



READERS' CHOICE AWARDS 2024

Best of Durban

2023 & 2025

RECOGNIZED BY

Best Lawyers

SOUTH AFRICA

by PEER REVIEW

PAIA MANUAL

**Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000
(as amended)**

DATE OF REVISION: JUNE 2025

TABLE OF CONTENTS

ITEM NO:	CONTENT:	PAGE NO:
1.	INTERPRETATION	3
2.	PURPOSE OF MANUAL	4 - 5
3.	CONTACT DETAILS FOR ACCESS TO INFORMATION OF PATHER AND PATHER	5
4.	GUIDANCE ON PAIA	5-8
5.	RECORDS HELD BY PATHER AND PATHER	8 - 12
6.	HOW TO REQUEST ACCESS TO A RECORD	12 - 13
7.	PAYMENT OF FEES	13 - 14
8.	APPLICABLE TIME-PERIODS	14
9.	OUTCOME OF THE REQUEST (GRANTING OR REFUSING)	14
10.	GROUND FOR REFUSAL OF ACCESS TO RECORDS	14 - 15
11.	REMEDIES FOR REFUSAL	15
12.	AVAILABILITY OF THE MANUAL	15
13.	UPDATING OF THIS MANUAL	15
14.	REVISION RECORD	16

1. INTERPRETATION

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention:

- 1.1. an expression which denotes –
 - 1.1.1. any gender includes the other genders;
 - 1.1.2. a natural person includes a juristic person and vice versa;
 - 1.1.3. the singular includes the plural and vice versa;
- 1.2. The terms set out below shall have the meanings ascribed to them herein, and related expressions shall be interpreted accordingly –
 - 1.2.1. "**Information Officer**" – the designated Information Officer as described in this Manual;
 - 1.2.2. "**Manual**" – this document together with all of its annexures, as amended from time to time, and published in terms of section 51 of PAIA;
 - 1.2.3. "**PAIA**" – Promotion of Access to Information Act 2 of 2000, as amended from time to time including the regulations promulgated in terms of PAIA;
 - 1.2.4. "**POPIA**" – Protection of Personal Information Act 4 of 2013, as amended from time to time including the regulations promulgated in terms of POPIA;
 - 1.2.5. "**POPIA Regulations**" – the regulations relating to the protection of personal information, GG 42110, GNR.1383 of 2018;
 - 1.2.6. "**Regulator**" – the Information Regulator of South Africa established in terms of section 39 of POPIA; and
 - 1.2.7. "**Pather and Pather**" – Pather and Pather Attorneys Inc, a corporate and commercial law firm incorporated in terms of the laws of South Africa.

2. PURPOSE OF PAIA MANUAL

- 2.1. This Manual is published pursuant to section 51 of PAIA which requires organizations to compile a manual as a guide to requesters of information.
- 2.2. This Manual also serves to –
- 2.3. indicate the types of records held by Pather and Pather and the availability of such records from Pather and Pather;
- 2.4. provide the public with a sufficient understanding of how to make a request for access to a record of Pather and Pather, by providing a description of the subjects on which Pather and Pather holds records and the categories of records held on each subject;
- 2.5. provide a description of the records of Pather and Pather which are available in accordance with any other legislation;
- 2.6. provide access to all relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.7. provide a description of the guide on how to use PAIA, as updated by the Regulator;
- 2.8. inform the public as to the personal information Pather and Pather processes, the purposes thereof, the categories of data subjects relating thereto, the recipients or categories of recipients to whom the personal information may be supplied, and whether or not Pather and Pather plans to conduct transborder flows of personal information; and
- 2.9. describe the appropriate security measures implemented by Pather and Pather to ensure the confidentiality, integrity and availability of the personal information which is to be processed. Pather and Pather implements reasonable technical and organizational security measures to protect personal information, including encryption,

firewalls, password protection, physical access controls, and regular staff training on data protection policies. Staff are regularly trained on PAIA and POPIA requirements to ensure compliance with information requests and protection of personal data.

3. CONTACT DETAILS FOR ACCESS TO INFORMATION OF PATHER AND PATHER

3.1. The Information Officer

NAME	CONTACT DETAILS
MR SIVI PATHER	Telephone Number: 082 454 3533
	Email: sivi@patherandpather.co.za

3.2. The Deputy Information Officer

NAME	CONTACT DETAILS
MR EDWARD CHRISTOPHER ABRAHAM	Telephone Number: 083 786 8338
	Email: edward@patherandpather.co.za

3.3. Pather and Pather Head Office (Durban)

PHYSICAL ADDRESS	3 Nollsworth Cres, La Lucia, uMhlanga, 4051
CONTACT DETAILS AND WEBSITE	Telephone Number: 031 304 4212 Email: mail@patherandpather.co.za Website: https://www.patherandpather.co.za/
POSTAL ADDRESS	3 Nollsworth Cres, La Lucia, uMhlanga, 4051

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise

any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages.

4.3. The aforesaid Guide contains the description of-

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.1. the Information Officer of every public body, and

4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

4.3.3. the manner and form of a request for-

4.3.3.1. access to a record of a public body contemplated in section 11³; and

4.3.3.2. access to a record of a private body contemplated in section 50⁴;

4.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

4.3.6.1. an internal appeal;

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

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –"The Minister may, by notice in the Gazette, make regulations regarding-

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

- 4.4.1. upon request to the Information Officer;
- 4.4.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

5. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY PATHER AND PATHER

5.1. Records that are automatically available (*Information applicable under section 52(1)(a) of PAIA*)

5.1.1. Publicly available information about Pather and Pather on Pather and Pather's website including:

- 5.1.1.1. Pather and Pather's Profile
- 5.1.1.2. areas of expertise
- 5.1.1.3. specialist profiles and publications and press releases
- 5.1.1.4. brochures and marketing material
- 5.1.1.5. B-BBEE certificate

5.1.2. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under PAIA. In particular, certain grounds of refusal as set out in PAIA may be applicable to a request for such records. These records include:

5.1.2.1. Financial / accounting records

- 5.1.2.1.1. Annual financial statements
- 5.1.2.1.2. Tax returns
- 5.1.2.1.3. Audit reports conducted for Pather and Pather
- 5.1.2.1.4. Invoices in respect of creditors and debtors of Pather and Pather
- 5.1.2.1.5. Fidelity Fund certificates
- 5.1.2.1.6. Bank facilities and account details
- 5.1.2.1.7. Details of accounting officer or auditors

- 5.1.2.1.8. Formal books of account and other financial statements
- 5.1.2.1.9. Source documents
- 5.1.2.1.10. Banking records

5.1.2.2. Management reports

- 5.1.2.2.1. Company name documents
- 5.1.2.2.2. Company registration documents
- 5.1.2.2.3. Founding statement or Memorandum of Incorporation
- 5.1.2.2.4. Share register and other statutory registers
- 5.1.2.2.5. Minutes of meetings

5.1.2.3. Human Resources records

- 5.1.2.3.1. List of employees
- 5.1.2.3.2. Contracts of employment with employees of Pather and Pather
- 5.1.2.3.3. Personnel records of each employee of Pather and Pather
- 5.1.2.3.4. Disciplinary records
- 5.1.2.3.5. Compensation or redundancy payments
- 5.1.2.3.6. Records relating to conditions of employment
- 5.1.2.3.7. Employment Equity Plan of Pather and Pather
- 5.1.2.3.8. Pension and provident fund records
- 5.1.2.3.9. Employee tax information
- 5.1.2.3.10. Training schedules and manuals
- 5.1.2.3.11. Agreements with clients of Pather and Pather
- 5.1.2.3.12. Files relating to client matters
- 5.1.2.3.13. Payroll records
- 5.1.2.3.14. Internal policies and procedures

5.1.2.4. Client records

- 5.1.2.4.1. Client documentation in terms of Financial Intelligence Centre Act No. 38

of 2001

5.1.2.4.2. Correspondence with clients

5.1.2.4.3. Correspondence with third parties

5.1.2.4.4. Records regarding legal proceedings involving clients at Pather and Pather

5.1.2.4.5. Research conducted on behalf of clients of Pather and Pather

5.1.2.4.6. Other information relating to, or held on behalf of Pather and Pather clients

5.1.2.5. Intellectual property

5.1.2.5.1. Trademarks, copyrights, and designs held by Pather and Pather

5.1.2.5.2. Software licences

5.1.2.5.3. Records relating to domain names

5.1.2.6. Immovable and movable property records

5.1.2.6.1. Agreements for the lease of immovable property by Pather and Pather

5.1.2.6.2. Agreements for the lease or sale of movable property by Pather and Pather

5.1.2.6.3. Records regarding insurance in respect of movable property

5.1.2.6.4. Records regarding insurance in respect of immovable property

5.1.2.6.5. Asset register

5.1.2.7. Information technology

5.1.2.7.1. Records regarding computer systems and programmes held by Pather and Pather

5.1.2.7.2. Precedent database

5.1.2.8. Library information

5.1.2.8.1. Electronic and hard copy publications of books, periodicals, circulars, and legislation

5.1.2.9. Marketing

- 5.1.2.9.1. Website – Pather and Pather’s website address is <https://www.patherandpather.co.za/> and is accessible to anyone who has access to the Internet. The website contains various categories of information relating to the firm, including areas of expertise; legal services; specialist fields; editorials; literature; careers; directors’ résumés and contact details.

5.1.2.10. Marketing materials

- 5.1.2.10.1. Marketing campaign history
- 5.1.2.10.2. Marketing agreements

5.1.2.11. Miscellaneous

- 5.1.2.11.1. Security agreements, guarantees and indemnities
- 5.1.2.11.2. Internal correspondence
- 5.1.2.11.3. Suretyship agreements
- 5.1.2.11.4. Correspondence with the Legal Practice Council
- 5.1.2.11.5. Agreements with suppliers of Pather and Pather
- 5.1.2.11.6. Correspondence of Pather and Pather, including internal and external memoranda

5.1.2.12. Records held by Pather and Pather in accordance with other legislation

- 5.1.2.12.1. Pather and Pather is required in accordance with legislation to retain certain records. We hold records for the purposes of PAIA in accordance with the following legislation, among others –
- 5.1.2.12.2. Basic Conditions of Employment Act 75 of 1997;
- 5.1.2.12.3. Broad-Based Black Economic Empowerment Act 53 of 2003;
- 5.1.2.12.4. Companies Act 71 of 2008;
- 5.1.2.12.5. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 5.1.2.12.6. Electronic Communications and Transaction Act 25 of 2002;
- 5.1.2.12.7. Employment Equity Act 55 of 1998;

- 5.1.2.12.8. Financial Intelligence Centre Act 38 of 2001;
- 5.1.2.12.9. Income Tax Act 58 of 1962;
- 5.1.2.12.10. Labour Relations Act 66 of 1995;
- 5.1.2.12.11. Legal Practice Act 28 of 2014;
- 5.1.2.12.12. Occupational Health and Safety Act 85 of 1993;
- 5.1.2.12.13. Pension Funds Act 24 of 1956;
- 5.1.2.12.14. Skills Development Levies Act 9 of 1999;
- 5.1.2.12.15. Skills Development Act 9 of 1999;
- 5.1.2.12.16. Unemployment Insurance Act 63 of 2001; and
- 5.1.2.12.17. Value Added Tax Act 89 of 1991.

6. HOW TO REQUEST ACCESS TO A RECORD

- 6.1. To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the addresses provided in paragraph 3.1 and 3.2.
- 6.2. For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**.
- 6.3. The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 6.4. If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable

satisfaction of the Information Officer.

- 6.5. PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

7. PAYMENT OF FEES

- 7.1. PAIA provides for two types of fees, namely –
- 7.1.2. a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and
 - 7.1.3. an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 7.2. Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- 7.3. If the search for and preparation for disclosure of the record has been made, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Pather and Pather will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 7.4. Pather and Pather may withhold a record until the requester has paid the fees as indicated in **Annexure C**.
- 7.5. A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

- 7.6. In terms of POPIA, a data subject has the right to request Pather and Pather to confirm, free of charge, whether or it holds personal information about the data subject and request from Pather and Pather the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 7.7. POPIA further provides that where the data subject is required to pay a fee for services provided to them, Pather and Pather must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

8. APPLICABLE TIME-PERIODS

- 8.1. Pather and Pather will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 8.2. The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Pather and Pather or the records are not located at Pather and Pather's offices.

9. OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

- 9.1. Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a Court against the refusal of the request.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 10.1. In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –

- 10.1.1. protection of privacy to a third party who is a natural person;

- 10.1.2. protection of the commercial information of a third party;
 - 10.1.3. protection of certain confidential information of a third person;
 - 10.1.4. protection of the safety of individuals and the protection of property;
 - 10.1.5. protection of records privileged from production and legal proceedings;
 - 10.1.6. the commercial information and activities of Pather and Pather;
 - 10.1.7. the protection of research information of a third party; and
 - 10.1.8. any other ground legally available on which to refuse access to the information requested.
- 10.2. Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated in terms of section 70 of PAIA.
- 10.3. Records are retained in accordance with applicable legislation and internal policies. Specific retention periods vary depending on the nature of the record.

11. REMEDIES FOR REFUSAL

- 11.1. Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief. Internal appeal procedures are not applicable to private bodies. A requester may lodge an application with a court should a request for access be refused.

12. AVAILABILITY OF THE MANUAL

- 12.1. This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Pather and Pather as contained in paragraph 3.2. The electronic version of this manual is available on Pather and Pathers' website.

13. UPDATING OF THIS MANUAL

- 13.1. This manual will be reviewed and updated, if necessary, on a periodic basis.

14. REVISION RECORD

Version Number	Inception /Review Date	Status/Change (eg Regulatory Development, Original, Annual Review)	Change Description
1	1 March 2024	Annual Review	
2	10 June 2025	Annual Review	
3			

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

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

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

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

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

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

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

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

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

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

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	

Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE B

FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013
(ACT NO. 4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or	

Signed at _____ this _____ day of _____ 20____

Signature of Data subject (applicant)

FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR
DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS**

OF

**SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF
2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 3(2)]

Note:

*Affidavits or other documentary evidence in support of the request must be attached.
If the space provided for in this Form is inadequate, submit information as an Annexure to
this Form and sign each page.*

Reference Number.....

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject
which is in possession or under the control of the responsible party.

☐

Destroying or deletion of a record of personal information about the data
subject which is in possession or under the control of the responsible party
and who is no longer authorised to retain the record of information.

A	DETAILS OF DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
Name of public or private body (if the responsible party is not a natural person):	
Business address:	
Contact number(s):	
FAX number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT / *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

*Delete whichever is not applicable

Signed at _____ this _____ day of _____ 20____

Signature of Data subject

ANNEXURE C

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
--	--

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
--	--

Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive(<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive • To be provided by requestor	R40.00		
(ii) Compact disc • If provided by requestor	R40.00		

• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will		
Copy of visual images	depend on the quotation of the service provider		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

☐ Yes

☐ No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
-----------------	--	--	--

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference number: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

Information officer

Issued by

SIVI PATHER

(Chairman)