to request access in terms of this Act in terms of Section 52(2).

- "Not applicable"

11.2 Records that may be requested

11.2.1 Administration:

- Correspondence

11.2.2 Human Resources

- Remuneration records and policies

11.2.3 Sales:

- Sale records

11.2.4 Finance:

- Financial statements

- Annual financial statements

## **12. Purpose for Processing Personal Information**

12.1 Wahl collects and processes customers' Personal Information for purposes of sale, distribution, marketing, and service of personal care products including all related activities in order to carry on its trade. The type of information processed will depend on the need for which it is collected and will be processed for that purpose only. Whenever possible, Wahl will inform the customer as to the information required and the information deemed optional. With the client's consent, Wahl may also supplement the information provided with information Wahl receives from other providers to Inter-alia, make an informed credit decision. For purposes of this POPIA Manual, customer include potential and existing customers.

## **13. Principles**

13.1 Chapter 3 of POPIA provides for the minimum conditions for lawful Processing of Personal Information by Wahl. These conditions may not be deviated from unless specific exclusions apply as in terms of POPIA.

13.2 Wahl processes Personal Information relating to both natural person and juristic persons to carry its business and organisation functions. The way this information is processed and the purpose for which it is processed is determined by Wahl.

13.3 Wahl is accordingly a Responsible Party for the purpose of POPIA and will ensure that the Personal Information of a Data Subject:

- 13.3.1 is processed lawfully, fairly and transparently;
- 13.3.2 is processed only for the purpose for which it was collected;
- 13.3.3 will not be retained for longer than necessary, unless the retention is prescribed by applicable Laws or/and Regulations;
- 13.3.4 is processed in accordance with integrity and confidentiality principles. The Personal Information is subject to reasonable technical and organisational measures to prevent unlawful access, unauthorised access to Personal Information;

- 13.3.5 shall be stored and retained in line with the Wahl Information Retention and Destruction Policy; and
- 13.3.6 is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
- a) be notified that their Personal Information is being collected by Wahl. The Data Subject also has the right to be notified in the event of a Data Breach;
  - b) know whether Wahl holds Personal Information about them, and to access that information. Any request for information shall be handled in accordance with the provisions of this POPIA Manual;
  - c) request the correction or deletion of inaccurate, irrelevant, excessive, outdated, or unlawfully obtained Personal Information; and
  - d) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its Personal Information.

#### **14. Special Personal Information**

- 14.1 Wahl must process and retain Special Personal Information that is required for operational purposes in terms of the following legislation:
- Basic Conditions of Employment Act No. 75 of 1997;
  - Companies Act No. 71 of 2008.
  - Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
  - Employment Equity Act No. 55 of 1998;
  - Financial Intelligence Centre Act 38 of 2001;
  - Labour Relations Act No. 66 of 1995 ;
  - National Credit Act 34 of 2005;
  - National Qualification Framework Act No. 67 of 2008;
  - Occupational Health and Safety Act No. 85 of 1993;
  - Skills Development Levies Act No. 9 of 1999; and
  - Unemployment Insurance Contribution Act No. 4 of 2002.

## **15. Disclosure of Personal Information**

- 15.1 Wahl may disclose a client's Personal Information to any of the Wahl subsidiaries, joint venture companies and / or Third Party Service Providers whose services or products customers elect to use. Wahl has agreements in place to ensure compliance with confidentiality and privacy conditions.
- 15.2 Wahl may also share client Personal Information with and obtain Personal Information about customers from third parties for the reasons already disclosed above.
- 15.3 Wahl may also disclose a client's Personal Information where it has a duty or a right to disclose in terms of applicable legislation, the law, or where it may be deemed necessary in order to protect Wahl's rights.
- 15.4 All Employees have a duty of confidentiality in relation to Wahl and its customers.
- 15.5 Wahl views any contravention of this POPIA Manual very seriously and Employees who are guilty of contravening this POPIA Manual will be subject to disciplinary procedures, which may lead to the dismissal of any guilty party.

## **16. Safeguarding Personal Information**

- 16.1 It is a requirement of POPIA to adequately protect Personal Information. Wahl will continuously review its security controls and processes to ensure that Personal Information safeguarded.
- 16.2 Wahl's Information Officer is responsible for compliance with the conditions of the lawful Processing of Personal Information and other provisions of POPIA. He is assisted by the Deputy Information Officers as listed in Annexure A to this POPIA Manual.
- 16.3 This PAIA/POPIA Manual applies to all operations within Wahl and measures have been put in place and training within Wahl is being rolled out.
- 16.4 Each new Employee will be required to sign an employment contract providing for, inter-alia, consent clauses for the use and storage of Personal Information, or any other action so required, in terms of POPIA;

- 16.5 Every Employee currently employed within Wahl will be required to sign an addendum to their employment contracts containing relevant consent clauses for the use and storage of Personal Information, or any other action so required, in terms of POPIA;
- 16.6 All Wahl electronic files or data are backed and stored off site;
- 16.7 Wahl Suppliers and Third Party Service Providers will be required to sign a service level agreement guaranteeing their commitment to the protection of Personal Information.

## **17. Correction of Personal Information**

- 17.1 customers have the right to access the Personal Information Wahl holds about them. customers also have the right to ask Wahl to update, correct or delete their Personal Information on reasonable grounds. Once a client objects to the Processing of their Personal Information, Wahl may no longer process said Personal Information. Wahl will take all reasonable steps to confirm its customers' identity before providing details of their Personal Information or making changes to their Personal Information.

## **18. Access to Documents**

- 18.1 All Personal Information relating to Wahl must be dealt with in the strictest confidence and may only be disclosed, without fear of redress, in the following circumstances:
- where disclosure is under compulsion of law;
  - where there is a duty to the public to disclose;
  - where the interests of the Wahl require disclosure; and
  - where disclosure is made with the express or implied consent of the client.

## **19. Retention of Documents**

### **19.1 Hard Copy**

The statutory periods for the retention of hard copy documents are as per the relevant legislation. The retention periods are identified in the Information Retention and Destruction Policy.

## **19.2 Electronic Storage**

Personal Information must be stored electronically in terms of the Wahl IT Policy, Wahl IT Security Policy and Wahl Information Retention and Destruction Policy.

19.2.1 If documents are scanned, the hard copy must be retained for as long the information is used in connection with the lawful Processing of the information. Documents pertaining to Employees, must be retained in terms of the Information Retention and Destruction Policy.

19.2.2 Section 51 of the Electronic Communications Act No 36 of 2005 requires that Personal Information and the purpose for which the data was collected must be kept by the person who electronically requests, collects, collates, processes or stores the information and a Record of any third party to whom the information was disclosed must be retained for a period of 1 year or for as long as the information is used. It is also required that all Personal Information which has become obsolete must be destroyed.

## **20. Destruction of Documents**

20.1 Documents may be destroyed after the termination of the retention period specified in terms of the relevant applicable legislation as contained in the Information Retention and Destruction Policy.

20.2 Each department is responsible for attending to the destruction of its documents, which must be done on a regular basis. Files must be checked in order to make sure that they may be destroyed and also to ascertain if there are important original documents in the file. Original documents must be returned to the holder thereof, failing which, they should be retained by Wahl pending such return.

20.3 After completion of the process in, the responsible person shall, in writing, authorise the removal and destruction of the documents in the authorisation document.

20.4 The documents are then made available for collection by the removers of the Wahl's documents, who also ensure that the documents are shredded before

disposal. This also helps to ensure confidentiality of Personal Information.

20.5 Documents may also be stored off-site, in storage facilities approved by Wahl.

## **21. Procedures and Measures:**

The following procedures/ Manuals are in place to comply with POPIA and POPIA Regulations:

- 21.1 This POPIA/PAIA Manual
- 21.2 Data Subject information request Procedure
- 21.3 Data Subject Complaints procedure
- 21.4 Data Subject consent procedure; and
- 21.5 Data breach notification procedure.

## **22. Availability of the Manual**

22.1 This Manual is available from the Information Regulator (see details above) and on the Wahl website. Amendments to, or a review of this Manual, will take place on an ad hoc basis or at least once a year. Customers are advised to access Wahl's website periodically to keep abreast of any changes. Where material changes take place, customers will be notified directly, or changes will be stipulated on the Wahl website.

## **23. Links to Other Policies**

23.1 The following Wahl Policies must be read in conjunction with this manual:

- Wahl Privacy Policy;
- Retention and Destruction Policy;
- Promotion of Access to Information Act (PAIA) Section 14 Manual;
- Information Technology Policy;
- Information Classification Policy.

## **24. Contravention of the POPIA/PAIA Manual**

24.1 Any Employee who is found to have contravened this POPIA/PAIA Manual, either through commission or omission, will face disciplinary action in accordance with the relevant Wahl Policies.

## 25. Remedies Available for Non-Compliance

25.1 Wahl does not have an internal appeal procedure relevant to the Act, accordingly, a dispute regarding the PAIA may be resolved by approaching the relevant court directly.

## Glossary

In this POPIA Manual (as defined below), unless the context requires otherwise, the following words and expressions bear the meanings assigned to them:

<b>"Data Breach"</b>	means an actual or suspected breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Information under the control of or in the possession of Wahl;
<b>"Data Subject"</b>	means the Wahl Employees, Non-Executive Directors, customers or suppliers or any other persons in respect of whom Wahl Processes Personal Information, who may be either natural or juristic persons;

<b>"Employees"</b>	means any Employee of Wahl as defined in the Labour Relations Act 66 of 1995;
<b>"Information Regulator"</b>	means the Information Regulator established in terms of POPIA;
<b>"Personal Information"</b>	<p>means information relating to any Requestor, including but not limited to (i) views or opinions of another individual about the Requestor; and (ii) information relating to such Requestor's:</p> <ul style="list-style-type: none"> <li>race, sex, gender, sexual orientation, pregnancy, marital status, nationality, ethnic or social origin, colour, age, physical or mental health, well-being, disability, religion, conscience, belief, cultural affiliation, language and birth;</li> <li>education, medical, financial, criminal or employment history;</li> <li>names, identity number and/or any other personal identifier, including any number(s), which may uniquely identify a Requestor, account or client number, password, pin code, numeric, alpha, or alpha-numeric design or configuration of any nature, symbol, email address, domain name or IP address, physical address, cellular phone number, telephone number or other particular assignment;</li> <li>blood type, fingerprint or any other biometric information;</li> <li>personal opinions, views or preferences;</li> <li>correspondence that is implicitly or expressly of a personal, private or confidential nature (or further correspondence that would reveal the contents of the original correspondence); and</li> <li>information relating to corporate structure, composition and business operations (in circumstances where the Requestor is a juristic person);</li> </ul>
<b>"POPIA"</b>	means the Protection of Personal Information Act, No 4 of 2013;
<b>"PAIA Manual"</b>	means the Promotion of Access to information Manual;

**“POPIA Manual”**  
**"Processing"**

means this Protection of Personal Information Manual;  
means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

the collection, receipt, Recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

dissemination by means of transmission, distribution or making available in any other form by electronic communications or other means; or

merging, linking, blocking, degradation, erasure or destruction. For the purposes of this definition, "Process" has a corresponding meaning.

**"Record"**

means any Recorded information: regardless of form or medium, including any of the following:

writing on any material;

information produced, Recorded or stored by means of any tape Recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, Recorded or stored;

label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;

book, map, plan, graph or drawing;

photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced; in the possession or under the control of Wahl; whether or not it was created by Wahl; and regardless of when it came into existence;

<b>"Requester"</b>	means any means any person, including, but not limited to, a public body or an official thereof, making a request for access to a Record of that private body;
<b>"Responsible Party"</b>	means a public or private body or any other person which alone or in conjunction with others, determines the purpose of and means for Processing Personal Information;
<b>"Supplier"</b>	means any entity or individual that will be providing the Services and/or the Goods to the Wahl;
<b>"Third Party Service Provider"</b>	means any independent contractor, agent, consultant, sub-contractor or providing any service to Wahl related to its business operations; and
<b>"Wahl"</b>	means Wahl Clipper Pty Ltd

## Annexure A

### Fees in Respect of Private Bodies

1. The fee for a copy of the **Manual** as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	<b>R</b>
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc ... ..	7,50
(ii) compact disc .....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof. ....	40,00
(ii) For a copy of visual images .....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof .....	20,00
(ii) For a copy of an audio record.....	30,00

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

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

	<b>R</b>
(1) (a) For every photocopy of an A4-size page or part thereof .....	1,10
(b) Forevery printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0,75
(c) Fora copy in a computer-readable form on -	
i. st'ffyd'sc .....	7,50
ii. compact disc .....	70,00
(d) i. For a transcription of visual images, for an A4-size page or part thereof .....	40,00
ii. For a copy of visual images .....	60,00
(e) i. For a transcription of an audio record, for an A4-size page or part thereof .....	20,00
ii. For a copy of an audio record .....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

- (2) 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.
- (3) The actual postage is payable when a copy of a record must be posted to a Requester.

**Annexure B**

REQUEST FOR ACCESS TO RECORD FROM 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 Information Officer

**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: \_\_\_\_\_  
\_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

**C. Particulars of person on whose behalf request is made**

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname: \_\_\_\_\_

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:

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2 Reference number, if available: \_\_\_\_\_

3 Any further particulars of Record:

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**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 hereunder, state your disability and indicate in which form the Record is required.

Disability:	Form in which Record is required
Form in which Record is required:	
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the Record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access for the Record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the Record is in written or printed form:</b>			
	copy of Record*		inspection of Record
<b>2. If Record consists of visual images</b> this includes photographs, slides, video Recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images" transcription of the images*
<b>3. If Record consists of Recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
<b>4. If Record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of Record*		printed copy of information derived from the Record" 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
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**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?

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

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SIGNATURE OF REQUESTER

