



strate

Promotion of Access to Information Manual

Version 2.0

Table of Contents

1. INTRODUCTION	3
2. FUNCTIONS OF STRATE	3
3. STRATE’S STRUCTURE	4
4. CONTACT DETAILS	4
4.1 General Information	4
4.2 Contact Details	5
5. THE SECTION 10 GUIDE ON HOW TO USE PAIA	5
6. ACCESS TO THE RECORDS HELD BY STRATE (SECTION 14(1))	5
6.1 Automatic Disclosure	5
6.2 Records held by the company as contemplated in section 14(1)(d)	6
7. THE REQUEST PROCEDURES	9
7.1 Form of Request	9
7.2 Fees	10
7.3 Processing of Requests	10
7.4 Decision on Request	11
7.5 Grounds for Refusal of Access	11
8. INFORMATION OR RECORDS NOT FOUND	12
9. SERVICES AVAILABLE TO THE PUBLIC	12
9.1 Nature of Services	12
9.2 How to gain Access to These Services	13
10. ARRANGEMENTS ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]	14
11. AVAILABILITY OF THE MANUAL [SECTION 14(13)]	14
12. PRESCRIBED FEES FOR PUBLIC BODIES	16
13. UPDATING OF THE MANUAL	17

1. INTRODUCTION

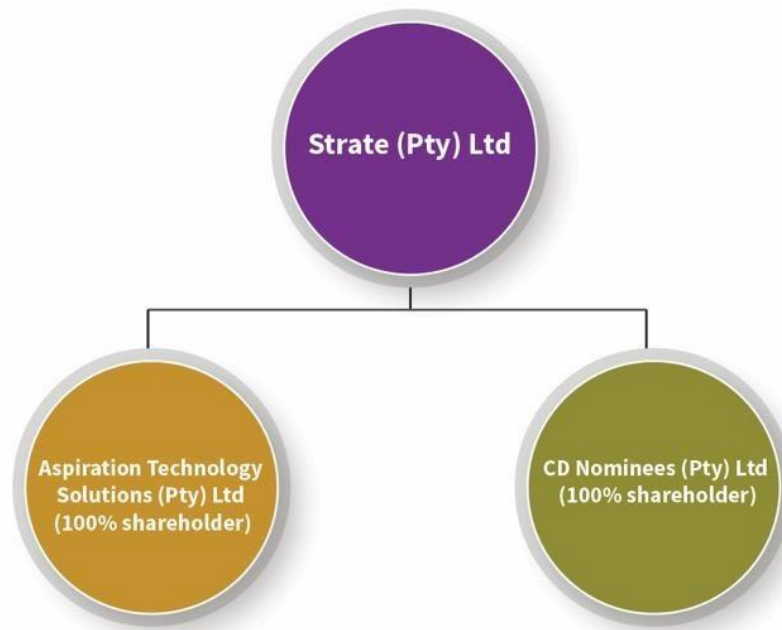
- 1.1 The Promotion of Access to Information Act 2 of 2000, (“PAIA”) gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately-held information is required for the exercise and protection of rights.
- 1.2 More broadly, PAIA aims to underline the importance of access to information by fostering a culture of transparency and accountability. PAIA does this by requiring public and private bodies to create both a manual describing the type of records they hold, and procedures for others to access that information.
- 1.3 This Promotion of Access to Information Manual (“the Manual”) has been compiled in accordance with section 14 of PAIA. The aim of this Manual is to facilitate the requests for access to records from Strate as contemplated under PAIA, as amended by the Protection of Personal Information Act, 2013 (“POPIA”), which gives effect to everyone’s Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.4 This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

2. FUNCTIONS OF STRATE

- 2.1 Strate is a Central Securities Depository. It is an FCSA-licensed financial market infrastructure that owns technology to securely hold equities, bonds, and money market securities in electronic form so that buyers and sellers can exchange ownership of these securities once they are successfully traded.
- 2.2 Given that records are electronic, rather than transferring physical certificates, Strate records the transaction via book entry. This shareholder database held at Strate is recognised as the legal record of ownership in South Africa.
- 2.3 Strate is an independent company, serving multiple stock exchanges in South Africa as well as their respective issuer clients and the Namibian Stock Exchange. It also facilitates corporate action (such as dividends) payments for those issuers, as well as other services in terms of South African legislation. Other features of Strate include disclosure of beneficial shareholders to issuers through a Beneficiary Download (BND), and automated securities lending and borrowing.

2.4 In addition, value-adding services are available, such as collateral management, IT services, Legal Entity Identifier, and training. Strate offers an asset servicing product range which augments the services it offers to issuers in terms of the Financial Markets Act and Companies Act.

3. STRATE'S STRUCTURE



4. CONTACT DETAILS

4.1 General Information

Name of Company: Strate (Pty) Ltd
Postal Address: PO BOX 78608, Sandton, 2146
Physical Address: The Marc, Tower 1, 5th Floor, 129 Rivonia Road, Sandown, Sandton, 2146
Telephone Number: + 27 11 759 5300
Telefax Number: +27 11 759 5502

4.2 Contact Details

	Information Officer	Deputy Information Officer
Name:	Andre Nortje (Chief Executive Officer)	Anne Njoroge (Senior Legal Counsel)
E-mail:	andren@strate.co.za	annen@strate.co.za
Telephone:	+ 27 11 759 5300	+ 27 11 759 5318
Fax:	+27 11 759 5502	+27 11 759 5502

5. INFORMATION REGULATOR'S GUIDE

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from the Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

Postal Address: 33 Hoofd Street
Forum III, 3rd Floor Braampark
Braamfontein, Johannesburg

Telephone Number: +27 (0) 10 023 5207

E-mail Address: inforeg@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/>

6. ACCESS TO THE RECORDS HELD BY STRATE (SECTION 14(1))

6.1 Automatic Disclosure

No notice has been published in terms of section 15 of PAIA. However, all the documents or information available on Strate's website (www.strate.co.za) can be accessed without request. This information consists of the following:

- a. Strate’s Central Securities Depository Rules.
- b. Strate’s Integrated Report.
- c. Fees and Charges.
- d. Strate’s Products and Services.
- e. Strate Training and Exams related information.
- f. List of Strate’s Central Securities Depository Participants and Business Partners.
- g. List of Strate’s approved Nominees.
- h. Corporate Profile.
- i. Strate’s Regulatory framework and related information.
- j. Press Releases.
- k. Newsletters.
- l. This Manual

6.2 Records held by the company as contemplated in section 14(1)(d)

This section of the Manual sets out the categories and descriptions of records held by Strate. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under PAIA.

CATEGORIES OF RECORD	DESCRIPTION OF RECORD
Financial Records	<ul style="list-style-type: none"> • Annual financial statements • Accounting records • Banking records • Invoices in respect of Strate’s debtors and creditors • Salary information, register and records • Bank facilities and account information • Procurement records • Income tax records, taxation returns and assessments • VAT records and documentation • Allotment sheets and return allotment sheets • Procurement related information • Costings of hardware and software • Details of penalties or fines imposed and related information

Company Records	<ul style="list-style-type: none">• Documents of incorporation• Share register and other statutory registers• CSD License• Company secretarial records• Internal and external audit reports• Risk assessments• List of employees• Contracts of employment with employees• Internal policies and procedures• Contracts and agreements• Memoranda of understanding• Legal opinions• Directives, Practice Notes and Guidance Notes• Documents pertaining to legal processes• Documents used or to be used in legal proceedings protected by attorney client privilege
-----------------	--

Personnel	<ul style="list-style-type: none">• Personnel records of each employee• Training and development information• Recruitment and selection records• Payroll records• Pension fund records• Disciplinary, grievance, arbitration and labour disputes records• Statutory records• Compensation or redundancy payments• Records relating to conditions of employment• Employment Equity Plan• Employee tax information
-----------	--

Strate's Clients	<ul style="list-style-type: none">• Records generated by, or within Strate relating to its clients, including transactional records• Records provided to Strate by clients• Correspondence with clients and third parties• Client's instructions
------------------	---

Operational	<ul style="list-style-type: none">• CSD Participants and business partners details and account information• Instructions and allegments• Electronic securities statements• Exception reports• Details of issuers' corporate action events• Ancillary books of account• Bank instructions• Suspense account reconciliations
-------------	---

- Beneficial owner information
- Equities dematerialisation schedules
- Warrants dematerialisation schedules
- Sub register information as sent to issuers
- Text files as sent to transfer secretary
- Trade details
- Records related to Legal Entity Identifiers and testing

Projects	<ul style="list-style-type: none"> • Project briefs, mandates, minutes, presentations, reports, proposals, schedules, business cases • Proof of concepts • Product records
Intellectual Property	<ul style="list-style-type: none"> • Intellectual property information and certificates • Trademarks, copyrights, and designs • Software licences
Immovable and Movable Property	<ul style="list-style-type: none"> • Fixed assets register • Agreements for the lease of immovable property by Strate • Agreements for the lease or sale of movable property by Strate • Records regarding insurance in respect of movable and immovable property
Information Technology	<ul style="list-style-type: none"> • Licensing agreements • Business requirement specifications • Systems analysis documentation • Systems design documentation • Systems procedures manuals • Disaster recovery plans • Change control documents • Release documents • Systems interface specifications • Systems and application access • Records regarding computer systems and programs held by Strate
Marketing	<ul style="list-style-type: none"> • Advertising, sponsorship and function and events orders or contracts • Documents relating to public relations events • Internal newsletters • Marketing strategies and plans
Training	<ul style="list-style-type: none"> • Training records • Training manuals
Miscellaneous	<ul style="list-style-type: none"> • Databases

- Records on the intranet
 - Audio records, including audio records of meetings and telephone conversations
 - Internal correspondence
 - External correspondence
 - Records related to correspondence with regulators
-

7. THE REQUEST PROCEDURES

7.1 Form of Request

PAIA

- 7.1.1 Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of PAIA.
- 7.1.2 Any person or entity requesting access to a record that is under the control of Strate must use the prescribed form to make the request for access to a record. A copy of the form is attached and marked Appendix “A” (“the prescribed form”).
- 7.1.3 The request must be made in person or by e-mail, fax or post to the Deputy Information Officer listed in paragraph 4 of this Manual. If an acknowledgement of receipt for the request is not received within 14 days, please contact the Deputy Information Officer to ensure that the request has been received.
- 7.1.4 If any difficulties are experienced in completing the request form or if a disability prevents the requester from completing it, please do not hesitate to contact the Deputy Information Officer for assistance.
- 7.1.5 The same procedure as set out in 7.1.2 to 7.1.4 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.

POPIA

- 7.1.6 POPIA provides that a data subject may, upon proof of identity, request Strate to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 7.1.7 POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Strate must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
- 7.1.8 Grounds for refusal of the data subject’s request are set out in PAIA and are discussed below.
- 7.1.9 POPIA provides that a data subject may object, at any time, to the processing of personal information by Strate, on reasonable grounds relating to his/her particular situation, unless legislation provides for such

processing. The data subject must complete the prescribed form attached hereto as Appendix “B” and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

- 7.1.10 A data subject may also request Strate to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Strate is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 7.1.11 A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix “C”.

7.2 Fees

- 7.2.1 A requestor who seeks access to a record containing personal information about that requester is not required to pay the request fee. Any other request must be accompanied by the required request fee, which is currently R35.00.
- 7.2.2 The Deputy Information Officer must, by notice, require the requester (other than a personal requester) to pay the prescribed request fee before further processing the request.
- 7.2.3 If access to a record is granted by Strate, the requester may be required to pay an access fee. The access fees which are applicable are set out in clause 12 below. However, if the Information Officer, or the Deputy Information Officer is of the opinion that 6 hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable at an amount of R30, 00 for each hour or part thereof, exceeding 6 hours.
- 7.2.4 Strate can withhold records until such access fees have been paid.

7.3 Processing of Requests

- 7.3.1 The Information Officer, as soon as reasonably possible and within 30 days after the request has been received, shall decide whether or not to grant the request.
- 7.3.2 The Information Officer may decide to extend the period of 30 days (“original period”) for another period of not more than 30 days if –
 - a. the request is for a large number of records;
 - b. the search for the records is to be conducted at premises not situated in the same town or city as the head office of the company;
 - c. consultation among divisions of the company is required;
 - d. the requestor consents to such an extension in writing; or

e. the parties agree in any other manner to such an extension.

7.3.3 Should the Information Officer require an extension of time; the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

7.4 Decision on Request

7.4.1 The requester will be notified of the decision of the Information Officer in the prescribed form and manner indicated by the requester.

7.4.2 Notwithstanding the foregoing, the public body will advise the requester in the manner stipulated by the requester in the prescribed form of –

- a. the access fee to be paid for the information;
- b. the format in which access will be given; and
- c. the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

7.4.3 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

7.4.4 If the request for access is refused, the Information Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –

- a. adequate reasons for the refusal; and
- b. that the requester may lodge an appeal with the High court against the refusal of the request (including the period) for lodging such an appeal.

7.4.5 Upon refusal by the Information Officer, the deposit paid by the requester will be refunded.

7.4.6 If the Information Officer fails to respond within 30 days after a request has been received, it is deemed, that the Information Officer has refused the request.

7.4.7 The requester may lodge an appeal with the High Court against any refusal to grant access to information or records, any extension to grant access to information, or against any procedure set out in this section.

7.5 Grounds for Refusal of Access

7.5.1 PAIA provides for grounds on which access to records may be refused and the grounds on which State could refuse access to records are as follows:

- a. mandatory protection of privacy of a third party who is a natural person;
- b. mandatory protection of certain records of State;
- c. mandatory protection of commercial information of a third party;
- d. mandatory protection of certain confidential information and protection of certain other confidential information of a third party;
- e. mandatory protection of safety of individuals and protection of property;

- f. mandatory protection of police dockets in bail proceedings and protection of law enforcement and legal proceedings;
- g. mandatory protection of records privileged from production in legal proceedings;
- h. defence, security, and international relations of the Republic;
- i. economic interests and financial welfare of the Republic and commercial activities of public bodies;
- j. mandatory protection of research information of a third party and protection of research information of a public body;
- k. operations of public bodies; and
- l. manifestly frivolous or vexatious requests or substantial and unreasonable diversion of resources.

8. INFORMATION OR RECORDS NOT FOUND

- 8.1 If a requested record cannot be found or if the records do not exist, the Information Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 8.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Information Officer with every person who conducted the search.
- 8.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of PAIA.
- 8.4 If the record should later be found, the requester will be given access to the record in the manner stipulated by the requester in the prescribed form, unless access to the record is refused by the Information Officer on the grounds permitted by PAIA.

9. SERVICES AVAILABLE TO THE PUBLIC

9.1 Nature of Services

Strate offers training to the public relating to its Central Securities Depository Rules, Directives and procedures and the financial markets. In addition to the training, the public can register for and write Strate exams through the South African Institute of Financial Markets (“SAIFM”). Further, the public can purchase Strate training manuals from Strate. The details of Strate training services, training manuals and exams are as listed in the table below. The updated details of Strate’s training services, training manuals and exams can also be obtained from Strate’s website.

	Training services	Exams available?	Training Manuals available?
1	Strate Module 1	YES	YES
2	Strate Module 2. Equity I	YES	YES
3	Strate Module 3. Equity II	YES	YES
4	Strate Module 4. Bonds I	YES	YES
5	Strate Module 5. Bonds II	YES	YES
6	Strate Module 6. Money Market Module I	YES	YES
7	Strate Module 7. Money Market Module II	YES	YES
8	Strate Module 8. Money Market Module III	YES	YES
9	Strate Equities Settlement Officers Programme	YES	YES
10	Strate Bonds Settlement Officers Programme	YES	YES
11	Strate Money Market Settlement Officers Programme	YES	YES

9.2 How to gain Access to These Services

9.2.1 To gain access to or to register for Strate’s exams, or to obtain the relevant Strate exams study materials, a request or an enquiry can be directed to the SAIFM. SAIFM’s contact details are available from the SAIFM website (www.saifm.co.za).

9.2.2 To gain access to Strate’s training services, or to obtain Strate’s training manuals, a request or an enquiry can be directed to the Training Officer of Strate, Abigale Du Sart:

Telephone: +27 11 759-5300

Fax: +27 11 759-5502

E-mail: academy@strate.co.za

Physical Address: The Marc, Tower 1, 5th Floor, 129 Rivonia Road, Sandown, Sandton, 2146 Postal address:

10. ARRANGEMENTS ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]

Even though Strate is a public body in accordance with the definition of "public body" in PAIA, it is a company controlled by its board of directors. As such, the formulation of policy, the exercise of powers or the performance of duties will be determined by its board of directors. Furthermore, the nature of services provided by Strate would not require public involvement in the formulation of any policy of Strate.

11. AVAILABILITY OF THE MANUAL [SECTION 14(13)]

The manual is available in English, Afrikaans, and isiZulu languages. Copies will be posted on Strate's website and may be requested from the main reception of Strate.

12. INFORMATION AVAILABLE IN TERMS OF POPIA

12.1 Categories of personal information collected by Strate

Strate may collect information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

- information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
- the biometric information of the person;
- the personal opinions, views, or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; and

- the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

12.2 The purpose of processing personal information

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by Strate will depend on the nature of the personal information and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.

12.3 A description of the categories of data subjects

Strate holds information and records on the following categories of data subjects:

- Employees / personnel of Strate;
- Any third party with whom Strate conducts business;
- Contractors of Strate;
- Suppliers of Strate;
- Investors / holders of securities held in Strate CSD;
- Issuers of securities held in Strate CSD.

(This list of categories of data subjects is non-exhaustive.)

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

Depending on the nature of the personal information, Strate may supply information or records to the following categories of recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules;
- South African Revenue Services, or another similar authority;
- Anyone making a successful application for access in terms of PAIA or POPIA; and

- Subject to the provisions of POPIA and other relevant legislation, Strate may share information about a client’s creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which Strate operates;
- Subject to the provisions of POPIA and other relevant legislation, other market infrastructures (such as exchanges, clearing houses, central securities depositories, and trade repositories);
- Subject to the provisions of POPIA and other relevant legislation, issuers of securities held in Strate CSD.

12.5 Planned transborder flows of personal information

If a data subject visits Strate’s website from a country other than South Africa, the various communications will necessarily result in the transfer of information across international boundaries.

Strate may need to transfer a data subject's information to service providers in countries outside South Africa, in which case it will fully comply with applicable data protection legislation.

These countries may not have data-protection laws which are similar to those of South Africa.

12.6 A general description of information security measures to be implemented by Strate

Strate takes extensive information security measures to ensure the confidentiality, integrity, and availability of personal information in our possession. Strate takes appropriate technical and organisational measures designed to ensure that personal information remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

13. PRESCRIBED FEES FOR PUBLIC BODIES

12.1 The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4size page or part thereof.

12.2 The fees for reproduction referred to in regulation 7(1) are as follows:

Reproduction	Fee (Rand)
For every photocopy of an A4-size page or part thereof	0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
For a copy in a computer-readable form on: <ul style="list-style-type: none"> • stiffy disc • compact disc 	5.00 40.00

For a transcription of visual images, for an A4-size page or part thereof	22.00
For a copy of visual images	60.00
For a transcription of an audio record, for an A4-size page or part thereof	12.00
For a copy of an audio record	17.00
The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)	35.00

12.3 The request fee payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R35,00.

12.4 The access fees payable by a requester referred to in regulation 7(3) are as follows:

Access	Rand
For every photocopy of an A4-size page or part thereof	0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
For a copy in a computer-readable form on: <ul style="list-style-type: none"> • Stiffy disc • Compact disc 	5.00 40.00
For a transcription of visual images, for an A4-size page or part thereof	22.00
For a copy of visual images	60.00
For a transcription of an audio record, for an A4-size page or part thereof	12.00
For a copy of an audio record	17.00

12.5 To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

12.6 For purposes of section 22(2) of PAIA, the following applies:

- Six hours must be exceeded before a deposit is payable and one third of the access fee is payable as a deposit by the requester.
- postage is payable when a copy of a record must be posted to requester.

14. UPDATING OF THE MANUAL

Strate will update this Manual at such intervals as may be necessary.

Request for access to record of public body

[Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 02 of 2000)]

[Regulation 6]

FOR DEPARTMENTAL USE ONLY

Reference number: _____

Request received by: _____

(state rank, name and surname of information officer/deputy information officer) on _____

_____ (date) at _____

_____ (place).

Request fee (if R
any):

Deposit (if any): R

R

Access fees:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surnames:

Identity number:

Postal address:

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

_____ SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

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

C. 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:

D. Particulars of record

(a) *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.*

(b) *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. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

(a) *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.*

(b) *You will be notified of the amount required to be paid as the request fee.*

(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 for exemption from payment of fees: _____

F. Form of access to record

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required: _____
_____	_____
_____	_____
_____	_____

Mark the appropriate box with an X.

NOTES:

(a) *Compliance with your request for access in the specified form may depend on the form in which the record is available.*

(b) *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.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:		
copy of record*	inspection of record	
2. If record consists of virtual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
view the images	copy the images*	transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:		
listen to the soundtrack (audio cassette)	Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:		
printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)

* If you requested a copy of transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable	YES	NO
--	-----	----

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.

In which language would you prefer the record?

G. Notice of decision of regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed 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?

.....

.....

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

FORM 1 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

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 for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF 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:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

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

FORM 2 REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

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

Signed at this day of20.....

.....

Signature of data subject/ designated person