

Manual

Of

Johmelia Security Services Pty Ltd (Private Body)

Prepared and compiled on 2022-11-24 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of Johmelia Security Services Pty Ltd.

Registration number: 2013/152976/07

Update: 2022-11-24

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1. INTRODUCTION

Johmelia Security Services (Pty) Limited conducts business as a leading Security Services provider. We are an industry expert, ready to assist any client in Security and Safety requirements.

2. THE ACT

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

3. PURPOSE OF THE MANUAL

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by Johmelia Security Services Pty Ltd which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of Johmelia Security Services Pty Ltd, by providing a description of the subjects on which Johmelia Security Services Pty Ltd holds records and the categories of records held on each subject;
- 3.3 know the description of the records of Johmelia Security Services Pty Ltd which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if Johmelia Security Services Pty Ltd processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if Johmelia Security Services Pty Ltd plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 know whether Johmelia Security Services Pty Ltd has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. CONTACT DETAILS:

Information Officer:
Jovan Van Zyl

Postal Address:
PO Box 12204, Selcourt, Springs,1567

Physical Address:
45 Breytenbach Street, Nigel,1490

Telephone No:
0117392017

E-mail:
accounts@johmelia.co.za
customercare@johmelia.co.za

Deputy Information Officer:

Elizabeth Moloji

Physical address: 45 Breytenbach Street, Nigel, 1490
Telephone: 0117392017
Email: debtors@johmelia.co.za

GENERAL INFORMATION:

Name of Private Body:
Johmelia Security Services Pty Ltd

Registration No:
2013/152976/07

Postal Address:
PO Box 12204, Selcourt, Springs,1567

Physical Address (or principal place of business):
45 Breytenbach Street, Nigel,1490

Telephone No:
0117392017

E-mail:
accounts@johmelia.co.za
customercare@johmelia.co.za

Website:
www.johmeliagroup.co.za

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

- 5.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
 - 5.3.1. the objects of PAIA and POPIA;
 - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 5.3.2.1 the Information Officer of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
 - 5.3.3 the manner and form of a request for-
 - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
 - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
 - 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 5.3.5 the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained-
 - 5.5.1 upon request to the Information Officer;
 - 5.5.2 from the website of the Information Regulator (<https://info regulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

- Records of a public nature and that is available on our website, is available without submitting a formal request.
- This includes, but is not limited to:
 - Product Guides
 - Marketing Material
 - Statutory Records

7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that Johmelia Security Services Pty Ltd holds in order to facilitate a request in terms of The Act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

CATEGORY	TYPES OF RECORDS
Administration	Licenses Correspondence
Financial Records	Accounting Records Annual Financial Reports Annual Financial Statements Asset Registers Bank Statements Banking Details and Bank Accounts Banking Records Debtors / Creditors Statements and Invoices General Ledgers and subsidiary ledgers General Reconciliations Invoices Policies and Procedures Rental Agreements Tax Returns
Income Tax Records	PAYE Records Documents issued to employees for income tax purposes Records of payments made to SARS on behalf of employees Records of Payments made to SARS for VAT purposes Documents relating to all other statutory requirements Skills Development Levies UIF Workmen's Compensation
Human Resources	Recruitment Policies Employment Contracts Remuneration, Benefits and Policies Conditions of Employment Labour & Industrial Relations

	<p>Pension Fund benefits and contributions Provident Fund benefits and contributions Employment Equity Records of Accidents on duty Medical Aid Records Salary Records Payroll reports / Wage Registers SETA Records Training Manuals Training Records Workplace and Union agreements and records Records relating to the vetting of an employee in terms with company policy</p>
Procurement	<p>Standard Terms and Conditions for supply Supplier Agreements Policies and Procedures Details of Suppliers including general business name, address, contract person, email address, postal address and bank account details</p>
Sales Department	<p>Customer Details Credit Applications and Records Sales Records Customer Agreements</p>
Health and Safety	<p>Health and Safety Policies and Procedures Inquiries, inspections, IOD and related reports</p>
Operations	<p>Production Records OB Reports</p>
Corporate Social Responsibility	<p>Schedule of projects/ organisations that receive funding Reports, books, publications and general information related to corporate social responsibility spend Records and contracts with organisations receiving funding</p>

8. RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to Johmelia Security Services Pty Ltd, which includes but is not limited to, the following –

ACT	REFERENCE
Arbitration Act	42 of 1965
Basic Conditions of Employment Act	75 of 1997
Broad-Based Black Economic Empowerment Act	75 of 1997
Companies Act	71 of 2008
Compensation of Occupational Injuries & Diseases Act	130 of 1993
Copyright Act 98 of 1978	98 of 1978
Competition Act	71 of 2008
Criminal Procedure Act	51 of 1977
Cybercrimes Act	19 of 2020
Currency and Exchanges Act	9 of 1933
Debt Collectors Act	114 of 1998
Employment Equity Act	55 of 1998
Electronic Communications Act	36 of 2005
Financial Intelligence Centre Act 38	38 of 2001
Financial Relations Act	65 of 1976
Financial Sector Regulations Act	9 of 2017
Firearms Control Act	60 of 2000
Harmful Business Practices Act	23 of 1999
Income Tax Act	95 of 1967
Insolvency Act	24 of 1936
Intellectual Property Laws Amendments Act	38 of 1997
Labour Relations Act	66 of 1995
Long Term Insurance Act	52 of 1998
National Credit Act	34 of 2005
Occupational Health & Safety Act	85 of 1993
Pension Funds Act	24 of 1956
Prevention of Organised Crime Act	121 of 1998
Private Security Industry Regulation Act	56 of 2001
Promotion to Access to Information Act	2 of 2000
Protection of Personal Information	4 of 2013
Protection of Businesses Act	99 of 1978
Regional Services Councils Act	109 of 1985
SA Reserve Bank Act	90 of 1989
Short Terms Insurance Act	53 of 1198
Skills Development Levies Act	9 of 1999
Stamp Duties Act	77 of 1968
Stock Exchange Control Act	1 of 1985
Tax on Retirement Funds Act	38 of 1996
Unemployment Contributions Act	4 of 2002
Unemployment Insurance Act	63 of 2001
Usury Act	73 of 1968

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing Personal Information

The purpose of processing your personal information:

- We will only use your personal information when the law also requires or allows us to use the information.
- Most commonly we use your personal information in the following circumstances:
 - Consent: Where you have given us your consent to use the information
 - Contract Performance: Where the information is necessary to enter into a contract; with you and during our contract performance to you
 - Legal Obligation: Where it is necessary for us to use your personal information to comply with a legal obligation
 - Legitimate interest: Where we as a Responsible Party has established a legitimate interest to process the information and our reasons for using the information outweighs the prejudice to your rights as a data subject
 - Legal Claim: Where your information is necessary to prosecute, defend or make a claim against you or another third party
 - Your Interest: In the instances where it becomes necessary to use your personal information to protect your instances or someone else's interest
 - Public Interest: Where it is in the public interest to use your personal information

9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

CATEGORY	RECORDS
Administration	Licenses Correspondence
Financial Records	Accounting Records Annual Financial Reports Annual Financial Statements Asset Registers Bank Statements Banking Details and Bank Accounts Banking Records Debtors / Creditors Statements and Invoices General Ledgers and subsidiary ledgers General Reconciliations Invoices Policies and Procedures Rental Agreements Tax Returns
Income Tax Records	PAYE Records Documents issued to employees for income tax purposes Records of payments made to SARS on behalf of employees Records of Payments made to SARS for VAT purposes Documents relating to all other statutory requirements Skills Development Levies UIF Workmen's Compensation
Human Resources	Recruitment Policies Employment Contracts Remuneration, Benefits and Policies Conditions of Employment Labour & Industrial Relations Pension Fund benefits and contributions Provident Fund benefits and contributions Employment Equity Records of Accidents on duty Medical Aid Records Salary Records Payroll reports / Wage Registers SETA Records Training Manuals Training Records Workplace and Union agreements and records Records relating to the vetting of an employee in terms with

	company policy
Procurement	Standard Terms and Conditions for supply Supplier Agreements Policies and Procedures Details of Suppliers including general business name, address, contract person, email address, postal address and bank account details
Sales Department	Customer Details Credit Applications and Records Sales Records Customer Agreements
Risk Management and Reports	Audit Reports (internal and external) Risk Management Frameworks Risk Management Plan Risk Management Policies & Procedures
Health and Safety	Health and Safety Policies and Procedures Inquiries, inspections, IOD and related reports
Operations	Production Records OB reports
Corporate Social Responsibility	Schedule of projects/ organisations that receive funding Reports, books, publications and general information related to corporate social responsibility spend Records and contracts with organisations receiving funding

Please note that a request made for records listed above may be refused on grounds set out in this PAIA manual. If the information relates to a third party, we will require consent to disclose, in addition to the other requirements when a request is made.

9.3 The recipients or categories of recipients to whom the personal information may be supplied

CATEGORY OF DATA SUBJECT	PERSONAL INFORMATION PROCESSED
Employees	Name & Surname Contact Details Gender Age Race Marital Status Details of Spouse and Dependents Address Identity Number and copy of your Identity Documents / passport / work permit Employment History and references Banking details Details of third parties in whose favour deductions are made Employment Contract Employment Equity Details Medical Aid Records Pension and/or Provident Fund details Salary & Benefit Details Performance Appraisals Disciplinary Records Injuries of Duty Records Pertaining to your leave Training Records Proof of educational and professional memberships Proof of Firearms Licenses Biometric data (fingerprints) Criminal Records Polygraphs Test Results Drug and/or alcohol tests CCTV recordings / images Psychometric Testing
Prospective employees	Name Surname Contact Details Scolastic, Educational and other training done Employment History Current Employer Current Salary
Clients	Name Registration Number Identity Number (if in the case of a natural person) Details of Contact person Contact Details including phone & fax number, postal address,

	email address Physical Address Banking Details
Prospective Clients (which may include employees)	Name Contact Details Location
Vendors/ Suppliers / Subcontractors / Consultants and other professional business advisors	Name Registration Number Identity Number (natural persons) Contact Person Details Contact Details including phone & fax number, postal address, email address Physical Address Banking Details
Members of the Public	Information collected via CCTV monitoring and investigations as a security service provider

With whom we share your personal information

- Johmelia Security Services comprise of various business and we share and process your information within our group of companies.
- We also share your information, to the extent necessary, with the following third parties:
 - Our professional service advisors including legal, financial, risk management, bankers, auditors and other advisors used in the ordinary course our business;
 - Information collected is from time to time shared with our customers as part of our service offering;
 - Our insurers and insurance brokers;
 - Other third party external service providers and or advisers including marketing and Information Technology service providers;
 - Regulators and law enforcement agencies to the extent required by any law and or regulation.

9.4 Planned transborder flows of personal information

- Personal information we hold about you may in certain circumstance be transmitted transborder to other counties as some of the technology solutions we use are hosted outside of South Africa.
- We endeavor to only transfer personal information to countries that have adequate data protection law and if not ensure that all reasonable efforts are made by these service providers, as processors, to secure the confidentiality and integrity of the data.

9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- As a service provider that aims to secure your assets, we will also take all reasonable physical, technical and managerial measures to protect your personal information for unlawful access, use, disclosure or destruction.
- Our measures include but is not limited to implementing appropriate access controls, investing in our information security capabilities, and keeping into consideration best industry practices.
- Access to your personal data is only permitted amongst our employees and agents on a need-to-know basis and subject to contractual confidentiality obligations.
- Our staff receive regular communications relating to POPIA and the role that they play when processing personal information.
- Staff receive various face to face training on an ongoing basis.

10. REQUEST PROCEDURE FOR OBTAINING INFORMATION

Access to records held by Johmelia Security Services Pty Ltd

Records held by Johmelia Security Services Pty Ltd may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Johmelia Security Services Pty Ltd will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

11. FEES

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

The main grounds for Johmelia Security Services Pty Ltd to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - o Trade secrets of that third party;
 - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
 - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of Johmelia Security Services Pty Ltd which may include:
 - o Trade secrets of Johmelia Security Services Pty Ltd
 - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of Johmelia Security Services Pty Ltd ;
 - o Information which, if disclosed could put Johmelia Security Services Pty Ltd at a disadvantage in negotiations or commercial competition;
 - o A computer program, owned by Johmelia Security Services Pty Ltd and protected by copyright.
- The research information of Johmelia Security Services Pty Ltd or a third party, if its disclosure would reveal the identity of Johmelia Security Services Pty Ltd, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

13. DECISION

Johmelia Security Services Pty Ltd will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which Johmelia Security Services Pty Ltd has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of Johmelia Security Services Pty Ltd and the information cannot reasonably be obtained within the original 30 day period. Johmelia Security Services Pty Ltd will notify the requester in writing should an extension be sought.

AVAILABILITY OF THE MANUAL

The manual of Johmelia Security Services Pty Ltd is available at the premises of Johmelia Security Services Pty Ltd as well as on the website of Johmelia Security Services Pty Ltd.

Signed by: _____

Date: _____

ANNEXURE A:

The table below sets out the fees applicable to any request for a record of information held by

Item	Description	Amount
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	For a copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
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. Not to exceed a total cost of	R 145.00 R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE B: 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 <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	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		
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	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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.

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

Reason	

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

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name and Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE B: FORM 3

OUTCOME OF REQUEST AND 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 <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> 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 A.	
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OR

2. You requested:

Printed copies of the information <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 information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

4. Fees payable with regard to your request:

Item	Description	Amount	Number of pages/items	Total:
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.		
6.	For a copy of visual images			
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
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. Not to exceed a total cost of	R 145.00 R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
	TOTAL:			

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

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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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 No.: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer