

# Southern African Emergency Institute NPC

**SAESI**



## PAIA Manual

Prepared and compiled on 2023-12-12 in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (as amended) in respect of **Southern African Emergency Institute NPC ("SAESI")** ("the Private Body").

Registration number: **2014/162285/08**

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## 2. Introduction

**Our Vision** - Southern African Emergency Services Institute NPC, known as SAESI, is a professional emergency services organisation, dedicated to the protection of life, property and the environment.

**Our Mission** - To constitute as a member driven professional organisation, to promote safety of the community and aspiration of its members through the promotion of all aspects of emergency services.

Since the establishment of the SAESI in 1959 the upliftment, development and recognition of the Fire Fighter and Emergency Responder has remained at the heart of its business. Introducing South African Fire Fighter Qualifications at the onset, expanded with International Standards for the industry and fraternity being implemented as benchmark for qualifications and best practice. SAESI's innovation led to many others following suit and the evolution of the Institute itself to a recognised Professional Body by the South African Qualifications Authority cementing our vision and mission.

## 3. The Act

The Promotion of Access to Information Act, No. 02 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.

## 4. 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 SAESI 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 SAESI, by providing a description of the subjects on which SAESI holds records and the categories of records held on each subject;
- 3.3 know the description of the records of SAESI 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 SAESI 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 SAESI 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 SAESI has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## **5. General information and contact details**

Name of Private Body:	<b>Southern African Emergency Institute NPC</b>
Registration No:	<b>2014/162285/08</b>
Postal Address:	<b>Po Box 613, Krugersdorp, 1740</b>
Physical Address (principal place of business):	<b>295 Jorissen Street, Monument, Krugersdorp, 1739</b>
Telephone No:	<b>011 660 5672</b>
General E-mail address:	<b><a href="mailto:info@saesi.com">info@saesi.com</a></b>
Website:	<b><a href="http://www.saesi.com">www.saesi.com</a></b>
Information Officer:	<b>Zelda Odette Buitendag <a href="mailto:zelda@saesi.com">zelda@saesi.com</a></b>
Deputy Information Officer:	<b>Lo-ann Ferreira <a href="mailto:luluf@saesi.com">luluf@saesi.com</a></b>

## 6. 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 the Protection of Personal Information Act, No 4 of 2013 (“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://inforegulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

## **7. Records automatically available to the public**

### **Product Information**

Information relating to our service, service offering and products - Freely available

### **Public Facing Policies and Notices**

Privacy Notice, Cookie Policy, Terms and Conditions, PAIA Manual - Freely available

## **8. Records of the private body**

This clause serves as a reference to the records that Southern African Emergency Institute NPC ("SAESI") 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.

### **Companies Act and/or Company Secretary Records**

- Broad-Based Black Economic Empowerment Verification Certificate
- Codes of Conduct
- Document of Incorporation
- Legal Compliance Records
- Licenses of Copyrights and Intellectual Property
- Memorandum of Incorporation
- Board of Directors - Executive Committee - Council Meetings:
  - Attendance Register
  - Resolution Register
  - Minutes
- Policies and Procedures - Governance
- Annual Report
- Records relating to the appointment of directors/auditors/secretary/public office and prescribed officers
- Memorandums, Articles of Association, License and/or Service Level Agreements
- Delegations of Authority
- General Correspondence related

### **Financial Records/Finance including Customer Records**

- Accounting Records Head Office and Branches
- Annual Financial Statements
- Annual Financial Report
- Asset Register
- Auditor's Report
- Bank statements, journals, ledgers, balance sheets
- Banking details and accounts records
- Detail of Auditors

- Electronic Banking Records
- Invoices, receipts, quotations, credit/debit notes
- Paid cheques
- Rental agreements
- Tax returns
- Insurance records
- Investments/Share records
- Salary Profile Records
- General Correspondence related

### **Income Tax Records**

- Documents issued to employees for income tax purposes
- PAYE Records
- Records of payments made to SARS on behalf of employees
- Department of Labour/COIDA Records
- Tax Clearance Certificate
- All other statutory compliances:
  - Value Added Tax
  - Skills Development Levies
  - Unemployment Insurance Fund

### **Personnel Documents and Human Resources Records**

- Attendance Registers
- Disciplinary Code
- Disciplinary Records
- Employment Contracts
- Equity Plan
- Leave Records
- Records containing all employees' names and occupations, Job Profiles
- Salary/Remuneration Records
- Sector Education and Training Authority Records
- Training Manuals
- Study and Training Records
- Assessment and CPD Records
- Director and Prescribed Officer Development and Training
- Medical Aid or Medical Assistance Scheme/Insurance Records
- Travel and Subsistence Records
- Employee Benefits
- Operational and Administration Policy and Procedures
- General Correspondence Related



### **Member and Affiliate Records**

- Financial Transaction Records
  - Receipts, Financial Statements, Invoices, Refunds, Credits
- Service Level Agreements
- License Records
- General Correspondence Relating
- SAESI Members, Students and Candidates
  - Personal information such as name, contact details, addresses, company information, work experience, beneficiary details, bank details, identification
  - Educational history and benefits, race, gender, nationality
  - National Learner Record Database

### **Advisory and Verification Services Clients**

- Correspondence
- Client documentations
- Advisory reports/memorandums
- Company and contact details of relevant individuals
- Consent forms

### **Events and Marketing**

- Attendees' personal information such as name and contact details
- Delegates, exhibitors and/or sponsors personal information such as name, contact details and attendance records
- Product Development and Property
- Website and Database hosting
- Advertising and publications

### **Supplier Records**

- The name of the suppliers
- The address of the suppliers
- Description of the goods
- The quantity or volume of the goods
- Proof of date of receipt and payments

### **Electronic Communication and Transactions Records**

- Records of the personal information and the specific purpose for which the personal information was collected

### **Insurance Records**

- SAESI General Insurance
- Professional Indemnity Insurance
- Directors and Officers Insurance

### **Immovable and Movable Property Records**

- Agreements for the lease of movable property
- Agreements for the lease or sale of land and/or other immovable property
- Other agreements for the purchase, ordinary sale, conditional sale, or hire of
- Assets

### **Miscellaneous Records**

- Agency, management and distribution agreements
- Agreements for the trading activities of the business

### **Legal Records**

- Contract and Agreements
- Litigation Records
- Administration Records
- Financial Records Related

## **9. Records required in terms of legislation**

Records are kept in accordance with legislation applicable to SAESI, which includes but is not limited to, the following –

- Basic Conditions of Employment Act No. 75 of 1997;
- Broad-Based Black Economic Empowerment Act No. 53 of 2003;
- Businesses Act, No. 71 of 1991;
- Children's Act No. 38 of 2005;
- Companies Act No. 71 of 2008;
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
- Consumer Protection Act, No. 68 of 2008;
- Copyright Act, No. 98 of 1978;
- Currency and Exchanges Act, No. 09 of 1933;
- Customs and Exercise Act No. 91 of 1964;
- Cybercrimes Act No. 19 of 2020;
- Disclosure of Protected Information Act No. 26 of 2000;
- Electronic Communications Act, No. 36 of 2005;
- Electronic Communications and Transaction Act No. 25 of 2002;
- Employment Equity Act No. 55 of 1998;
- Financial Intelligence Centre Act No 38 of 2001;
- Identification Act No. 68 of 1997;
- Income Tax Act No. 58 of 1962;
- Labour Relations Act No. 66 of 1995;
- National Credit Act No. 34 of 2005;
- National Minimum Wage Act, No. 09 of 2018;
- Nonprofit Organisations Act, No. 71 of 1997;

- Occupational Health and Safety Act No. 85 of 1993;
- Prevention of Organised Crime Act No. 121 of 1998;
- Promotion of Access to Information Act No. 2 of 2000;
- Protection of Personal Information Act No. 4 of 2013;
- Revenue laws Second Amendment Act. No. 61 of 2008;
- Skills Development Act, No. 97 of 1998;
- Skills Development Levies Act No. 9 of 1999;
- South African Schools Act, No. 84 of 1996
- Tax Administration Act, No. 28 of 2011;
- Taxation Laws Amendment Act No. 7 of 2010;
- Unemployment Contributions Act No. 63 of 2001;
- Unemployment Insurance Act No. 30 of 1966;
- Value Added Tax Act No. 89 of 1991.

Although we have used our best endeavours to supply a list of applicable legislations, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows access on a basis other than as set out in PAIA, we will update the list accordingly. If a requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on.

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

## **10. Processing of personal information**

### **9.1 Purpose of Processing Personal Information**

We may process personal information for various reasons, including but not limited to the following:

<b>Types of Information</b>	<b>Reason for processing</b>
Identifying and Age information such as name, surname, Identity Number	To identify the data subject, be able to contact and interact with him/her or persons related to then such as next of kin or employer
Contact information such as telephone numbers, email and other addresses etc	To contact the data subject or where applicable next of kin
Educational and Employment Information	To assess for purposes of qualifying for a specific option such as access to learning, training, recognition, qualification, certification, awards etc

Gender, Nationality, Ethnicity etc. of Employees and Members	To report legally required statistics to the Department of Labour and the South African Qualification Authority
Criminal History of Potential Employees and Prescribed Officers	For purpose of screening potential Employees, Directors and prescribed officers
Financial information in relations to Employees, Customers, Service Providers, Members, next of kin, employers etc.	To be able to provider Employment related remuneration and benefits to Employees, or Potential Employees, Members, Beneficiaries, Accredited Providers or Service Level Agreements, to invoice for and or pay related to services received of provided
Matter-related Specific Information	This include any conceivable type of information requiring attending to and or depending on the member of customers specific service matter to be executed

<b>Methods of Receiving/Collecting Personal Information</b>	<b>Uses for Personal Information</b>
Most personal Information is collected directly from the data subject	Application for Membership, Application for Accreditation, Accreditation of Certificate, Application for Assessment for RPL, CAT, access, recognition, awards etc, Application for receipt of goods or items either electronically, postage, by hand or courier
Some Personal Information is collected indirectly	Any of the above as well as information such as Assisted Education or Salary Deductions from employers, Assessments for Access or Recognition by Training Providers, Skills Development or Assessment Centre's SAESI Elected branch officials related membership, elections, awards, recognitions etc.
Authorised Third Parties	This is in case where you have authorised SAESI or a third party in writing to do so or by the nature of the interaction it is reasonably required to do so

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

### Customers / Clients / Suppliers / Service Providers:

These include, but are not limited to the following:

- Full Name and Surname;
- Identity Number;
- Years in service;
- Beneficiary details;
- Academic Records;
- Company Name;
- Company Registration Number;
- VAT number;
- Banking Details;
- Contact Details;
- Physical, postal and email address;
- Medical Aid details

### Employees:

These include, but are not limited to the following:

- Full Name and Surname;
- Identity Number;
- Email Address;
- Contact Details;
- Gender;
- Nationality;
- Driver's license details;
- Martial Status;
- Next of Kin details;
- Dependents Information;
- Banking Details;
- Physical and postal address;
- Educational Information;
- Medical Information;
- Psychometric tests;
- PAYE information;
- UIF information

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

Category of Personal Information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number, full names, certificate numbers, seal numbers	International Fire Services Accreditation Congress (IFSAC)
Identity number, full names, employment information, address, contact numbers, race, gender, disability etc.	SAQA NLRD
Identity number, initials, surname, certificate number, seal number, etc	Verification Companies

Personal Information may also be shared with service providers or third-party suppliers should the transaction/service rendering require the sharing of information.

### 9.4 Planned transborder flows of personal information

The transfer of your personal information across South African borders may be required however will only be effected if the transaction requires transborder processing. In such instance the personal information will only be transferred in accordance with the requirements of POPIA and/or other South African legislative requirements, and/or if the data subject consents to the transferring of personal information to a third party in a foreign country. In the event of transborder transferring of personal information we will take the necessary steps to ensure the processing of personal information is done in accordance with the laws of the jurisdiction the information is transferred to and/or that binding corporate rules or binding agreements are in place that provide for levels of protection at an adequate level in accordance with the principles of POPIA.

### 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

Our security policies and procedures cover, amongst others, but not limited to:

- Physical security;
- Computer and network security;
- Access to personal information;

- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of personal information;
- Investigating and reacting to security incidents;
- When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure;
- We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **11. Request procedure for obtaining information**

### **Access to records held by SAESI**

Records held by SAESI 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.

SAESI 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.

## **12. 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.

## **13. Grounds for refusal of access to information**

The main grounds for SAESI 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:
  - Trade secrets of that third party;
  - Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;



- 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 SAESI which may include:
  - Trade secrets of SAESI
  - Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of SAESI; o Information which, if disclosed could put SAESI at a disadvantage in negotiations or commercial competition;
  - A computer program, owned by SAESI and protected by copyright.
- The research information of SAESI or a third party, if its disclosure would reveal the identity of SAESI, 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.

#### **14. Decision**

SAESI 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 SAESI 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 SAESI and the information cannot reasonably be obtained within the original 30 day period. SAESI will notify the requester in writing should an extension be sought.

#### **15. Availability of the manual**

The manual of SAESI is available at the premises of SAESI as well as on the website of SAESI.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure A: Fees

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

<b>Item</b>	<b>Description</b>	<b>Amount</b>
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.

**Annexure B: Form 2 – Request for access to record**

**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 (if applicable):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel.(B)		Facsimile
	Cellular		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<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			

<b>TYPE OF RECORD</b> <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	
<b>FORM OF ACCESS</b> <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	
<b>MANNER OF ACCESS</b> <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 in adequate, 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:

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

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

\_\_\_\_\_  
Signature of Requester/person on whose behalf request is made

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**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>	

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*Signature of Information Officer*

**Annexure B : Form 3 – Outcome of request and fees payable**

**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:**

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Number of pages/items</u>	<u>Total:</u>
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: c. If provided by requester d. 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.		
	<b>TOTAL:</b>			

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

Yes

No

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

Name of Bank:

\_\_\_\_\_

Name of account holder:

\_\_\_\_\_

Type of account:

\_\_\_\_\_

Account number:

\_\_\_\_\_

Branch Code:

\_\_\_\_\_

Reference No.:

\_\_\_\_\_

Submit proof of payment to:

\_\_\_\_\_

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

\_\_\_\_\_

Information Officer