

**PROMOTION OF ACCESS TO INFORMATION ACT,  
2000**

**&**

**THE PROTECTION OF PERSONAL INFORMATION  
ACT, 2013**

**MANUAL OF  
MASTER PLASTICS PROPRIETARY LIMITED  
REGISTRATION NUMBER 2016/323930/07  
(including all of its operating divisions and  
subsidiaries)**

Prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000 (as amended) and the Protection of Personal Information Act, 2013

(In this Manual, all references to sections are to the Promotion of Access to Information Act, 2000 unless otherwise specified)

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## **1. INTRODUCTION**

The Promotion of Access to Information Act, No. 2 of 2000 (as amended) (the “PAIA”) seeks to give effect to the constitutional right to access any information in records held by public or private bodies that are required for the exercise or protection of any rights.

**The PAIA establishes certain statutory rights of requesters to access records of a private body if such records are required for the exercise or protection of any right, the requester complies with all the procedural requirements and access is not refused in terms of any ground referred to in the PAIA.**

PAIA sets out the procedural requirements attached to requests for information, the requirements which requests must meet, as well as the grounds for refusing requests.

The Protection of Personal Information Act, No. 4 of 2013 (the “POPI Act”) seeks to give effect to the constitutional right to privacy. The POPI Act seeks to safeguard personal information by regulating the way it may be processed by public and private bodies.

The POPI Act provides that data subjects have the right to have their personal information processed in accordance with the conditions for the lawful processing of personal information, which are set out in the POPI Act.

One of the requirements specified in the PAIA is the compilation of an information manual that provides information that includes the types and categories of records held by a private body (this relates to PAIA) as well certain information relating to the processing of personal information (this relates to the POPI Act).

The PAIA and the POPI Act are collectively referred to in this document as the “Acts”.

## **2. SCOPE AND PURPOSE OF THE MANUAL**

The scope of this manual includes Master Plastics (Pty) Limited (“Master Plastics”) as the holding company, as well as Master Plastics’ various operating divisions and other South African subsidiaries to which the Acts apply (collectively referred to as the “Companies”).

At the date hereof Companies would have included:

*Master Plastics Corporate (a division of Master Plastics);*

*Peninsula Packaging (a division of Master Plastics);*

*Plusnet-Geotex (a division of Master Plastics); and*

*Barrier Film Converters (Pty) Limited, Registration Number 2002/030862/07, ( a wholly-owned subsidiary of Master Plastics)*

This document serves as the Companies’ information manual and provides a reference to the records held by the Companies as well as the personal information processed by the Companies from time to time.

In summary, the manual provides information on the:

- Contact details of the Information Officer;
- Structure and functions of the Companies;
- Subjects and categories of records that are held by the Companies; and
- The procedure that needs to be followed and criteria that must be met by a requester to request access to a record.

### **3. ABOUT MASTER PLASTICS**

Master Plastics is a privately owned group of companies involved in the manufacture of a range of products and services, including, but not limited to:

- Knitted net products for agricultural, mining, construction and decorative type applications;
- Geotextile fibres for construction and mining type applications;
- Plastic packaging in various forms for numerous applications, including fresh produce, fruit, food, dairy, meat, beverage, fertilizer, and industrial markets.

Further general information on Master Plastics, its operations, and its activities can be obtained from its website at [www.masterplasticsgroup.com](http://www.masterplasticsgroup.com).

### **4. AVAILABILITY OF THE MANUAL**

This manual is available for inspection on the Master Plastics website at [www.masterplasticsgroup.com](http://www.masterplasticsgroup.com) and during normal business hours at the office of the Company Secretary of Master Plastics, at 1410 Eglin Office Park, 14 Eglin Road, Sunninghill, Johannesburg. The manual can also be requested from the Company at [popi@masterplasticsgroup.com](mailto:popi@masterplasticsgroup.com).

### **5. CONTACT PERSON – INFORMATION OFFICER - SECTION 51 (1)(A)(I)**

The responsibility for the administration of, and compliance with the Acts, has been allocated to the Chief Executive Officer of Master Plastics. Requests according to the provisions of the Acts should be directed as follows:

Information Officer	:	The Chief Executive Officer
Street & Postal address	:	1410 Eglin Office Park, 14 Eglin Road, Sunninghill, Johannesburg
Business Phone	:	+ 27 (0)11 075 9550
E-mail address	:	<a href="mailto:popi@masterplasticsgroup.com">popi@masterplasticsgroup.com</a>

### **6. HUMAN RIGHTS COMMISSION / INFORMATION REGULATOR GUIDE - SECTION 51(1) (B) (I)**

A guide has been compiled in terms of Section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right as contemplated by the PAIA. It is available in all the official languages.

The guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, South Africa and on its website at [www.sahrc.org.za](http://www.sahrc.org.za). The contact details of the Commission are:

Telephone Number : +27 11 877 3600  
Fax Number : +27 11 403 0668  
E-mail : [info@sahrc.org.za](mailto:info@sahrc.org.za)

The Information Regulator is required to update (and make available) the Guide to include information required by persons wishing to exercise any right contemplated in the POPI Act. The updated guide will be available from the Information Regulator in the manner prescribed. The SAHRC guide and schedule of fees payable are available from the SAHRC website at [www.sahrc.org.za](http://www.sahrc.org.za).

## **7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC - SECTION 51(1)(B)(II)**

No notice has been published pursuant to Section 51(1)(b)(ii), regarding the categories of records that are automatically available without having to request access in terms of PAIA.

The following information is however automatically available and does not have to be requested in terms of this manual:

- Any information downloadable from the website: [www.masterplasticsgroup.com](http://www.masterplasticsgroup.com)
- Any brochures, advertising or marketing information or material;
- Standard terms and conditions of trade; and
- Products and services offered.

The above lists are non-exhaustive.

## **8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1) (B) (III)**

The legislation provides that private bodies allow certain persons access to certain specified records, upon request. Records are available in terms of the legislation detailed in Annexure 3 to this manual (as may be amended by the Companies from time to time); Due to the number of laws applicable to the Companies the list of legislation contained herein may not be exhaustive.

Information will only be provided in accordance with the requirements stipulated in the relevant pieces of legislation. If a requester believes that a right to access to a record exists in terms of the legislation above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity to consider the request in light thereof.

## **9. RECORDS – CATEGORIES AND SUBJECT OF RECORDS - SECTION 51(1) (B)** **(IV)**

The information contained in this section is intended to identify the main categories of records held by the Companies.

Records to which access will be provided in accordance with the PAIA (subject to the restrictions and right of refusal to access provided for in the PAIA) are available in respect of the following (non-exhaustive) aspects of the Companies' businesses and operations:

### **COMPANY & STATUTORY RECORDS**

- Documents of incorporation;
- Memorandum and Articles of Association or Memorandum of Incorporation (as applicable);
- Records relating to the appointment of directors, auditor and/or company secretary;
- Public officer and other officers; and
- Share Register and other statutory registers.

### **FINANCIAL RECORDS**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Electronic banking records;
- Asset Register;
- Rental Agreements; and
- Invoices.

### **INCOME TAX RECORDS**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances: VAT, Skills Development Levies, UIF and Workmen's Compensation.

### **PERSONNEL / EMPLOYEE DOCUMENTS AND RECORDS**

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension and Provident fund records;
- Disciplinary records;
- Payroll records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records; and
- Training Manuals.

## **INFORMATION TECHNOLOGY**

- Agreements
- Disaster Recovery
- Hardware & Software
- Policies and procedures
- Operating Systems
- Licenses

## **SAFETY, HEALTH AND ENVIRONMENT (SHE) RECORDS**

- SHE Policy; and
- Mandatory SHE Records.

## **OPERATIONS**

- Customer and Supplier agreements;
- Service Level agreements;
- Standard trading terms and conditions of supply and services of goods.

## **10. ACCESS REQUESTS**

### **10.1. WHO MAY REQUEST ACCESS TO INFORMATION**

The PAIA provides that a requester is only entitled to access to a record if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered. A requester may act in different capacities in making a request for a record. This will influence the amount to be charged when a request has been lodged.

Requesters may make a request as:

- A personal requester who requests a record about him/herself;
- An agent requester who requests a record on behalf of someone else with that person's consent and where it is required for the protection of that person's legal right;
- A third party requester who requests a record about someone else with that person's consent and where it is required for the protection of that person's legal right; and
- A public body who may request a record if:
  - It fulfills the requirements of procedural compliance;
  - The record is required for the exercise or protection of a right; and
  - No grounds for refusal exist.

### **10.2 POLICY WITH REGARD TO CONFIDENTIALITY AND ACCESS TO INFORMATION**

The Companies will protect the confidentiality of information provided to it by third parties, subject to the Companies obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information. If access is requested to a record that contains information about a third party, the Companies is obliged to attempt to contact this third party to inform them of the request.

This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event that the third party furnishing reasons for the support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted, or not.

### 10.3. ACCESS REQUEST PROCEDURE - SECTION 53

#### 10.3.1. COMPLETION OF ACCESS REQUEST FORM

To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- The Access Request Form, representing the prescribed Form C in terms of the PAIA and attached as Annexure 1 hereto, must be completed. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided. The Companies will not be held liable for delays due to receipt of incomplete forms.
- Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form, requesters will be required to supply a certified copy of their identification document or a valid passport document, or if a legal entity, a certified copy of the Company Registration Certificate. If the requester acts as an agent requester, the requester shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate was given to the requester by such person, and proof of the identity of the requester as provided above.
- Type or print in BLOCK LETTERS and answer every question.
- If a question does not apply, state “N/A” in response to that question.
- If there is nothing to disclose in reply to a particular question state “Nil” in response to that question.
- If there is insufficient space on the printed form, additional information may be provided of an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act.

It is important to note that the successful completion and submission of an Access Request Form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the PAIA.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.



### 10.3.2. SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form, together with a certified copy of the requester's identity document, must be addressed to the Information Officer and submitted via the contact details stated in paragraph 5.as indicated above.

An initial request fee of R57.50 (including VAT) is payable on submission of the Access Request Form.

### 10.3.3. PAYMENT OF FEES

When a request is received by the Companies it will require the requester, on notice, other than a personal request made in respect of a person's own personal records, to pay the prescribed request fee (if any), before further processing the request.

If the search for the record has been made and the preparation of the record for disclosure would require more time than that prescribed for this purpose, the Information Officer will notify the requester to pay, as a deposit, the prescribed portion of the access fee which would then be payable if the request is granted.

The Companies will withhold a record until the requester has paid the prescribed fees together with the deposit, where applicable.

A requester whose request for access to a record has been granted, must pay an access fee for reproduction as well as for the search and preparation thereof, and for the time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure.

If a deposit has been paid in respect of a request which is refused, then the Companies shall repay the deposit to the requester.

Payment details can be obtained from the Information Officer indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied via the contact details stated in paragraph 5.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees as set out in Annexure 2 hereto. The access fee must be paid prior to access being given to the requested record.

### 10.3.4. NOTIFICATION

The Information Officer will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the Companies and the information cannot reasonably be obtained within the original 30 (thirty) day period. The requester will be notified in writing should an extension be required .

If the request for access to a record is successful, the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record;

- An indication of the form in which the access will be granted; and
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is not successful the requester will be notified of the following:

- Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal); and
- That the requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

#### 10.3.5. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If the Companies has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

#### 10.4. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS (CHAPTER 4)

The Companies may refuse a request for information on, inter alia, the basis of any of the following, as provided for in terms of Chapter 4 of the Act:

- The mandatory protection of the privacy of a third party who is a natural person, to avoid the unreasonable disclosure of personal information which concerns such natural person, irrespective of whether such person is alive or deceased at the time of such request;
- The mandatory protection of the commercial information of a third party, if the record contains:
  - trade secrets pertaining to a third party;
  - financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would or could be likely to cause harm to the commercial or financial interests of that third party; or
  - information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations, or to prejudice that third party in commercial competition.
- The mandatory protection of confidential information of third parties if disclosure would constitute an action for breach of a duty of confidence owed to that third party in terms of an agreement.
- The mandatory protection of the safety of individuals, and the protection of property.
- The mandatory protection of records which would be privileged from disclosure in legal proceedings.
- The protection of the Companies commercial activities which shall include but not limited to records which contain:
  - the Companies trade secrets;
  - financial, commercial, customer, scientific or technical information, which, if disclosed could or would be likely to cause harm to the Companies commercial or financial interests;
  - information, the disclosure of which could reasonably be expected:
    - (i) to put the Companies at a disadvantage in contractual or other negotiations; or
    - (ii) to prejudice the Companies in commercial competition.

- computer programs owned by the Companies and defined as such in terms of the Copyright Act, No 98 of 1978.
- The mandatory protection of research information of the Companies or a third party, if disclosure would expose the identity of the Companies or the third party, the researcher or the subject matter of the research to serious disadvantage.
- Requests for information that are, in the Companies reasonable opinion, manifestly frivolous or vexatious or which involve a substantial and unreasonable diversion of resources.

#### **10.5. APPEAL AGAINST REFUSAL TO GRANT ACCESS**

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, upon notification of the Information Officer's decision (or upon deemed refusal in terms of Section 58 of the PAIA), lodge a complaint to the Information Regulator or apply to the Court for appropriate relief within the timeframes as prescribed by the PAIA.

### **11. PERSONAL INFORMATION**

#### **11.1. PURPOSE OF PROCESSING - SECTION 51(1) (C) (I)**

The purpose for which personal information is processed by the Companies will depend on the nature of the information. In general, personal information is processed by the Companies for business administration purposes, including:

- to carry out actions for the conclusion or performance of a contract;
- to comply with obligations imposed by law;
- to protect the legitimate interests of the data subjects; or
- where it is necessary for pursuing the legitimate interests of the Companies.

The above list is non-exhaustive.

#### **11.2. CATEGORIES OF DATA SUBJECTS AND INFORMATION - SECTION 51(1) (C) (II)**

The Companies process personal information relating to the following categories of data subjects and information:

##### **CATEGORIES OF DATA SUBJECTS**

- Employees – existing, former and applicants/potential future employees;
- Consultants;
- Contractors;
- Customers;
- Investors;
- Service providers;
- Suppliers;
- Directors and Officers; and
- Other third parties with whom the Companies conduct business.

The above list is non-exhaustive.

## CATEGORIES OF INFORMATION

- In respect of natural persons may include: name, identifying number (identity or passport number), date of birth, citizenship, age, gender, race, marital status, language, telephone number(s), email address(es), physical and postal addresses, income tax number, banking information, disability information, employment history, background checks, fingerprints/biometrics information, CVs, education history, remuneration and benefits information, details related to employee performance and disciplinary procedures.
- In respect of juristic persons may include: name, registration number, tax information, contact details, physical and postal addresses, FICA documentation, BEE certificates, payment details (including bank accounts), invoices and contractual agreements.

The above lists are non-exhaustive.

### 11.3. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED - SECTION 51(1)(C)(III)

The categories of recipients to whom the Companies may supply the personal information will depend on the nature of the information. In general, such categories of recipients would include:

- Other companies and employees in the Master Plastics group;
- Suppliers, service providers, vendors, agents and representatives of the Companies;
- Shareholders and other stakeholders;
- Medical aid, pension or provident funds;
- Auditing and accounting bodies (internal and external);
- Third parties with whom the Companies have contracted for the retention of data;
- Third-party verification agencies and credit bureaus;
- Banks and other financial institutions;
- Relevant authorities, government departments, statutory bodies or regulators;
- A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

The above list is non-exhaustive.

### 11.4. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION - SECTION 51(1) (C)(IV)

The Companies do not transfer personal information to third parties situated in a foreign country and there are no foreign Companies within the Master Plastics group of companies.

### 11.5. INFORMATION SECURITY MEASURES - SECTION 51(1) (C)(V)

The Companies continuously establishes and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction, or damage, alteration or access by having regard to the requirements outlined in law, in industry practice and generally accepted information security practices and procedures which may apply to the Companies.

11.6. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT REGULATION 2 – POPI REGULATIONS

A data subject may at any time object to the processing of his / her / its personal information (as contemplated in Section 11(3)(a) of the POPI Act) in the prescribed form attached to this manual as Annexure 4, subject to exceptions contained in the POPI Act.

11.7. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION – REGULATION 3 – POPI REGULATIONS

A Data Subject may request that his / her / its personal information be corrected or deleted (as contemplated in Section 24 of the POPI Act) in the prescribed form attached as Annexure 5.

## ANNEXURE 1

### REQUEST FOR ACCESS TO A RECORD IN RELATION TO PAIA REQUEST FOR ACCESS TO A RECORD OF PRIVATE BODY – FORM C (Section 53(1) of the Promotion of Access to Information, Act No. 2 of 2000) [Regulation 10]

#### 1. PARTICULARS OF PRIVATE BODY

Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the Information Officer as indicated below:

Information Officer : The Chief Executive Officer  
Street & Postal address : 1410 Eglin Office Park, 14 Eglin Road, Sunninghill,  
Johannesburg  
Business phone : + 27 (0)11 075 9550  
E-mail address : [popi@masterplasticsgroup.com](mailto:popi@masterplasticsgroup.com)

#### 2A. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD (REQUESTER)

- The particulars of the person who requests access to the record must be recorded below.
- Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.
- Proof of identity is required from both the requester and any person or any party acting on behalf of the requester. The original identity document or such other proof satisfactory to the Chief Executive Officer or Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.
- If the request is made on behalf of another person, proof of the capacity in which the request is made, is also to be presented with this request.

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

Identity number : \_\_\_\_\_

Postal address : \_\_\_\_\_

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

Email address : \_\_\_\_\_

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

- 
- If a request is made on behalf of another person the requester is obliged to identify him/herself and to provide proof of the mandate under which the request is made, to the satisfaction of the Information Officer.

**2B. PARTICULARS OF PRIVATE BODY/LEGAL ENTITY REQUESTING ACCESS TO THE RECORD (REQUESTER)**

Contact details : \_\_\_\_\_  
Chief Executive Officer : \_\_\_\_\_  
Information Officer: : \_\_\_\_\_  
Postal address : \_\_\_\_\_  
Physical address : \_\_\_\_\_  
Fax number : \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Email address : \_\_\_\_\_  
Website address : \_\_\_\_\_

Capacity in which request is made:

\_\_\_\_\_

**3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE**

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

Full names and surname : \_\_\_\_\_  
Identity number : \_\_\_\_\_

**4. PARTICULARS OF RECORD**

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- The requester’s attention is drawn to the grounds on which the private body must or may refuse access to a record (in certain instances this may be mandatory, in others, it may be discretionary):
  - Mandatory protection of the privacy of a third party who is a natural person (human being);
  - Mandatory protection of certain confidential information of a third party;
  - Mandatory protection of commercial information of the third party;
  - Mandatory protection of the safety of individuals, and the protection of property;
  - Mandatory protection of records privileged from production in legal proceedings;
  - Commercial information of a private body;
  - Mandatory protection of research information of a third party and a private body.

1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_
2. Reference number, if available: \_\_\_\_\_  
\_\_\_\_\_
3. Any further particulars of record: \_\_\_\_\_  
\_\_\_\_\_

**5. FEES**

- A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- You will be notified of the amount required to be paid as the request fee.
- The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. FORM OF ACCESS TO RECORDS**

<i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i>	
Disability:	Form in which record is required:
<p><i>Mark the appropriate box with an X.</i></p> <p><b>NOTES:</b></p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined by the form in which access is requested.</i></p>	



<b>1.</b>	<b>If the record is in written or printed form:</b>		
	copy of record*		inspection of record
<b>2.</b>	<b>If the record consists of visual images:</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	view the images	copy the images*	transcription of the images*
<b>3.</b>	<b>If record consists of recorded words or information which can be reproduced in sound:</b>		
	listen to the soundtrack (audio CD)		transcription of soundtrack* (written or printed documents)
<b>4.</b>	<b>If the record is held on a computer or in an electronic or machine-readable form:</b>		
	a printed copy of record*	a printed copy of information derived from the record*	copy in computer-readable form* (compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable</b>			YES NO

**7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

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

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

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

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**8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

- You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

## ANNEXURE 2

### PRESCRIBED FEES IN TERMS OF REGULATION 11

#### PRESCRIBED FEES FOR REPRODUCTION OF RECORDS

**PLEASE NOTE THAT ALL AMOUNTS LISTED ARE INCLUSIVE OF VALUE ADDED TAX**

(Section 54(7) of the Promotion of Access to Information, Act No. 2 of 2000)

#### [Regulation 11(1)]

(a)	For every photocopy of an A4-size page or part thereof	R1.27
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	R0.86
(c)	For a copy in a computer-readable form on compact disc	R80.50
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R46.00
	(ii) For a copy of visual images	R69.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R23.00
	(ii) For a copy of an audio record	R34.50

#### PRESCRIBED FEES FOR ACCESS TO RECORDS

**PLEASE NOTE THAT ALL AMOUNTS LISTED ARE INCLUSIVE OF VALUE ADDED TAX**

(Section 54(7) of the Promotion of Access to Information, Act No. 2 of 2000)

#### [Regulation 11(3)]

(a)	For every photocopy of an A4-size page or part thereof	R1.27
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	R0.86
(c)	For a copy in a computer-readable form on compact disc	R80.50
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R46.00
	(ii) For a copy of visual images	R69.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R23.00
	(ii) For a copy of an audio record	R34.50
(f)	To search for and prepare the record for disclosure or part thereof - R34.50 for each hour or part thereof reasonably required for such search and preparation	
(g)	Six hours of searching to be exceeded before a deposit is payable	
(h)	One-third of the access fee is payable as a deposit by the requester	
(i)	The actual postage fee is payable when a copy of a record must be posted to a requester.	

### ANNEXURE 3

#### RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1)(b)(iii)

Records are available in terms of the following legislation, as amended from time to time:

Basic Conditions of Employment Act 75 of 1997 (and Amendment Act)  
Broad-Based Black Economic Empowerment Act 53 of 2003 (and Amendment Act and Regulations) Broad-Based Black Economic Empowerment Revised Codes of Good Practice 2014  
Companies Act 71 of 2008  
Compensation for Occupational Injuries and Diseases Act 130 of 1993 Competition Act, No 89 of 1998  
Consumer Protection Act 68 of 2008  
Copyright Act of 1978  
Counterfeit Goods Act 37 of 1997 Currency and Exchanges Act 9 of 1933 Customs and Excise Act 91 of 1964  
Customs and Excise Amendment Act 32 of 2014 Customs Control Act 31 of 2014  
Customs Duty Act 30 of 2014  
Electronic Communications and Transactions Act 2 of 2002  
Employment Equity Act 55 of 1998  
Financial Intelligence Centre Act 38 of 2001 (and Amendment Act)  
Income Tax Act 58 of 1962  
Labour Relations Act 66 of 1995 (and Amendment Act)  
National Environmental Management Act 107 of 1998 (and Amendment Acts)  
National Environmental Management: Air Quality Act 39 of 2004 (and Amendment Act) National Environmental Management: Waste Act 59 of 2008 (and Amendment Act) Occupational Health and Safety Act 85 of 1993  
Patents Act 57 of 1978  
Pension Funds Act 24 of 1956  
Promotion of Access to Information Act 2 of 2000  
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000  
Protection of Personal Information Act 4 of 2013  
Regional Services Councils Act 109 of 1985  
SA Reserve Bank Act 90 of 1989  
Skills Development Act 97 of 1998  
Skills Development Levies Act 9 of 1999  
Trademarks Act 194 of 1993  
Unemployment Insurance Act 63 of 2001  
Unemployment Insurance Contributions Act 4 of 2002 Value-Added Tax Act 89 of 1991

Whilst all reasonable endeavors have been made to provide a complete list of applicable legislation above, the above list may be incomplete. Wherever it comes to the Companies' attention that existing or new legislation allows a requester access on a basis other than that set out in the PAIA, the above list will be updated.

**ANNEXURE 4**  
**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, 2018**  
 [Regulation 2]

*Note:*

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

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of the data subject/designated person*

**ANNEXURE 5**

**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, 2018**  
[Regulation 3]

*Note:*

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

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 THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	

Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b> <i>(Please provide detailed reasons for the request)</i>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of the data subject/ designated person*