



**PROMOTION OF ACCESS TO INFORMATION ACT, 2000  
&  
THE PROTECTION OF PERSONAL INFORMATION ACT,  
2013**

**MANUAL OF**

**AMALFI OUTSOURCING PROPRIETARY LIMITED**

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

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



**AMALFI OUTSOURCING (PTY) LTD**

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## 1. INTRODUCTION

Amalfi Outsourcing Pty Ltd (herein after referred to as The Company) is a business process outsourcing Company which provides services to clients in a variety of industries around the world.

Further general information on The Company, its operations and activities can be obtained from its website at <https://amalfioutsourcing.com/>.

## 2. PURPOSE OF THIS MANUAL

This document serves as the Company's' information manual and provides reference to the records held by the Company as well as the personal information processed by The Company from time to time, in relation to its business and business practices.

## 3. AVAILABILITY OF THE MANUAL

This manual is available for inspection on the Company website at <https://amalfioutsourcing.com/> and during business hours at the office of The Company's Company Secretary, at S08, Level 3, Block B, 5 and 9 Park Avenue, Umhlanga, KwaZulu-Natal, 4302.

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

The responsibility for the administration of, and compliance with the Acts, has been delegated to the Company Secretary. Requests pursuant to the provisions of the Acts should be directed as follows:

|                             |  |
|-----------------------------|--|
| <b>Information officer:</b> | Amalfi Outsourcing Pty Ltd Information Officer                                   |
| <b>Physical Address</b>     | S07 and S08, Level 3, Block B, Park Square                                       |
| <b>Postal Address</b>       | PO BOX 1727, Umhlanga Rocks, KwaZulu-Natal, 4320                                 |
| <b>Office number</b>        | 031 816 9060   |
| <b>Fax number</b>           | N/A  |
| <b>Email address</b>        | <a href="mailto:reqinfo@amalfioutsourcing.com">reqinfo@amalfioutsourcing.com</a> |

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

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

Notwithstanding the above, Section 9 of PAIA aims to promote the ethos of the Act and the right to access to information, which must be balanced against the following limitations aimed at the reasonable protection of:

- i. Privacy; and

- ii. Commercial Confidentiality; and
- iii. Effective, Efficient and good governance.

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

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Records are available in terms of the legislation.

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

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

The information contained in this section is intended to identify the main categories of records held by the Companies and to help the requester to gain a better understanding of the main business activities of the Companies. Further assistance in identifying the records held by the Companies is obtainable from the Information Officer.

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

### **COMPANY RECORDS**

- Documents of incorporation;
- Memorandum of Incorporation;
- Records relating to the appointment of directors / auditor / secretary;
- Public officer and other officers; and
- Share Register and other statutory registers.

### **FINANCIAL RECORDS**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Paid Cheques;

- Asset Register;
- Rental Agreements; and
- Invoices.

## **INCOME TAX RECORDS**

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

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

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary records;
- Salary records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records; and
- Training Manuals.

## **HEALTH AND SAFETY RECORDS**

- OHS Policy; and
- Mandatory OHS Records.

## CLIENT AND / OR CUSTER RECORDS (DATA SUBJECTS)

- Records relating to any client, customer or user of any of the Campaigns offered by the Company or by its clients.
- Records a Third Party provides to the Company in relation to any client, customer, or user.
- Records generated by or within the Company relating to a client, customer, user or Data Subject.

## 8. ACCESS REQUESTS

### 8.1 FORM OF REQUEST - SECTION 53

#### 8.1.1 COMPLETION OF ACCESS REQUEST FORM

To facilitate a response to requests for access, all requesters should comply with the following when completing Form J752 (Request for Access to Records of a Private Body) (**Annexure A hereto**):

- 8.1.1.1 The Form J752, must be completed.
- 8.1.1.2 Certified proof of identity is required to authenticate the identity of the requester.
- 8.1.1.3 Responses to each question must be done either in typed or handwritten BLOCK LETTERS.
- 8.1.1.4 Questions which do not apply may be left blank.
- 8.1.1.5 If the requestor is requesting information on behalf of someone, a Power of Attorney authorizing the requestor to act must be accompany the submission.
- 8.1.1.6 If there is insufficient space to complete the request, the requestor may submit addition pages identifying the question number on such page.

#### 8.1.2 SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form, as well as the relevant supporting documents must be submitted to the Information Officer of the Company.

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

#### 8.1.3 PAYMENT OF FEES

Payment details can be obtained from the Information Officer indicated above and can be made via a direct deposit (no credit or debit cards or cash will be accepted). Proof of payment must be submitted with the Request Form.

If the request for access is granted, the Requestor may be required to pay an additional Request Fee for reproduction and/or preparation of the record(s) and will be calculated on the **Prescribed Fees (Annexure B hereto)**. The access fee must be paid prior to access being given to the requested record.

#### 8.1.4 NOTIFICATION

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

This 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days, if the request is for a large volume of information or the information cannot reasonably be obtained within the original 30(thirty) day period.

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

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which 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 party;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
  - Information disclosed by a third party to any of the Companies 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 – the provisions of the PAIA to apply in relation to the rights of the relevant third parties;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;



- The commercial activities of the Companies, which may include:
  - Trade secrets of the Companies; and
  - Financial, commercial, scientific or technical information which, if disclosed, would likely cause harm to the financial or commercial interests of the Companies.

### 8.3 APPEAL AGAINST REFUSAL TO GRANT ACCESS

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

## 9. PERSONAL INFORMATION

### 9.1 PURPOSE OF PROCESSING - SECTION 51(1) (C) (I)

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

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

*Note: the above is not a closed list.*

### 9.2 CATEGORIES OF DATA SUBJECTS AND INFORMATION - SECTION 51(1) (C) (II)

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

#### 9.2.1. CATEGORIES OF DATA SUBJECTS

The following are categories of subjects:

- Personnel / employees;
- Consultants;
- Contractors;

- Clients;
- Customers;
- Service providers;
- Suppliers;
- Other third parties with whom The Company conduct business.

*Note: the above is not a closed list.*

## **9.2.2. CATEGORIES OF INFORMATION**

9.2.2.1 In respect of natural persons may include:

- name,
- identifying number (identity or passport number),
- date of birth,
- citizenship,
- age,
- gender,
- race,
- marital status,
- language,
- telephone number(s),
- email address(es),
- physical and postal addresses,
- income tax number,
- banking information,
- disability information,
- employment history,
- CVs,

- education history,
- remuneration, and
- details related to employee performance and disciplinary procedures.

9.2.2.2 In respect of juristic persons may include:

- name,
- registration number,
- tax information,
- contact details,
- physical and postal addresses,
- FICA / KYC documentation,
- BEE certificates,
- payment details (including bank accounts),
- invoices, and
- contractual agreements.

*Note: the above is not a closed list.*

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

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

- Associated or group companies of the Company;
- Service providers;
- Medical aid, pension or provident funds;
- Auditing and accounting bodies;
- Third parties with whom the Companies have contracted for the retention of data;

- Relevant authorities, government departments, statutory bodies or regulators;
- A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

*Note: the above is not a closed list.*

#### **9.4 PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION - SECTION 51(1)(C)(IV)**

The Company envisages that there may be transfer of personal information to third parties or associated companies, who are situated in a foreign country and such transfers would be subject to the relevant provisions of the POPI Act and the data regulations of foreign country.

#### **9.5 INFORMATION SECURITY MEASURES - SECTION 51(1) (C)(V)**

The Company takes all appropriate, reasonable technical and organisational measures to secure the integrity and confidentiality of personal information in its possession or under its control, such measures being in line with international data security standards.

#### **9.6 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT REGULATION 2 – POPI REGULATIONS**

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

#### **9.7 REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION – REGULATION 3 – POPI REGULATIONS**

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

### **10. DOCUMENT CONTROL INFORMATION**

#### **10.1 DOCUMENT DETAILS**

|                                |  |
|--------------------------------|--|
| <b>Document Title</b>          | POPI / PAIA MANUAL   |
| <b>Document Description</b>    | Framework to ensure effective and compliant storage, handling and dissemination of Personal Information. |
| <b>Document administration</b> | Head of Legal and Compliance   |


## 10.2 DOCUMENT APPROVAL

|                             |  |
|-----------------------------|--|
| <b>Document Approver</b>    | Head of Legal and Compliance / Information Officer |
| <b>Approver's Signature</b> | Christopher Strong                                 |
| <b>Review Date</b>          | 28 February 2025                                   |
| <b>Approval Date</b>        | 28 February 2025                                   |
| <b>Live Date</b>            | 03 March 2025                                      |
| <b>Next Review Date</b>     | 27 February 2026                                   |

## 10.3 DOCUMENT REVISION HISTORY

| Version | Date             | Updated By                         | Approved By                  | Change Detail |
|---------|------------------|------------------------------------|------------------------------|---------------|
| 5       | 28 February 2025 | Legal and Compliance Administrator | Head of Legal and Compliance | Review        |

## 10.4 DOCUMENT APPROVAL LIST

| Name               | Position                     | Signature  | Date       |
|--------------------|------------------------------|--|------------|
| Christopher Strong | Head of Legal and Compliance |  | 28-02-2025 |

## REVISION HISTORY

| Version | Date             | Updated By                         | Approved By      | Change Detail |
|---------|------------------|------------------------------------|------------------|---------------|
| 1       | 26 February 2021 | Legal and Compliance Administrator | Policy Committee | Drafted       |
| 2       | 28 February 2022 | Legal and Compliance Administrator | Policy Committee | Reviewed      |
| 3       | 28 February 2023 | Legal and Compliance Administrator | Policy Committee | Reviewed      |
| 4       | 28 February 2024 | Legal and Compliance Administrator | Policy Committee | Reviewed      |
| 5       | 28 February 2025 | Legal and Compliance Administrator | Policy Committee | Reviewed      |

# ANNEXURES

**ANNEXURE A**
**FORM J752**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**A. PARTICULARS OF PRIVATE BODY**

The Head:

|                            |  |
|----------------------------|--|
| <b>INFORMATION OFFICER</b> | THE COMPANY FINANCIAL SERVICES PTY LTD COMPANY SECRETARY<br>(CHRIS STRONG)               |
| <b>PHYSICAL ADDRESS</b>    | S08, LEVEL 3, BLOCK B, 5 AND 9 PARK AVENUE, UMHLANGA,<br>KWAZULU-NATAL, 4320             |
| <b>POSTAL ADDRESS</b>      | PO BOX 1727, UMHLANGA ROCKS, KWAZULU-NATAL, 4320   |
| <b>OFFICE NUMBER</b>       | 031 816 9060   |
| <b>FAX NUMBER</b>          | N/A  |
| <b>EMAIL ADDRESS</b>       | <a href="mailto:reqinfo@theCompanyoutsourcing.com">reqinfo@theCompanyoutsourcing.com</a> |

**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 surname: .....

Identity number: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail address: .....

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.

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:**

|                          |                 |                          |                      |                          |  |
|--------------------------|-----------------|--------------------------|----------------------|--------------------------|--|
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> | inspection of record | <input type="checkbox"/> |  |
|--------------------------|-----------------|--------------------------|----------------------|--------------------------|--|

**2. If record consists of visual images -**
**(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):**

|                          |                 |                          |                     |                          |                              |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | view the images | <input type="checkbox"/> | copy of the images* | <input type="checkbox"/> | transcription of the images* |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|------------------------------|

**3. If record consists of recorded words or information which can be reproduced in sound:**

|                          |   |                          |  |                          |  |
|--------------------------|---|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | listen to the soundtrack (audio cassette) | <input type="checkbox"/> | transcription of soundtrack* (written or printed document) | <input type="checkbox"/> |  |
|--------------------------|---|--------------------------|--|--------------------------|--|

**4. If record is held on computer or in an electronic or machine-readable form:**

|                          |                         |                          |  |                          |  |
|--------------------------|-------------------------|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record* | <input type="checkbox"/> | copy in computer readable form* (stiffy or compact disc) |
|--------------------------|-------------------------|--------------------------|--|--------------------------|--|

\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  
 Postage is payable.

YES

NO

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

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

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

|  |
|--|
|  |
|  |
|  |

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

|  |
|--|
|  |
|  |

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

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

.....

SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

**ANNEXURE B**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**  
[Regulation 2]

**Note:**

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided 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):  |          |
| 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)<br>(Please provide detailed reasons for the objection) |          |
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |

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

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

**ANNEXURE C**

**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: REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN |             |

**TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and  
or REASONS FOR \*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA  
SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.  
(Please provide detailed reasons for the request**

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

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

#### ANNEXURE D

## PREScribed FEES IN TERMS OF REGULATION 11

### PREScribed FEES FOR REPRODUCTION OF RECORDS

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

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

#### [Regulation 11(1)]

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

### PREScribed FEES FOR ACCESS OF RECORDS

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

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

#### [Regulation 11(3)]

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