

PAIA manual prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

1 About TLT South Africa

- 1.1 TLT Resourcing Limited South Africa (**TLT South Africa**) operates as part of the global TLT network under which the members of TLT LLP and their affiliated undertakings provide services to clients that combines legal, human resources (HR), regulatory, technology, data, and commercial expertise.
- 1.2 TLT serves clients across multiple sectors including digital technology, financial services, future energy, government and public services, real estate, retail and consumer goods, and leisure, food and drink sectors.

2 List of Definitions, Acronyms and Abbreviations

B-BBEE	means Broad-Based Black Economic Empowerment as contemplated in the Broad-Based Black Economic Empowerment Act 53 of 2003
Data Subject	means the person to whom Personal Information relates, as defined in POPIA
FICA	means the Financial Intelligence Centre Act 38 of 2001
Guide	means the guide on how to use PAIA published by the Information Regulator in terms of section 10(1) of PAIA
Information Officer	means the Information Officer of TLT South Africa
Information Regulator or Regulator	means the Information Regulator of South Africa appointed in terms of section 39 of POPIA;
LPC	means the Legal Practice Council established in terms of the Legal Practice Act 28 of 2014
Manual or PAIA Manual	means this document, including all annexures attached thereto
PAIA	means the Promotion of Access to Information Act No. 2 of 2000 (as amended)
Personal Information	means information relating to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person, as defined in POPIA
Personal Requester	means a requester seeking access to a Record containing Personal Information about the requester
POPIA	means the Protection of Personal Information Act No. 4 of 2013

Process, Processes, or Processing	means any operation or activity, whether automated or not, concerning Personal Information, including the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, restriction, degradation, erasure or destruction of Personal Information, as defined in POPIA
Record	means any recorded information regardless of form or medium, as defined in PAIA
Republic or South Africa	means the Republic of South Africa
Requester	means any person making a request for access to a Record of TLT South Africa, and includes any person acting on behalf of such person
TLT	means TLT LLP, a limited liability partnership registered in England and Wales, and TLT NI LLP, a limited liability partnership registered in Northern Ireland; together with their respective subsidiaries, affiliates, and any other partnerships, entities, or practices authorised to use the name "TLT", as the context may require
TLT South Africa	means TLT Resourcing Limited South Africa.

3 TLT South Africa's Contact Details and Information Officer

3.1 TLT South Africa's Address

Physical Address	Office Building 4 Riverlands, 51 Gogosoa Street, Observatory, Western Cape, 7935
Postal Address	One Redcliff Street, Bristol, United Kingdom, BS1 6TP
Information Officer	Megan.Alberts@TLT.com

3.1.1 The Information Officer serves as the designated person to whom all requests for access to information must be made. This role covers requests under both PAIA and POPIA.

3.1.2 TLT South Africa's Information Officer's details are as follows:

Name	Megan Alberts, Legal and Operations Lead
Telephone	+27(0)718799224
Email	Megan.Alberts@TLT.com

4 Purpose of this Manual and Regulatory Framework

This Manual operates within the framework of PAIA and POPIA, and has been compiled in accordance with section 51 of PAIA to:

- 4.1 facilitate access to Records held by TLT South Africa;
- 4.2 outline the procedures to be followed when requesting access to information;
- 4.3 detail the types of Records available;
- 4.4 explain how Personal Information is Processed in terms of POPIA; and
- 4.5 provide guidance on the rights of Data Subjects and Requesters.

5 Guide on How to Use PAIA

5.1 The Information Regulator has published and updated the Guide in terms of section 10(1) of PAIA which sets out how to exercise one's rights under PAIA.

5.2 The Guide is available in all official languages and in braille, and includes information on:

- 5.2.1 the objects of PAIA and POPIA;
- 5.2.2 the contact details of Information Officers of public and private bodies;
- 5.2.3 the manner and form of requests for access to Records;
- 5.2.4 the assistance available from Information Officers and the Information Regulator;
- 5.2.5 legal remedies such as internal appeals, complaints to the Information Regulator, and court applications;
- 5.2.6 the requirements for compiling manuals and the applicable access procedures;
- 5.2.7 voluntary disclosure provisions; and
- 5.2.8 applicable fee notices and regulations.

5.3 The Guide can be obtained in the following ways:

- 5.3.1 Inspection and Copying – The Guide can be inspected or copied from the offices of public and private bodies during normal working hours.
- 5.3.2 Request Using Form 1 – The Guide is available upon request from the Information Officer using the prescribed Form 1, which is annexed to this Manual marked Appendix B. Form 1 can also be accessed on the Information Regulator's website via the following link:
<https://infoeregulator.org.za/paia-forms/>
- 5.3.3 Information Regulator Website – The Guide is available on the Information Regulator's website at <https://infoeregulator.org.za/>.
- 5.3.4 Inspection at TLT South Africa – A copy of the Guide is available in English for public inspection at TLT South Africa's registered address during normal office hours.

5.4 Any queries regarding the Guide must be directed to the Information Regulator using the contact details provided below.

5.5 Information Regulator's Contact Details:

Physical Address	Woodmead North Office Park, 54 Maxwell Drive Woodmead, Johannesburg 2191.
Postal Address	PO Box 31533, Braamfontein, Johannesburg 2017
Website	https://infoeregulator.org.za/
Email Address	POPIA complaints: POPIAComplaints@infoeregulator.org.za
	PAIA complaints: PAIAComplaints@infoeregulator.org.za
	General enquiries: enquiries@infoeregulator.org.za

6 Records Available without a Person Having to Request Access

6.1 This section sets out the categories of Records held by TLT South Africa that are available to the public without the need to submit a formal request for access in terms of PAIA. These Records are made available in the ordinary course of business or are publicly accessible through various means.

6.2 The following categories of information are accessible without a PAIA request:

Category	Description	Access Method
Website Information	<ul style="list-style-type: none"> • TLT South Africa's profile and business description • Areas of legal expertise and practice areas • Lawyer and specialist profiles • News and publications • Press releases • Terms of business and engagement letters 	Website
Marketing and Business Development Materials	<ul style="list-style-type: none"> • Brochures and marketing materials • Practice area guides and legal updates • Event invitations and seminar materials 	Website and physical copies available from Information Officer

Regulatory and Compliance Information	<ul style="list-style-type: none"> • B-BBEE certificate • LPC registration details • Professional indemnity insurance certificate 	Available upon request from Information Officer
Corporate Information	<ul style="list-style-type: none"> • Company registration details • Registered office address • Information Officer contact details (as set out in Section 3.1 above) 	CIPC Records and TLT South Africa office
Standard Legal Documents	<ul style="list-style-type: none"> • Privacy policy and data protection notices • Terms of use for website and digital services • Cookie policy 	Website

6.3 Access to Publicly Available Records

- 6.3.1 Website Access: Records marked as available on the website may be accessed at www.tlt.com.
- 6.3.2 Physical Copies: Copies of publicly available Records may also be requested from the Information Officer. Certain prescribed reproduction fees may apply for physical copies. The prescribed fees are set out in the table attached to this Manual, marked Appendix C.
- 6.3.3 Office Inspection: Publicly available Records may be inspected at TLT South Africa's registered office during normal business hours.

- 6.4 TLT South Africa does not maintain a separate notice of Records automatically available to Requesters beyond those listed in this section.

7 Records Available in terms of Other Legislation

- 7.1 This section sets out the categories of Records that TLT South Africa maintains in terms of other legislation. These Records are held to comply with various statutory requirements and may be available for access subject to the provisions of the relevant legislation and any applicable grounds for refusal under PAIA.
- 7.2 Records maintained by TLT South Africa in terms of other legislation include but are not limited to the following:

Legislation	Types of Records
Basic Conditions of Employment Act 75 of 1997	<ul style="list-style-type: none"> • Employment contracts • Working time Records • Leave Records • Wage and salary Records

Broad-Based Black Economic Empowerment Act 53 of 2003	<ul style="list-style-type: none"> • B-BBEE certificates • Transformation plans • Procurement Records
Compensation for Occupational Injuries and Diseases Act 130 of 1993	<ul style="list-style-type: none"> • Injury reports • Compensation claims • Safety Records
Electronic Communications and Transactions Act 25 of 2002	<ul style="list-style-type: none"> • Electronic transaction Records • Digital signatures • Cybersecurity policies
Employment Equity Act 55 of 1998	<ul style="list-style-type: none"> • Employment equity plans • Workforce analysis • Skills development Records
Financial Intelligence Centre Act 38 of 2001	<ul style="list-style-type: none"> • Client identification Records • Suspicious transaction reports • Compliance monitoring Records
Income Tax Act 58 of 1962	<ul style="list-style-type: none"> • Tax returns • PAYE Records • Provisional tax documentation • Supporting financial Records
Labour Relations Act 66 of 1995	<ul style="list-style-type: none"> • Disciplinary Records • Grievance procedures • Collective bargaining agreements
Legal Practice Act 28 of 2014	<ul style="list-style-type: none"> • LPC registration • Trust account Records • Professional conduct Records
Occupational Health and Safety Act 85 of 1993	<ul style="list-style-type: none"> • Health and safety policies • Incident reports • Training Records

Pension Funds Act 24 of 1956	<ul style="list-style-type: none"> • Pension fund agreements • Member Records • Actuarial reports
Promotion of Access to Information Act 2 of 2000	<ul style="list-style-type: none"> • PAIA Manual • Access request Records • Disclosure logs
Protection of Personal Information Act 4 of 2013	<ul style="list-style-type: none"> • Privacy policies • Data Processing Records • Consent documentation • Breach reports
Skills Development Act 97 of 1998	<ul style="list-style-type: none"> • Skills development plans • Training Records • SETA submissions
Unemployment Insurance Contributions Act 4 of 2002	<ul style="list-style-type: none"> • UIF contribution Records • Employee declarations
Unemployment Insurance Act 30 of 1996	<ul style="list-style-type: none"> • UIF claims • Benefit payments • Employment termination Records
Value Added Tax Act 89 of 1991	<ul style="list-style-type: none"> • VAT returns • Input and output tax Records • VAT registration documentation

7.3 Some of the legislation listed above may provide specific access rights to certain categories of Requesters. Where such rights exist, they operate independently of PAIA, and may have different procedures and requirements.

7.4 Records maintained under other legislation may also be accessible through PAIA procedures, subject to any applicable grounds for refusal and the specific provisions of the relevant legislation. Certain regulatory bodies may have direct access rights to specific categories of Records under their respective legislation.

8 Subjects and Categories of Records held by TLT South Africa

This section sets out the subjects and categories of Records held by TLT South Africa.

Important Note: *The inclusion of any subject or category of Records should not be taken as an indication that Records falling within those subjects and/or categories will*

be made available under PAIA. In particular, certain grounds of refusal set out in PAIA may be applicable to a request for such Records.

Category	Types of Records
Incorporation and Constitutional Documents	<ul style="list-style-type: none"> Partnership agreement or constitutional documents of TLT South Africa List of partners/directors of TLT South Africa
Financial Records	<ul style="list-style-type: none"> Accounting Records, books and documents of TLT South Africa Interim and annual financial reports of TLT South Africa Details of auditors of TLT South Africa Auditors' reports in respect of audits conducted on TLT South Africa Details of actuaries of pension fund and provident fund utilised by TLT South Africa Invoices in respect of both creditors and debtors of TLT South Africa Tax returns of TLT South Africa Other documents and agreements relating to taxation Other financial Records of TLT South Africa
Banking Details	<ul style="list-style-type: none"> Indebtedness to bankers Bank facilities and accounts details Bank statements The level of overdraft and other borrowings of TLT South Africa Other financial commitments of TLT South Africa Other banking Records
Human Resources/Employment Records	<ul style="list-style-type: none"> List of employees Contracts and/or documentation pertaining to arrangements with partners Contracts of employment with employees of TLT South Africa Personnel files in respect of each employee of TLT South Africa

	<ul style="list-style-type: none"> • Disciplinary Records and documentation pertaining to disciplinary proceedings • Documents relating to employee benefits • Compensation or redundancy payments • Tax information of employees • Employment equity plan of TLT South Africa • Skills development programme of TLT South Africa • Pension and/or provident fund agreement • Training manuals and rosters • Employee policies and procedures • Other information relating to employees of TLT South Africa
Intellectual Property	<ul style="list-style-type: none"> • Trade-marks, copyrights and designs held by TLT South Africa • Records relating to domain names held by TLT South Africa • Licences relating to intellectual property rights • Other agreements relating to intellectual property rights
Information Pertaining to Clients of TLT South Africa	<ul style="list-style-type: none"> • Agreements with clients of TLT South Africa • Documentation and other information received from clients, including documentary information required in compliance with FICA • Documentation and other information received from third parties • Correspondence with clients • Correspondence with third parties • Research conducted on behalf of clients of TLT South Africa • Information prepared by partners and employees of TLT South Africa for clients, including opinions, memoranda and reports • Records pertaining to legal proceedings involving clients of TLT South Africa • Other information relating to, or held on behalf of, clients of TLT South Africa

Library and Know-How Information	<ul style="list-style-type: none"> • Precedent agreements, opinions and litigation documents • Information circulars • Publications • Other information held by the library of TLT South Africa
Insurance Records	<ul style="list-style-type: none"> • Group life assurance and disability income protection insurance • Insurance in respect of the property occupied by TLT South Africa • Insurance in respect of the movable property of TLT South Africa • Professional indemnity insurance in respect of TLT South Africa • Fidelity insurance in respect of trust monies and client investment monies held by TLT South Africa • Third party insurance in respect of passengers in vehicles driven by TLT South Africa staff
Immovable and Movable Property	<ul style="list-style-type: none"> • Agreements for the lease of immovable property by TLT South Africa • Agreements for the lease or sale of movable property by TLT South Africa • Credit sale agreements and/or hire purchase agreements • Other agreements for the purchase, ordinary sale, conditional sale or hire of assets
Information Technology	<ul style="list-style-type: none"> • Computer software, support and maintenance agreements • Other documentation pertaining to computer systems and computer programmes held by TLT South Africa
Website	<ul style="list-style-type: none"> • Firm profile • Areas of expertise • Specialist profiles • News and publications • Careers

	<ul style="list-style-type: none"> • Coverage
Miscellaneous Agreements of TLT South Africa	<ul style="list-style-type: none"> • Loans from third parties (including banks) • Loans to third parties • Suretyship agreements • Security agreements, guarantees and indemnities • Agency, management and distribution agreements • Marketing agreements • Agreements with suppliers of TLT South Africa • Confidentiality and/or non-disclosure agreements • Any other relevant agreements
Correspondence	<ul style="list-style-type: none"> • Correspondence of TLT South Africa, including internal and external memoranda
Information Relating to Legal Proceedings	<ul style="list-style-type: none"> • Records relating to legal proceedings involving TLT South Africa

9 Description of Personal Information Processing in terms of POPIA

9.1 This section provides a description of the Personal Information Processing activities undertaken by TLT South Africa as required under section 51(1)(e)(i) to (vii) of PAIA.

9.2 TLT South Africa Processes Personal Information in accordance with POPIA and its Privacy Policy. The Privacy Policy is available on TLT's website at: <https://www.tlt.com/privacy/>.

9.3 Purpose of Processing

TLT South Africa Processes Personal Information for the following purposes:

Purpose Category	Specific Purposes
Client Services	<ul style="list-style-type: none"> • Providing legal advice and services • Client relationship management • Legal representation and advocacy • Transaction management and completion
Legal and Regulatory Compliance	<ul style="list-style-type: none"> • Anti-money laundering compliance • Know Your Customer (KYC) requirements

	<ul style="list-style-type: none"> • LPC compliance • Tax and financial reporting obligations
Business Operations	<ul style="list-style-type: none"> • Employee management and administration • Supplier and vendor management • Marketing and business development • Financial management and accounting
Information Technology	<ul style="list-style-type: none"> • System administration and security • Data backup and recovery • Website and digital services operation

9.4 Categories of Data Subjects

TLT South Africa Processes Personal Information relating to the following categories of Data Subjects:

Data Subject Category	Description
Clients	Current and prospective clients of TLT South Africa
Employees	Current and former employees, partners, and consultants
Suppliers and Service Providers	Vendors, contractors, and professional service providers

9.5 Categories of Personal Information

The categories of Personal Information Processed by TLT South Africa include:

Information Category	Types of Information
Identity Information	Names, surnames, identity numbers, passport numbers, dates of birth
Contact Information	Physical addresses, postal addresses, telephone numbers, email addresses
Professional Information	Job titles, employer details, professional qualifications, business interests
Financial Information	Bank account details, payment information, financial statements, credit information
Legal Information	Legal proceedings, contracts, agreements, legal opinions, case files

Technical Information	IP addresses, browser information, device identifiers, website usage data
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9.6 Recipients of Personal Information

TLT South Africa may disclose Personal Information to the following categories of recipients:

Recipient Category	Purpose of Disclosure
Regulatory Bodies	Compliance with legal and regulatory obligations
Courts and Tribunals	Legal proceedings and court applications
Professional Service Providers	Auditors, actuaries, IT service providers, professional consultants
Financial Institutions	Banking services, payment Processing, financial transactions
Government Agencies	Tax authorities, law enforcement, regulatory compliance

9.7 Transborder Flows

9.7.1 TLT South Africa does not generally transfer or store Personal Information outside the Republic. However, certain services may require the transfer of Personal Information to service providers located in other countries, including those whose data protection laws may not be substantially similar to those of South Africa.

9.7.2 TLT South Africa will only transfer Personal Information across borders in accordance with section 72 of POPIA. This includes transfers where:

- (a) there are adequate data protection laws in the recipient jurisdiction, or appropriate contractual safeguards have been implemented to ensure the information is protected;
- (b) the transfer is necessary for the conclusion or performance of a contract with the Data Subject, or a contract concluded in the interest of the Data Subject;
- (c) the Data Subject has consented to the transfer;
- (d) it is not reasonably practicable to obtain consent, but the transfer is in the Data Subject's interest; or
- (e) the transfer is required to provide software services, technical support, or system maintenance requested by the Data Subject.

9.7.3 Examples of cross-border transfers may include:

- (a) advising members of the TLT global network;
- (b) instructing overseas organisations, counsel, or experts in matters with international elements; and
- (c) serving clients residing outside South Africa with legal documents.

9.7.4 If Personal Information is transferred to a country without adequate data protection laws, TLT South Africa will take reasonably practicable steps to ensure that the information remains adequately protected, including by entering into data transfer agreements or similar safeguards.

9.7.5 Further details on the specific transfer mechanisms used by TLT South Africa may be requested from the Information Officer using the contact details provided above.

9.8 Security Measures

TLT South Africa has implemented appropriate technical and organisational measures to ensure the confidentiality, integrity, and availability of Personal Information. These measures include physical and technical security controls, administrative safeguards, access controls and authentication protocols, data encryption and protection mechanisms, as well as regular security assessments and updates.

9.9 Data Subject Rights

Under POPIA, Data Subjects have the following rights:

- 9.9.1 right of access to Personal Information held about them;
- 9.9.2 right to request correction, deletion, or destruction of Personal Information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or unlawfully obtained;
- 9.9.3 right to object to the Processing of their Personal Information on reasonable grounds;
- 9.9.4 right to request restriction of Processing in certain circumstances; and
- 9.9.5 right to lodge a complaint with the Information Regulator regarding any interference with their Personal Information.

9.10 Contact for Privacy Matters

Privacy-related queries and requests should be directed to the Information Officer using the contact details set out in Section 3.1 above.

10 The Request Procedure

10.1 A request for access to a Record in terms of PAIA must substantially correspond with Form 2 of Annexure A to the Regulations Relating to the Promotion of Access to Information Act, 2021. Form 2 is attached to this Manual, marked as Appendix A. Alternatively, the request form can also be accessed on the Information Regulator's website via the following link: <https://info regulator.org.za/paia-forms/>.

10.2 The request must be made to the Information Officer using the contact details provided in Section 3.1 above, and must provide sufficient detail to enable the Information Officer to identify the Record and the Requester. The following information must be provided:

Type of Information	Details to be Provided
Personal Information	<ul style="list-style-type: none">• Full names and identity number of the Requester• Proof of identity

	<ul style="list-style-type: none"> • Contact details including postal address, street address, email address, and telephone numbers • If the request is made on behalf of another person, the full details of that person and proof of authorisation
Record Details	<ul style="list-style-type: none"> • Full particulars of the Record to which access is requested • Reference number (if known) • Description of the Record or relevant part of the Record • Type of Record (written, virtual images, audio, electronic)
Form and Manner of Access	<p>The Requester should indicate which form of access is required, including:</p> <ul style="list-style-type: none"> • Printed copy of Record • Written or printed transcription • Copy on electronic media (flash drive, compact disc, cloud storage) • Manner of delivery (personal inspection, postal service, courier, facsimile, email)
Right to be Exercised or Protected	<p>The Requester must identify the right that he or 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.</p>

- 10.3 The Information Officer will Process requests in accordance with the timelines prescribed in PAIA, and will notify the Requester of the decision in the required form.

11 Fees

- 11.1 The Information Officer must notify the Requester (other than a Personal Requester) by notice, requiring the Requester to pay the relevant fee before further Processing the request. A Personal Requester does not pay such fee.
- 11.2 The Requester may lodge an application to the court against the tender or payment of the request fee.
- 11.3 The Information Officer will then make a decision on the request and notify the Requester in the required form.
- 11.4 If the request is granted, the Requester will be notified of the access fee that must be paid for the search, reproduction, preparation, and for any time that had exceeded the prescribed hours to search and prepare the Record for disclosure.
- 11.5 The prescribed fees for requests to private bodies are set out in Annexure B to the Regulations Relating to the Promotion of Access to Information Act, 2021. The prescribed fees are also set out in a table attached to this Manual, marked Appendix C.

12 Availability of Manual

- 12.1 This Manual is available for inspection at TLT South Africa's registered office during normal business hours. An electronic copy of the Manual is also available on TLT's website via the following link: www.tlt.com/privacy.
- 12.2 Copies of this Manual may be requested from the Information Officer using the contact details set out in Section 3.1 above.

13 Changes to this Manual

This Manual may be amended and updated from time to time, provided that if TLT South Africa does so, it will ensure that such changes are carried out subject to and published in accordance with PAIA and POPIA.

Appendix A

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:

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Fax number:

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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 (<i>when made on behalf of another person</i>)				
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 (<i>if applicable</i>):				
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			
<p align="center">FORM OF ACCESS</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
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

Appendix B

Form 1 Request for a copy of The Guide [Regulations 3]

TO: The Information Officer

I,

Full names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of *public/private body (<i>if applicable</i>)				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular:	

Hereby request the following copy (ies) of the Guide:

Language (<i>mark with "X"</i>)		No of copies	Language(<i>mark with "X"</i>)		No of copies
<input type="checkbox"/>	Sepedi		<input type="checkbox"/>	Sesotho	
<input type="checkbox"/>	Setswana		<input type="checkbox"/>	siSwati	
<input type="checkbox"/>	Tshivenda		<input type="checkbox"/>	Xitsonga	
<input type="checkbox"/>	Afrikaans		<input type="checkbox"/>	English	
<input type="checkbox"/>	isiNdebele		<input type="checkbox"/>	isiXhosa	
<input type="checkbox"/>	isiZulu				

Manner of collection (*mark with "x"*):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed at _____ this _____ day of _____ 20 _____

Appendix C

Prescribed fees for Access to Information in terms of PAIA¹

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black and white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds six hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

¹ Applicable to Private Bodies. Last Updated November 2023.

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