



LOOM Property Insights (Pty) Ltd
Registration Number
2020/780782/07

Access to Information Manual

We respect your right of access to information. This document will help you exercise that right as required by section 51 of the Promotion to Access of Information Act 2 of 2000 (PAIA).

Callouts like this are a summary of our manual and contain the most important and relevant points for you. They are here to help you understand it, but please read the full manual.

Contents

1.	Introduction	3
2.	Our Company's details	3
3.	Further guidance	3
4.	Records we hold to comply with law	4
	Company records	5
	Business records	5
	Financial records	6
	Insurance records	6
	Income tax and Statutory Contribution records	7
	Personnel records	7
	Policies and directives	8
	Agreements or contracts	9
	Regulatory and Compliance documents	9
	Published information	10
	Customer information	10
	Reference materials	10
5.	How to request access	11
6.	Grounds for refusal	11
7.	How we will give you access	11
8.	How much it will cost you	12
9.	How we process and protect personal information	12
	Categories of people	12
	Purposes	12
	Categories of personal information	12
	Third-party disclosures	13
	Cross-border transfers	13
	Security	13
	Data subject requests	13
10.	Remedies	13
11.	Availability of this Manual	14
12.	Updates to this Manual	14
	SECTION 23 POPIA REQUEST FORM	15
	PAIA FORM02 ACCESS TO REQUEST FORM	16
	FORM03	20

1. Introduction

We are LOOM PROPERTY INSIGHTS, and this is our 'Access to Information Manual'. Its purpose is to help you access our information and any other information that we have. PAIA requires us to make it available to you so that you:

- know what types of information we have; and
- can request access to it.

This manual exists to tell you what information we have and help you get access to it.

2. Our Company's details

2.1. Our details are as follows:

LOOM PROPERTY INSIGHTS PROPRIETARY LIMITED	
Registration Number:	2020/780782/07
Registered Address:	Bendehuis, 5 Hazelwood Street, Hazelwood, Pretoria, 0081.
Postal Address:	P.O. Box 3695, Northcliff, 2115
Telephone:	011 516-5500
Email:	support@loom.co.za
Directors:	Rossouw, Jacques
	Botha, Rudi
	Rubi, Alan
	Schutte, Machiel Andries
	Jordaan, Daneel
	Le Roux, Jan
	Clarke, Anthony
	Dyer, Rhys
	Golding, Mark
	Bruyns, Charl (Alternate Director)

2.2. We have appointed the following information officers for the LOOM PROPERTY INSIGHTS -

Information Officer	Ms. Lydia Govender
Deputy Information Officer	Mr. Jacques Rossouw
Business Address	Bendehuis, 5 Hazelwood Street, Hazelwood, Pretoria, 0081.
Postal	P.O. Box 3695, Northcliff, 2115
Contact details	(011) 516 5500 lydia@loom.co.za
Email Address	support@loom.co.za
Head of the Company (where applicable)	Mr. Jacques Rossouw

These are all our details, but please rather contact us by email at support@loom.co.za whenever possible.

3. Further guidance

3.1. Requesters are referred to the 'Guide' compiled by the Information Regulator, which is available in a range of official languages and contains information for the purposes of exercising constitutional

rights. Please contact the Information Regulator or visit their website for more information on how you can get access to information under PAIA, and to access the Guide.

3.2. The contact details of the Information Regulator are:

- **Postal address:** P.O Box 3153, Braamfontein, Johannesburg, 2017
- **Physical address:** Woodmead North Office Park, Maxwell Drive, Woodmead, Johannesburg, 2191
- **Phone number:** 010 023 5200
- **Website:** www.inforegulator.org.za
- General e-mail: enquiries@inforegulator.org.za
- PAIA Complaints email: PAIAComplaints@inforegulator.org.za
- POPIA Complaints email: POPIAComplaints@inforegulator.org.za

For further guidance on how you can get access to information, please visit:
<https://www.inforegulator.org.za>

4. Records we hold to comply with law

4.1. We hold the following subjects and categories of records:

- **Company records;**
- **Business records;**
- **Financial records;**
- **Insurance records;**
- **Personnel records;**
- **Policies and directives;**
- **Agreements or contracts;**
- **Regulatory documents;**
- **Published information;**
- **Customer information;** and
- **Reference materials.**

4.2. For purposes of PAIA, the Company holds records across various subjects and categories in electronic and/or physical form, which are created and retained in compliance with applicable South African legislation, some of which are automatically available and others accessible only upon request in accordance with this Manual.

4.3. Please note that records that are 'not automatically available,' must be requested using the process outlined in the 'How to request access' section of this manual. We have not published any notices under Section 52 of PAIA. This means that, aside from records automatically available through legislation or voluntarily disclosed in this manual, access to our records will only be granted in accordance with the procedures outlined in this manual.

We hold various subjects and categories of records in electronic or physical form that are available automatically or in other ways.

4.4. The following legislation applies across multiple categories of records, depending on the nature, purpose and content of the record:

- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Prevention of Organised Crime Act 121 of 1998
- Prevention of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- Prevention & Combating of Corrupt Activities Act 12 of 2004

- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protected Disclosures Act 26 of 2000
- Prescription Act 18 of 1943

4.5. These Acts are therefore read together with the category-specific legislation listed below.

4.5.1. Company records

Company records are all our records related to the incorporation and administration of our company. Some of them are available from the Companies and Intellectual Property Commission ("CIPC").

Type of Record	Availability	Applicable Legislation
Memorandum of Incorporation	Automatically available from CIPC	Companies Act 71 of 2008; Companies Act 61 of 1973 (legacy)
Directors' names	Automatically available from CIPC	Companies Act 71 of 2008
Documents of incorporation	Automatically available from CIPC	Companies Act 71 of 2008
Minutes of board of directors' meetings	Not automatically available	Companies Act 71 of 2008; Protection of Personal Information Act ("POPIA") 4 of 2013; Promotion of Access to Information Act ("PAIA") 2 of 2000
Written resolutions	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Records relating to appointment of directors, auditors, company secretary, public officer or other officers	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Share register and other statutory registers	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
BBBEE certificates and verification records	Not automatically available	Broad Based Black Economic Empowerment Act 53 of 2003; PAIA 2 of 2000

Company records include our memorandum of incorporation and directors' names.

4.5.2. Business records

Business records include documents that have economic, commercial or operational value to the business.

Type of Record	Availability	Applicable Legislation
Operational records	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Databases and systems	Not automatically available	POPIA 4 of 2013; PAIA 2 of 2000; ECTA 25 of 2002; Regulation of Interception of Communications Act ("RICA") 70 of 2002

Published works	Not automatically available	Copyright Act 98 of 1978; Intellectual Property Laws Amendment Acts 38 of 1997 & 28 of 2013
Internal correspondence	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Product and service records	Not automatically available	Consumer Protection Act 68 of 2008; Competition Act 89 of 1998; PAIA 2 of 2000

4.5.3. Financial records

Financial records relate to the financial affairs, accounting and banking activities of the Company.

Type of Record	Availability	Applicable Legislation
Financial statements	Not automatically available (NDA may be required)	Companies Act 71 of 2008; PAIA 2 of 2000
Tax returns	Not automatically available	Income Tax Act 58 of 1962; Tax Administration Act 28 of 2011; PAIA 2 of 2000
VAT records	Not automatically available	Value Added Tax Act 89 of 1991; PAIA 2 of 2000
Other taxation documents	Not automatically available	Tax Administration Act 28 of 2011; PAIA 2 of 2000
Accounting records	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Auditor reports	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Banking and payment records	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Banking details	Automatically available on request	Companies Act 71 of 2008; PAIA 2 of 2000
Asset register	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Invoices	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Financial agreements	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000

Financial records include our financial statements and banking details.

4.5.4. Insurance records

Insurance records are all our records related to our insurable assets.

Type of Record	Availability	Applicable Legislation
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Insurance policies covering company-owned assets	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Records of insurance claims relating to company assets	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Registers of insured movable and immovable assets	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Public liability and business insurance policies	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000

4.5.5. Income tax and Statutory Contribution records

Income tax records are all our records related to our income tax obligations.

Type of Record	Availability	Applicable Legislation
PAYE records	Not automatically available	Income Tax Act 58 of 1962; Tax Administration Act 28 of 2011; PAIA 2 of 2000; POPIA 4 of 2013
UIF records	Not automatically available	Unemployment Insurance Act 63 of 2001; Unemployment Insurance Contributions Act 4 of 2002; PAIA 2 of 2000
Skills Development Levy records	Not automatically available	Skills Development Act 97 of 1998; Skills Development Levies Act 9 of 1999; PAIA 2 of 2000
Workmen's Compensation records	Not automatically available	Compensation for Occupational Injuries and Disease Act ("COIDA") 130 of 1993; PAIA 2 of 2000

4.5.6. Personnel records

Personnel records are all our records about anyone who works for us, provides services to us, or provides services on our behalf and who receives or is entitled to receive remuneration, including our employees, contractors, and other personnel.

Type of Record	Availability	Applicable Legislation
Employee records and personal information	Not automatically available	PAIA 2 of 2000; POPIA 4 of 2013
Employment contracts and conditions of service	Not automatically available	Labour Relations Act 66 of 1995; Basic Conditions of Employment Act ("BCEA") 75 of 1997; PAIA 2 of 2000
Employment applications, appointment letters and CVs	Not automatically available	Labour Relations Act 66 of 1995; BCEA; PAIA 2 of 2000; POPIA 4 of 2013
Salaries, remuneration and payroll records	Not automatically available	BCEA 75 of 1997; Income Tax Act 58 of 1962; Tax Administration Act 28 of 2011;

		PAIA 2 of 2000; POPIA 4 of 2013
Leave, attendance and time-keeping records	Not automatically available	BCEA 75 of 1997; PAIA 2 of 2000
UIF contribution records	Not automatically available	Unemployment Insurance Act 63 of 2001; Unemployment Insurance Contributions Act 4 of 2002; PAIA 2 of 2000
Skills Development and training records	Not automatically available	Skills Development Act 97 of 1998; Skills Development Levies Act 9 of 1999; PAIA 2 of 2000
Employment Equity Plans and reports	Not automatically available	Employment Equity Act 55 of 1998; PAIA 2 of 2000; POPIA 4 of 2013
Health and safety records	Not automatically available	Occupational Health and Safety Act 85 of 1993; COIDA 130 of 1993; PAIA 2 of 2000
Disciplinary and performance records	Not automatically available	Labour Relations Act 66 of 1995; PAIA 2 of 2000
Training materials and internally developed manuals	Not automatically available	Copyright Act 98 of 1978; Intellectual Property Laws Amendment Acts 38 of 1997 and 28 of 2013; PAIA 2 of 2000
Whistleblowing and disclosures	Not automatically available	Protected Disclosures Act 26 of 2000; PAIA 2 of 2000
FICA-related personnel records (where employees perform accountable-institution functions)	Not automatically available	Financial Intelligence Centre Act 38 of 2001; POPIA; PAIA
Equality, discrimination and harassment complaints	Not automatically available	Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000; PAIA 2 of 2000
Personnel records relating to fraud, corruption or misconduct	Not automatically available	Prevention & Combating of Corrupt Activities Act 12 of 2004; Prevention of Organised Crime Act 121 of 1998; PAIA 2 of 2000
Records required for record-keeping and retention	Not automatically available	Companies Act 71 of 2008; Companies Act 61 of 1973 (legacy); Prescription Act 18 of 1943; PAIA 2 of 2000

Personnel records include records about our employees and contractors.

4.5.7. Policies and directives

Policies and directives include both internal and external documents.

Type of Record	Availability	Applicable Legislation
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Internal relating to employees and the company	Not automatically available	Labour Relations Act 66 of 1995; BCEA 75 of 1997; Employment Equity Act 55 of 1998; PAIA 2 of 2000
External relating to clients and other third parties	Not automatically available	POPIA 4 of 2013; PAIA 2 of 2000; Consumer Protection Act 68 of
Information technology systems and documents	Not automatically available	POPIA 4 of 2013; ECTA 25 of 2002; RICA 70 of 2002; PAIA 2 of 2000
Whistleblowing, ethics and anti-corruption policies	Not automatically available	Protected Disclosures Act 26 of 2000; Prevention & Combating of Corrupt Activities Act 12 of 2004; PAIA 2 of 2000
Equality, transformation and diversity policies	Not automatically available	Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000; Broad-Based Black Economic Empowerment Act 53 of 2003; PAIA

4.5.8. Agreements or contracts

Agreements or contracts include the documents themselves and all related documents.

Type of Record	Availability	Applicable Legislation
Standard agreements	Not automatically available	Consumer Protection Act 68 of 2008; Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013
Supplier and service contracts	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
NDA's and MOUs	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000; POPIA 4 of 2013

4.5.9. Regulatory and Compliance documents

Regulatory documents include any documents required to comply with any laws.

Type of Record	Availability	Applicable Legislation
Licences and permits	Not automatically available	Applicable sector legislation; PAIA 2 of 2000
FICA compliance and KYC records	Not automatically available	Financial Intelligence Centre Act 38 of 2001; POPIA 4 of 2013; PAIA 2 of 2000
Regulatory approvals, authorities and registrations	Not automatically available	Applicable sector legislation; PAIA 2 of 2000
Anti-corruption and ethics records	Not automatically available	Prevention & Combating of Corrupt Activities Act 12 of 2004; PAIA 2 of 2000

Complaints and regulatory correspondence	Not automatically available	PAIA 2 of 2000; applicable sector legislation
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4.5.10. Published information

Published information includes any document that we prepare and produce.

Type of Record	Availability	Applicable Legislation
Brochures and newsletters	Automatically available on request	Consumer Protection Act 68 of 2008
External newsletters and circulars	Automatically available	Companies Act 71 of 2008
Website information	Automatically available	Electronic Communications and Transactions Act 25 of 2002
Internal newsletters	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Third-party published information	Not automatically available	Copyright Act 98 of 1978; PAIA 2 of 2000

4.5.11. Customer information

Customer information includes any information about anyone that we provide goods or services to, including our customers, leads, or prospects. It also includes property reports we generate for customers and property-related content (such as photographs) that customers upload to our Website under clause 11.2.7 of our Website Terms of Conditions.

Type of Record	Availability	Applicable Legislation
Customer personal and contact details	Not automatically available	POPIA 4 of 2013; PAIA 2 of 2000; FICA 38 of 2001
Customer communications	Not automatically available	POPIA 4 of 2013; PAIA 2 of 2000
Transactional records	Not automatically available	Companies Act 71 of 2008; PAIA 2 of 2000
Marketing records	Not automatically available	POPIA 4 of 2013; Consumer Protection Act 68 of 2008; PAIA 2 of 2000
Property photographs and other property-related content uploaded by users	Not automatically available	Copyright Act 98 of 1978; POPIA 4 of 2013; ECTA 25 of 2002; PAIA 2 of 2000
Property reports (including supporting data used for property and financial assessment)	Not automatically available	POPIA 4 of 2013; PAIA 2 of 2000; ECTA 25 of 2002

4.5.12. Reference materials

Reference materials include any sources of information that we contribute to.

Type of Record	Availability	Applicable Legislation
Books	Not automatically available	Copyright Act 98 of 1978
Journals and newsletters	Not automatically available	Copyright Act 98 of 1978
Magazines	Not automatically available	Copyright Act 98 of 1978
Newspaper articles	Not automatically available	Copyright Act 98 of 1978

5. How to request access

5.1. We have authorised and designated our information officer to deal with all matters relating to PAIA in order to comply with our obligations in terms of PAIA. To request access to a record for LOOM PROPERTY INSIGHTS PROPRIETARY LIMITED, a private company, please complete Form 2 which is available from

- The Information Regulator website at <https://info regulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

5.2. Please submit the completed form to our information officer together with the relevant request fee (details here:) at our information officer's email address, our physical address, or by fax in terms of our details provided above. Please ensure that the completed form:

- has enough information for the information officer to identify you, the requested records, and which form of access you require;
- specifies your email address, or postal address;
- describes the right that you seek to exercise or protect;
- explains why you need the requested record to exercise or protect that right;
- provides any other way you would like to be informed of our decision other than in writing; and
- provides proof of the capacity in which you are making the request if you are making it on behalf of someone else (we will decide whether this proof is satisfactory).

5.3. If you do not use the standard form we may:

- reject the request due to lack of procedural compliance;
- refuse it if you do not provide sufficient information; or
- delay it.

You may request information by completing a request for access form and submitting it to our information officer together with a request fee.

6. Grounds for refusal

6.1. We may have to refuse you access to certain records in terms of PAIA to protect:

- someone else's privacy;
- another company's commercial information;
- someone else's confidential information;
- the safety of individuals and property;
- records privileged from production in legal proceedings; or
- research information.

6.2. We will notify you in writing whether your request has been approved or denied within 30 calendar days after we have received a completed request for access form. If we cannot find any requested record or it does not exist, then we will notify you by way of affidavit that it is not possible to give access to that particular record.

We may have to refuse you access to a record to protect others.

7. How we will give you access

We will evaluate and consider all requests to us in terms of PAIA. If we approve your request for access to our records, then we will decide how to provide access to you – unless you have asked for access in a

specific form. Publication of this manual does not give rise to any rights to access information records, except in terms of PAIA.

8. How much it will cost you

You must pay us a request fee as required by law when submitting a request for access to information. Please refer to 'Form 03: Outcome of request and of fees payable [Regulation 8]' which is available on the website of the Information Regulator at www.inforegulator.org.za under the section 'PAIA /Forms'. You must pay us the fees before we will hand over any information. You may have to pay a further access fee if we grant the request for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

9. How we process and protect personal information

We process the personal information of various categories of people for various purposes as set out in this clause.

9.1. Categories of people

We process the personal information of the following categories of people:

- customers or clients;
- prospects or leads;
- employees;
- recruiters and medical practitioners providing services related to employees;
- contractors, vendors, or suppliers;
- children and their guardians;
- debtors and creditors;
- dealers; and
- directors and shareholders.

9.2. Purposes

We process the personal information to:

- provide our goods or supply our services;
- better understand our data subjects' needs when doing so;
- keep our data subject records up-to-date;
- manage employees in general;
- manage supplier contracts in general;
- manage dealer relationships in general;
- manage customers in general;
- manage customer credit in general;
- market to customers in various countries;
- educate children in general;
- enforce debts;
- market goods and services to prospects;
- run promotional competitions for businesses;
- generate accurate property reports and supporting financial assessments for customers;
- process customer requests or complaints; and
- process personal information of employees for forensic purposes.

9.3. Categories of personal information

We process many different categories of personal information, including:

- contact details, such as phone numbers, physical and postal addresses, and email addresses;
- personal details, such as names and ages;
- demographic details, such as races and age groups;
- health information;
- biometric information;
- account numbers;
- background information;
- contract information;
- credit information;
- market intelligence information;
- learner information; and
- debt and debtor information.

9.4. Third-party disclosures

We give the following people personal information that we process in the ordinary course of business to fulfil our obligations to our customers or clients:

- law enforcement or regulatory bodies, attorneys, originators, financial institutions;
- contractors, vendors, or suppliers;
- agents, distributors, or other resellers;
- operators, other responsible parties, or co-responsible parties; and
- third party vendors (such as software developers) to help us maintain our services.

9.5. Cross-border transfers

We send personal information outside of South Africa to various countries. We will only transfer data to other countries who have similar privacy laws to South Africa's, or recipients who can guarantee the protection of personal information to the same standard we must protect it.

9.6. Security

We implement reasonable technical and organisational measures to safeguard the security, confidentiality, integrity and availability of personal information, including secure system hosting, access controls, restricted employee access, data retention controls, and procedures to support business continuity and respond to security incidents. These measures are applied in accordance with applicable data protection laws, and further detail regarding such security safeguards is set out in our Privacy Policy, which is available on the Company's website or upon request.

We do our best to keep all data in our possession secure and up-to-date.

9.7. Data subject requests

A data subject has the right to:

- Request what personal information the company holds about them and the purpose for which it is being processed.
- Be informed of how their personal information is being processed, kept and how to keep it up to date

We give effect to data subjects rights.

10. Remedies

If your request for access is denied, you may:

- apply to a court with appropriate jurisdiction, or

- lodge a complaint with the Information Regulator, for the necessary relief.

11. Availability of this Manual

This manual is available in English and will be available on our website, and at our company offices. The manual is also electronically available on our website at: <https://www.loom.co.za/>

12. Updates to this Manual

This manual will be updated whenever we make material changes to the current information.



SECTION 23 POPIA REQUEST FORM

Request for Access to Personal Information

In terms of Section 23 of the Protection of Personal Information Act, 4 of 2013 ("POPIA")

1. Requester Details (Data Subject)

Full Name	
ID/Passport Number	
Contact Number	
Email Address	
Postal Address	

2. Proof of Identity

(Attach a certified copy of your identity document/passport to verify your identity.)

3. Nature of the Request

(Please tick the appropriate box and provide details where necessary)

- ☐ I request confirmation as to whether the organisation holds personal information about me.
- ☐ I request access to a record or description of the personal information held about me.
- ☐ I request information about the categories of third parties who have, or have had, access to my personal information.

4. Description of the Personal Information Requested

(Provide sufficient detail to enable the responsible party to locate the record/information.)

5. Preferred Method of Access

- ☐ Email
- ☐ Printed copy (collection/post)
- ☐ Other (please specify): _____

6. Declaration

I declare that the information provided in this request is accurate and that I am entitled to request access to the personal information under section 23 of POPIA. I understand that the responsible party may request additional information to verify my identity and may charge a reasonable fee *(if applicable)* as prescribed.

Signature: _____

Date: _____

7. For Office Use Only

Date Received	
Reference Number	
Identity Verified	
Date Responded	
Outcome	

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		
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises 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

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.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive(including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

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

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

☐

Yes

☐

No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the following Bank account:

Name of Bank: _____
Name of account holder: _____
Type of account: _____
Account number: _____
Branch Code: _____
Reference Nr: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer