

PAI ACT MANUAL

LITTLEHILL MONTESSORI AND DAY CARE (PROPRIETARY) LIMITED

2013/235546/07

Published in terms of Section 51 of The Promotion of Access to
Information Act 2 of 2000 ("the Act")

INDEX

1. INTRODUCTION	2
2. DEFINITIONS AND INTERPRETATION	2
3. OVERVIEW OF LITTLEHILL MONTESSORI AND DAY CARE PROPRIETARY LIMITED	2
4. PARTICULARS IN TERMS OF SECTION 51	3
5. GUIDE TO THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (Section 51(1)(b) Read with section 10).....	3
6. AUTOMATIC DISCLOSURE - CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS (Section 51(1)(c)).....	4
7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 5(1)(d))	4
8. TYPES OF RECORDS HELD BY LITTLEHILL (Section 51(1)(e)).....	5
9. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f))	6
10. PROCESSING OF PERSONAL INFORMATION (SECTION 11 OF POPI ACT)	7
11. INFORMATION REGULATOR.....	7
12. DATA SUBJECT PARTICIPATION AND INFORMATION OFFICER DUTIES AND RESPONSIBILITIES	7
13. STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST	7
14. ACCESS: PROCEDURE, AVAILABILITY AND PRESCRIBED FEES	8
15. AVAILABILITY	10

1. INTRODUCTION

This information manual ("Manual") provides an outline of the types of records held by LittleHill Montessori and Day Care (Pty) Ltd ("LittleHill", "Company") and explains how one may submit requests for access to these records in terms of the Promotion of Access to Information Act, 2 of 2000 ("PAI Act", "Act").

This Manual has been prepared in accordance with Section 51 of the Act, giving effect to everyone's constitutional right of having access to information held by private sector bodies (i.e. companies) or public bodies (i.e. Government institutions) where such access is needed for the exercise and/ or protection of the requester's rights; this Manual aims to facilitate requests for access to the relevant or applicable records.

2. DEFINITIONS AND INTERPRETATION

2.1. Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder –

- 2.1.1. "**Company**" means LittleHill Montessori and Day Care Proprietary Limited.
- 2.1.2. "**Information Officer**" means the person acting on behalf of LittleHill and discharging the duties and responsibilities assigned to the head of LittleHill by the Act. The Information Officer is duly authorised to act as such, with such authorisation having been confirmed by the head of LittleHill in writing;
- 2.1.3. "**Information Regulator**" means the Information Regulator established in terms of section 39 of POPI Act;
- 2.1.4. "**LittleHill**" means by LittleHill Montessori and Day Care Proprietary Limited (Registration number: 2013/235546/07) a private company with limited liability, duly registered and incorporated in accordance with the company laws of the Republic of South Africa and fully described in Overview, hereunder;
- 2.1.5. "**Manual**" means this manual published in compliance with Section 51 of the Act;
- 2.1.6. "**PAI Act**" means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;
- 2.1.7. "**POPI Act**" means the Protection of Personal Information Act 4 of 2013, as amended from time to time;
- 2.1.8. "**Record**" means any recorded information, regardless of form or medium, which is in the possession or under the control of LittleHill, irrespective of whether or not it was created by LittleHill;
- 2.1.9. "**Request**" means a request for access to a Record held by LittleHill;
- 2.1.10. "**Requester**" means any person, including a public body or an official thereof, making a Request for access to a Record held by LittleHill and includes any person acting on behalf of that person; and
- 2.1.11. "**SAHRC**" means the South African Human Rights Commission.

2.2. Unless a contrary intention clearly appears, words signifying: -

- 2.2.1. the singular includes the plural and vice versa;
- 2.2.2. any one gender includes the other genders and vice versa; and
- 2.2.3. natural persons include juristic persons.

2.3. Unless otherwise stated, terms defined in the Act shall have the same meaning in this Manual.

3. OVERVIEW OF LITTLEHILL MONTESSORI AND DAY CARE PROPRIETARY LIMITED

3.1. LittleHill Montessori and Day Care (Proprietary) Limited is a Montessori school and day care to children from the ages of 18 months to 6 years old.

3.2. Services provided include:

- 3.2.1. Montessori Curriculum divided into two programmes:
 - 3.2.1.1. Toddler Programme for children from 18 months to 3 years old; and
 - 3.2.1.2. Pre-School Programme for children from 3 to 6 years old.

- 3.2.2. Afternoon Enrichment, an aftercare programme that runs from 13h00 until 17h30.
- 3.2.3. Extra Mural Programs offered to all learners.

4. PARTICULARS IN TERMS OF SECTION 51

4.1. Company Contact Details (Section 51(1)(a)):

Full Name	LittleHill Montessori and Day Care (Proprietary) Limited (Registration Number: 2013/235546/07)
Physical Address	54 Maxwell Drive, Woodmead North Office Park, Waterfall Management House, Jukskei View, Johannesburg, Gauteng, 2191
Postal Address	PO Box 844009, Greenside, Johannesburg, Gauteng, 2034
Telephone numbers	011 253 9101 (Head Office) 061 164 7578 (Alternate Number)
Email	admin@littlehill.co.za
Website	https://www.littlehill.co.za/

4.2. Contact details of Designated Information Officer (Section 51(1)(a)):

Designated Information Officer	Iqra Isaacs
Physical Address:	54 Maxwell Drive, Woodmead North Office Park, Waterfall Management House, Jukskei View, Johannesburg, Gauteng, 2191
Postal Address:	PO Box 844009, Greenside, Johannesburg, Gauteng, 2034
Telephone Number:	011 253 9101 (Head Office)
E-mail:	admin@littlehill.co.za

5. GUIDE TO THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (Section 51(1)(b) Read with section 10)

- 5.1. In terms of the Act, a requester may be granted access to records held by a private body. This access is subject to the records being required for the exercise or protection of any right. Should a public body lodge a complaint, in order to receive access, the public body must be acting in the public interest.
- 5.2. In terms of section 10 of the PAI Act, the South African Human Rights Commission (SAHRC) compiled an Information Guide ("Guide"), containing information for the purposes of exercising your Constitutional rights. The Guide is set out in an easy-to-understand form to assist Requesters with exercising any right contemplated in the Act. Requesters are referred to this Guide which is available on the SAHRC's website at: [SAHRC Section 10 Guide](#) (click on link). It describes, in each official language:
 - 5.2.1. The purpose of the Act and the Guide.
 - 5.2.2. The process that needs to be followed in order to make a Request for access to information.
 - 5.2.3. The details of information held by a private body that may be automatically available.
 - 5.2.4. The costs for making a Request for access to information.
 - 5.2.5. How to get access to the Manual of a private body.
 - 5.2.6. Legal remedies when a Request for information is denied.
 - 5.2.7. When access to information can or may be refused.

5.3. Information Regulator contact details:

Physical Address: JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Postal Address: P.O. Box 31533
Braamfontein
Johannesburg
2017

E-mail: complaints.IR@justice.gov.za (complaints)
inforeg@justice.gov.za (general enquiries)

Website: <https://www.justice.gov.za/inforeg/>

6. AUTOMATIC DISCLOSURE - CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS (Section 51(1)(c))

Records that are automatically available to the public are:

- 6.1. all records of LittleHill lodged in terms of government requirements with various statutory bodies, including the Registrar of Companies, and the Registrar of Deeds;
- 6.2. all records in booklets, brochures, pamphlets, and magazines published by LittleHill or any of its agents or representatives for distribution to the public relating LittleHill; and
- 6.3. all records on LittleHill website <https://www.littlehill.co.za/>.

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 5(1)(d))

LittleHill is required to keep particular records, in terms of certain statutes. Insofar as may be applicable, LittleHill keeps records of information to the extent required in terms of the following legislation, as amended, and codes of best business practice:

- 7.1. Basic Conditions of Employment Act, No. 75 of 1997;
- 7.2. Companies Act No. 71 of 2008;
- 7.3. Constitution of South Africa Act, No 108 of 1996;
- 7.4. Consumer Protection Act No. 68 of 2008;
- 7.5. Corporate Laws Amendment Act No. 24 of 2006;
- 7.6. Credit Agreements Act, No 75 of 1980;
- 7.7. Electronic Communications & Transactions Act No. 25 of 2002;
- 7.8. Employment Equity Act, No. 55 of 1998;
- 7.9. Employment Equity Regulations of 2006;
- 7.10. Financial Intelligence Centre Act, No. 38 of 2001;
- 7.11. Income Tax Act, No. 58 of 1962;

- 7.12. King IV Report on Corporate Governance;
- 7.13. Labour Relations Act, No. 66 of 1995;
- 7.14. National Credit Act No. 34 of 2005;
- 7.15. Promotion of Access to Information Act, No. 2 of 2000;
- 7.16. Protected Disclosures Act, No. 26 of 2000;
- 7.17. Protection of Personal Information Bill of 2009;
- 7.18. Regulation of Interception of Communications and Provision of Communication-Related Information Act Revenue Laws Amendment Act, No. 45 of 2003;
- 7.19. Skills Development Act, No. 97 of 1998;
- 7.20. Skills Development Levies Act, No. 9 of 1999;
- 7.21. South African Schools Act 84 of 1996;
- 7.22. Spatial Planning and Land Use Management Act 16 of 2013;
- 7.23. Unemployment Contributions Act, No. 4 of 2002;
- 7.24. Unemployment Insurance Act, No. 63 of 2001; or
- 7.25. Value-Added Tax Act, No. 89 of 1991.

Information and records held by LittleHill in terms of any of the abovementioned legislation will be made available in terms of the provisions of the relevant legislation, but without prejudice to the provisions of the Promotion of Access to Information Act.

The above-mentioned legislation is not an exhaustive list and may be amended if and when necessary, for the Company's operations.

8. TYPES OF RECORDS HELD BY LITTLEHILL (Section 51(1)(e))

LittleHill maintains records on the following categories and subject matters. **Please note** that recording a category or subject matter in this Manual does not imply that a request for access to such records will be granted. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act. Please further note that the below listed records are not exhaustive.

8.1. Personnel Documents and Records.

- 8.1.1. "Personnel" refers to any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.
- 8.1.2. Personal information relating to past, present, and prospective personnel. "Personal information", as defined in the POPI Act means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—:

- 8.1.2.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
- 8.1.2.2. information relating to the education or the medical, financial, criminal or employment history of the person;
- 8.1.2.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 8.1.2.4. the biometric information of the person;
- 8.1.2.5. the personal opinions, views or preferences of the person;
- 8.1.2.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 8.1.2.7. the views or opinions of another individual about the person; and
- 8.1.2.8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

8.2. Client Related Records.

- 8.2.1. A "client" refers to any natural or juristic entity that receives services from the Company. These records include but are not limited to:
 - 8.2.1.1. Records provided by clients in respect of their business and in terms of the contractual arrangements between the Company and clients.
 - 8.2.1.2. Records generated by or within the Company related to its clients, including transactional records.
 - 8.2.1.3. Records pertaining to third-party information provided by clients.
 - 8.2.1.4. Records provided by third parties in the course of doing business with the Company.

8.3. Statutory Company Records/ Corporate Records.

- 8.3.1. Minutes of executive and other decision-making operational bodies.
- 8.3.2. Documents of Incorporation.
- 8.3.3. Memorandum and Articles of Association.
- 8.3.4. Minutes of Board of Directors' Meetings and Board sub-committee Meetings.
- 8.3.5. Share Register and other Statutory Registers.
- 8.3.6. Delegations of authority.
- 8.3.7. Other statutory documents of a legal and commercial nature.

8.4. Other Company Records.

- 8.4.1. Documents relating to the operational, commercial, and financial interests of the Company.
- 8.4.2. Commercial and other legal contracts or agreements.
- 8.4.3. Client and other data bases.
- 8.4.4. Information on existing and past litigation.
- 8.4.5. Trade Mark and Intellectual Property applications and information.
- 8.4.6. Administrative Information.
- 8.4.7. Licenses.
- 8.4.8. Human Resources Information.
- 8.4.9. Insurance Policies.
- 8.4.10. Marketing records.
- 8.4.11. Internal and external correspondence.
- 8.4.12. Disaster recovery plans.
- 8.4.13. Company product/ services records.
- 8.4.14. Internal policies and procedures.
- 8.4.15. Records held by officials of the Company.

9. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f))

The Company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/ holding/ sister companies, joint venture companies and services providers. Alternatively, such other companies may possess records that can be said to belong to the Company.

- 9.1. These records include but are not limited to:
 - 9.1.1. Personnel, customer, or private records which are held by another party as opposed to the records held by the Company.
 - 9.1.2. Records held by the Company pertaining to other parties, including but not limited to, financial, commercial, operational and legal records, contractual records, correspondence, records provided by the other party, and records provided by third parties about contractors/ suppliers.

10. PROCESSING OF PERSONAL INFORMATION (SECTION 11 OF POPI ACT)

- 10.1. Personal Information will only be Processed by LittleHill if –
 - 10.1.1. the Data Subject or competent person where Data Subject is a child, consents to the processing;
 - 10.1.2. processing is necessary to carry out the actions for the conclusion or performance of a contract to which the Data Subject is party;
 - 10.1.3. processing complies with an obligation imposed by law on the responsible party;
 - 10.1.4. processing protects a legitimate interest of the Data Subject;
 - 10.1.5. processing is necessary for the proper performance of a public law duty by a public body; or
 - 10.1.6. processing is necessary for pursuing the legitimate interests of the responsible party or of a third party to whom the information is supplied.

11. INFORMATION REGULATOR

Section 39 of POPI Act establishes the Information Regulator and section 40 identifies the functions of the Regulator. The Regulator is responsible for monitoring compliance with POPI Act and PAI Act and is tasked, amongst other powers, duties, and functions, to handle complaints about the protection of personal information and access to information held by LittleHill. For complaints or general enquiries contact the Regulator using the contact information under 5.3.

12. DATA SUBJECT PARTICIPATION AND INFORMATION OFFICER DUTIES AND RESPONSIBILITIES

The Manual gives effect to sections 23 and 55 of POPI Act.

- 12.1. Section 23(1) of POPI Act states that:
 - "A data subject, having provided adequate proof of identity, has the right to -
 - a) request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject;
 - b) request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information-
 - I. within a reasonable time;
 - II. at a prescribed fee, if any;
 - III. in a reasonable manner and format; and
 - IV. in a form that is generally understandable."
- 12.2. Section 55(1)(b) of POPI Act refers to the duties and responsibilities of the Information Officer when Requests for information are made to LittleHill. It reads as follows:
 - "An Information Officer's responsibilities include dealing with Requests made to the body."

Address your (as Data Subject) Request to the Head of the Company or the Information Officer at the address, fax number or electronic mail address referred to 4.2.

13. STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST

The following steps must be considered before submitting a request:

13.1. Step 1: What is the purpose for the request of information?

13.1.1. Please note that Section 7(1) states that:

"This Act does not apply to a record of a public body or a private body if –

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that records for the purpose referred to in Paragraph (a) is provided for in any other law".

13.1.2. If Section 7(1) is applicable, the Requester may not bring a request in terms of this Act. The Requester must adhere to the rules and procedures for discovery of information of the relevant legal forum and proceedings that he/ she is involved in.

13.1.3. LittleHill reserves the right to claim all expenses and other damages incurred as a result of a Requester submitting a Request in contravention of Section 7(1).

13.2. Step 2: Does the information requested exist in the form of a record?

13.2.1. The Act only applies to documents that are in existence at the time of receiving the request.

13.2.2. The Act does not compel anyone to create a record which is not yet in existence at the time the Request is made.

13.3. Step 3: Is the document in the possession or under the control of LittleHill?

13.3.1. The Act provides that the requested record must be in LittleHill's possession or under its control. If the document is not in LittleHill's possession, the Requester must Request the record from the party under whose possession or control it is.

14. ACCESS: PROCEDURE, AVAILABILITY AND PRESCRIBED FEES

14.1. How to Request a Record (PAI Act Section 53):

14.1.1. **Requests for access to Records** must be made to the Information Officer on the prescribed form ([Annexure 1](#)). The prescribed form (generic template) is also available on the website of the South African Human Rights Commission at <https://www.sahrc.org.za/>.

14.1.2. Failure to make use of the prescribed form could result in your Request being refused or delayed.

14.1.3. A Request for access to a Record must be accompanied by payment of an initial non-refundable Request fee of **R57.50** (inclusive of VAT). This fee is not applicable to personal Requests, i.e. individual seeking access to Records pertaining to him/ herself. The Act sets out further fees which could be applicable to your Request. These fees are available under [Annexure 2](#).

14.1.4. Should the Information Officer be of the opinion that fulfilment of the Request will require more time than the prescribe hours, the Requester will be informed to pay a deposit, of no more than a third of the above Request fee. In the event that the Request is denied, the deposit will be refunded to the Requester.

14.1.5. The Requester must provide sufficient detail on the Request Form to enable the Information Officer to clearly identify:

14.1.5.1. The record(s) Requested.

14.1.5.2. The Requester (positive proof of identification).

14.1.5.3. The format of access required:

- i. the postal address, email address and telephone number of the Requester in the Republic; and
- ii. if the Requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof.

14.1.6. Access is not automatic. The Requester must therefore identify the right he/ she is seeking to exercise or protect and provide an explanation as to why the Requested Record is required for the exercise or protection of that right.

- 14.1.7. If a Request is made on behalf of a person, the Requester must then submit proof, to the satisfaction of the Information Officer, of his/ her authority to make the Request. Failure to do so will result in the Request being rejected.
- 14.2. Decision on Request (Section 56):
- 14.2.1. The Requester will be notified, within 30 (thirty) days, in the manner indicated by him/ her of the outcome of his/ her Request, alternatively whether an extension not exceeding 30 (thirty) days is required to deal with the Request.
- 14.2.2. If the Request for access is granted, a further access fee must be paid for the search, preparation, and reproduction of the Records as well as for any time that has exceeded the prescribed hours to search and prepare the Record for disclosure. Access will be withheld until the Requester has made payment of the applicable fee(s).
- 14.2.3. If the Request for access is refused, reasons for the refusal will be provided and the Requester will be advised that he/ she may lodge an application with a court against the refusal of the Request, as well as the procedure for lodging the application.
- 14.2.4. The main grounds for refusal of a Request relates to:
- 14.2.4.1. the unreasonable disclosure of personal information about a third-party, including a deceased person (subject to section 63(2) of the Act);
- 14.2.4.2. disclosure that could reasonably be expected to endanger the life or physical safety of an individual;
- 14.2.4.3. the disclosure that would likely prejudice or impair, inter alia -
- I. the security of a building, structure, or system, including but not limited to, a computer or communication system;
 - II. a means of transport; or
 - III. any other property;
- 14.2.4.4. mandatory protection of the privacy of a third-party who is a natural person, which would involve unreasonable disclosure of personal information of that natural person;
- 14.2.4.5. mandatory protection of commercial information of a third-party if the record contains:
- I. trade secrets of that third-party;
 - II. financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interest of that third-party; or
 - III. information disclosed in confidence by a third-party to LittleHill, if the disclosure could put that third-party at a disadvantage in negotiations or commercial competition;
- 14.2.4.6. mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 14.2.4.7. mandatory protection of the safety of individuals and the protection of property;
- 14.2.4.8. mandatory protection of records which would be regarded as privileged in legal proceedings;
- 14.2.4.9. commercial activities of LittleHill, which may include:
- I. trade secrets of LittleHill;
 - II. financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interest of LittleHill;
 - III. information which, if disclosed could put LittleHill at a disadvantage in negotiations or commercial competition;
 - IV. a computer programme which is owned by LittleHill and which is protected by copyright; or
 - V. the research information of LittleHill or a third-party, if its disclosure would disclose the identity of LittleHill, the researcher or the subject matter and would place the research at a serious disadvantage; or
 - VI. Requests for information which is clearly frivolous or vexatious, or which involve unreasonable diversion of resources.

- 14.2.5. The Requester may lodge an internal appeal or an application to court against the tender or payment of the Request fee.
- 14.3. Records that cannot be found or that are lost:
 - 14.3.1. If all reasonable steps have taken to find a Requested Record, and there are reasonable grounds to believe the Record is in LittleHill's possession but cannot be found or does not exist, LittleHill's Information Officer will notify the Requester, by way of affidavit or affirmation as prescribed by the Act, that it is not possible to give access to the Requested Record.
 - 14.3.2. If, after notice is given as per 14.3.1, the Record is found, the Requester concerned must be given access to the Record, unless access is refused on any of the refusal grounds provided for in the Act.
- 14.4. Remedies Available when a Request is Refused:
 - 14.4.1. LittleHill does not have an internal appeal procedure.
 - 14.4.2. Any decision made by the Information Officer is final.
 - 14.4.3. Should the Requester not be satisfied, the Requester should exercise the external remedies provided for in the Act.
- 14.5. Limitation of Liability:
 - 14.5.1. LittleHill is relieved from liability and shall have no duty whatsoever in relation to:
 - 14.5.1.1. the integrity or accuracy of the information Requested;
 - 14.5.1.2. any delay associated with the delivery except to comply with the procedures stipulated herein; and/ or
 - 14.5.1.3. that the information Requested will conform with the requirements of the Requester except that it should correspond with the title and description provided by the Requester.

15. AVAILABILITY

- 15.1. This manual is available on the LittleHill's website, <https://www.littlehill.co.za/>, alternatively at: 54 Maxwell Drive, Woodmead North Office Park, Waterfall Management House, Jukskei View, Johannesburg, Gauteng, 2191.

During office hours: 08:30 - 17:30, Monday to Friday, excluding Public Holidays and Weekends in the Republic of South Africa.

- 15.2. Fees: The fees payable in respect of access to Records are attached as [Annexure 2](#).

ANNEXURE 1: FORM C

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]

1. Particulars of private body

2. Particulars of person Requesting access to the Record

The particulars of the person who requests access to the Record must be given below.

The address and/ or fax number in the Republic to which the information is to be sent must be given.

Proof of the capacity in which the Request is made, if applicable, must be attached.

2.1. Full Names and Surname:

2.2. Identity Number:

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

2.3. Postal Address:

Telephone

Number: ()

Fax Number: ()

E-mail

Address:

2.4. Capacity in which Request is made, when made on behalf of another person (Please attach any proof of your capacity, if available):

3. 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.

3.1. Full Names and Surname:

3.2. Identity Number:

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

3.3. Particulars of Record:

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 folio and attach it to this form.

The Requester must sign all the additional folios.

3.4. Description of the Record or relevant part of the Record:

3.5. Reference number, if available:

3.6. Any further particulars of the Record:

4. Fees

A Request for access to a Record, other than a Record containing personal information about you, will be processed only after a Request fee has been paid.

You will be notified of the amount payable as the Request fee.

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.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

4.1. Reason for exemption of payment of the fee (if any):

5. 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:	
Mark the appropriate box with an X.					
NOTES: Compliance with your Request in the specified form may depend on the form in which the Record is available. 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. The fee payable for access to the Record, if any, will be determined partly by the form in which access is requested.					
If the Record is in written or printed form:					
Copy of Record*			Inspection of Record		
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*	
If Records consists of Records, words or information which can be reproduced in sound:					
Listen to the soundtrack (Audio cassette)			Transcription of soundtrack* (Written or printed)		
If Record is held on computer or in an electronic or machine - readable form:					
Printed copy of Record*		Printed copy of information derived from the Record*		Copy in computer readable form* (USB drive 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

6. Particulars of right to be exercised or protected

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

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

6.2. Explain why the requested Record is required for the exercising or protection of the
aforementioned right:

7. 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.

7.1. How would you prefer to be informed of the decision regarding your Request for access to the
Record?

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE 2: FEES PAYABLE

1. Copy of manual.

The fee for a copy of the manual is R1,10 for every photocopy of an A4-size page or part thereof.

2. Reproduction fees

The fees for preparation of Records referred to in regulation 11(1) are as follows:

	Rand
For every photocopy of an A4-size page or part thereof	1,10
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
For a copy in a computer-readable form on:	
Compact disc	70,00
USB drive	70,00
For a transcription of visual images, for an A4-size page or part thereof	40,00
For a copy of visual images	60,00
For a transcription of an audio Record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00

3. Request fee

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

4. Access fees

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

	Rand
For every photocopy of an A4-size page or part thereof	1,10
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
For a copy in a computer-readable form on -	
USB drive	70,00
Compact disc	70,00
(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
(iii) For a transcription of an audio Record, for an A4-size page or part thereof	20,00
To search for and prepare the Record for disclosure for each hour or part of an hour reasonably required for such search and preparation	30,00

5. For purposes of section 22(2) of the Act, the following applies:

Six hours as the hours to be exceeded before a deposit is payable; and

One third of the access fee is payable as a deposit by the Requester.

The actual postage is payable when a copy of a Record must be posted to a Requester.

