



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 AND
THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
FOR CHERY INTERNATIONAL PROPRIETARY LIMITED T/A OMODA
SOUTH AFRICA (REGISTRATION NUMBER 2021/355670/07)**

1 INTRODUCTION

- 1.1 This manual is published according to sections 14 and 51 of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**"), which was promulgated to nurture an ethos that promotes transparency, accountability and effective governance of all private and public bodies. PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information in a manner that affords persons a means/platform to obtain the records of private and public bodies as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2 PAIA requires organisations to compile a manual to guide requesters of information. The Manual also indicates the types of records held by Chery International Proprietary Limited t/a Omoda South Africa ("**OMODA**") and the availability of such records from OMODA.
- 1.3 In addition, the manual explains how to access, or object to, or request correction or deletion of personal information held by OMODA in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.4 This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requestors are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to OMODA in terms of these Acts. However, in terms of section 19 of PAIA and Regulations 2 and 3 of the POPIA, OMODA will provide such assistance as is required in completing the necessary forms by parties applying for access to information or personal information.
- 1.5 OMODA makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requestor is complete or accurate or that such information is fit for any purpose. All users of any such information use it entirely at their own risk, and OMODA will not be liable for any loss, expense, liability or claims, however arising, resulting from the use of this manual or any information provided by OMODA or from any error therein.

2 OVERVIEW OF OMODA

- 2.1 OMODA is an automotive manufacturer and wholesaler who imports and retails automotive vehicles and components for onward sale to Dealerships and/or customers.

3 INFORMATION OFFICER AND CONTACT DETAILS OF OMODA

3.1 The Information Officer of OMODA is Mr Brandan Grobbelaar, whose contact details are as follows –

Name	Contact details
Mr. Brandan Grobbelaar	Telephone no: 010 448 5388 Email: legal@chery.co.za

3.2 The contact details for the Head Office of OMODA are as follows –

Physical address Head office	Ground Floor, Flushing Meadows, The Campus, 57 Sloane Street, Bryanston, Sandton, 2191.
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4 GUIDE ON HOW TO USE PAIA

4.1 The Information Regulator has developed a guide on how to use PAIA in fulfilment of its obligation under section 10 of PAIA, which requires the Information Regulator to update and make available the existing guide that the South African Human Rights Commission has compiled.

4.2 The guide has been designed to be a guiding, user-friendly and accessible tool for any person who wishes to exercise any right contemplated in PAIA and POPIA. The guide is available in all of the official languages at <https://www.justice.gov.za/inforeg/docs.html>.

5 NOTICE IN TERMS OF SECTION 51(1)(C)

5.1 At this stage, notices have yet to be published by the Information Regulator on the categories of records automatically available without a person having to request access to it in terms of PAIA.

5.2 The records that are located on the OMODA website are, however, automatically available to any person requesting this information, and it is therefore not necessary to apply for access to it in terms of PAIA. The website address is <https://www.OMODA.co.za/>.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION IN TERMS OF SECTION 51(1)(D)

Records are kept per legislation as applies to OMODA, which includes (but may not be limited to) the following legislation –

- 6.1 Administration of Estates Act 66 of 1965;
- 6.2 Administrative Adjudication of Road Traffic Offences Act 46 of 1998;
- 6.3 Basic Conditions of Employment Act 75 of 1997;
- 6.4 Broad-Based Black Economic Empowerment Act 53 of 2003;
- 6.5 Companies Act 61 of 1973;
- 6.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6.7 Consumer Protection Act 68 of 2008;
- 6.8 Currencies and Exchange Act 9 of 1933;
- 6.9 Electronic Communications and Transactions Act 25 of 2002;
- 6.10 Employment Equity Act 55 of 1998;
- 6.11 Employment Services Act 4 of 2014;
- 6.12 Financial Intelligence Centre Act 38 of 2001;
- 6.13 Income Tax Act 58 of 1962;
- 6.14 Labour Relations Act 66 of 1995;
- 6.15 Pension Funds Act 24 of 1956;
- 6.16 Prevention of Combating of Corrupt Activities Act 12 of 2004;
- 6.17 Prevention of Organised Crime Act 121 of 1998;
- 6.18 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000;
- 6.19 Protection of Personal Information Act 2 of 2000;
- 6.20 Skills Development Act 9 of 1999;
- 6.21 Skills Development Levies Act 66 of 1995;
- 6.22 Unemployment Insurance Act 63 of 2001;
- 6.23 Unemployment Insurance Act 63 of 2001;
- 6.24 Unemployment Insurance Contributions Act 4 of 2002;
- 6.25 Value Added Tax Act 89 of 1991.

Access to the record in terms of the above legislation (or other as designated from time to time) is subject to the classification thereof as set out hereunder.

7 COMPANY RECORD CLASSIFICATION KEY

Classification Item	Level of Access	Reason for Classification
1	It may be disclosed.	Public Access Document
2	It may not be disclosed.	Request after commencement of criminal or civil proceedings (Sec 7)
3	It may be disclosed.	Subject to Copyright
4	Limited Disclosure.	Personal Information that belongs to the requester of that information (Sec 61)
5	It may not be disclosed.	Unreasonable disclosure of personal information of a natural person (sec 63(1))
6	It may not be disclosed.	Likely harm the commercial or financial interest of a third party (Sec 64(a)(b))
7	It may not be disclosed.	Likely to harm the Company or third party in contract or other negotiations (Sec 64(c))
8	It may not be disclosed.	Breach of confidence owed to a third party in terms of an Agreement (Sec 65)
9	It may not be disclosed.	Likely to compromise the safety of individuals protection of property (Sec 66)
10	It may not be disclosed.	Legally privileged documents (Sec 67)
11	It may not be refused.	Environmental testing/investigation which reveals public safety/environmental risks (Sec 64(2); Sec 68(2))
12	It may not be disclosed.	Commercial Information of a Private Body (Sec 68)
13	It may not be disclosed.	Likely to prejudice research and development information of OMODA or a third party (Sec 69)
14	It may not be refused.	A disclosure that is in the public interest (Sec 70)

8 RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Description of Record/Document	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
POPIA Manual	Protection of Personal Information Act 4 of 2013

9 INFORMATION REQUIRED IN TERMS OF SECTION 51(1)

The following table contains a description of the types of records/subjects on which OMODA holds and the categories of records maintained on each subject –

Subject	Description of record	Classification Item
Finance	<ul style="list-style-type: none"> • All or any statutory compliance • Asset registers • Audited Financial Statements • Bank statements • Budgets • Customer Information and Database • Documents issued to employees for income tax purposes • Management accounts • Orders, quotes and invoices • Corporate Public Records • Receipts and payments • Records of payments made to South African Revenue Services on behalf of employees 	<ul style="list-style-type: none"> • 12 • 12 • 12 • 12 • 12 • 12 • 12 • 12 • 6, 7, 12 • 1 • 7, 12 • 12
Legal	<ul style="list-style-type: none"> • Contracts • Policies and procedures • Statutory Records 	<ul style="list-style-type: none"> • 6, 10, 12 • 12 • 10, 12
Sales, Aftersales, Fleet & Neighbouring Countries Marketing & Brand	<ul style="list-style-type: none"> • Current Product information • Customer Information and database • Market Information • Marketing and future product Strategies • Media Releases • Owner Manuals 	<ul style="list-style-type: none"> • 1, 4 • 12 • 12, 13 • 12 • 1 • 1

	<ul style="list-style-type: none"> • Performance Records • Product Brochures • Product sales record • Quality records • Sale Records 	<ul style="list-style-type: none"> • 12 • 1 • 1 • 12 • 12
Human Resources	<ul style="list-style-type: none"> • Address lists • Disciplinary code and/or procedures • Disciplinary records • Employment contracts • Internal telephone lists • Leave records • Medical aid records • Pension Fund records • Personnel documents and records • Salary records • Training manuals • Training records 	<ul style="list-style-type: none"> • 4, 5 • 12 • 4 • 4, 5 • 12 • 4, 5 • 4, 5 • 4, 5 • 4, 5, 9, 10, 12 • 4, 5, 10, 12 • 12 • 12
Deal Network	<ul style="list-style-type: none"> • Dealer Floor plans and layouts • Dealer Franchise Documents 	<ul style="list-style-type: none"> • 12 • 12
Logistics	<ul style="list-style-type: none"> • Logistic Record 	<ul style="list-style-type: none"> • 6, 7, 8,12

- *This list is not all-inclusive and may be updated, amended or reviewed by OMODA from time to time.*

10 PROCESSING OF PERSONAL INFORMATION

10.1 POPIA

10.1.1 Chapter 3 of POPIA provides the minimum conditions for the lawful processing of Personal Information. These conditions may only be derogated from if specific exclusions apply as outlined in POPIA.

10.1.2 OMODA processes personal information per POPIA. In terms of our privacy policy, OMODA will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. OMODA processes the personal information of both living and juristic persons.

10.2 Purpose for the processing of personal information by OMODA

As stated in our privacy policy, OMODA processes personal information for several reasons including, but not limited to, –

- 10.2.1 providing requested services;
- 10.2.2 managing the commercial relationship with you, including –
 - 10.2.2.1 communications with you regarding purchase information;
 - 10.2.2.2 sending you important information regarding changes to our terms and conditions;
 - 10.2.2.3 sending you administrative information;
 - 10.2.2.4 managing complaints; and
 - 10.2.2.5 processing your payments.
- 10.2.3 manage dispute resolution and other commercial risks;
- 10.2.4 create and manage supplier relationships;
- 10.2.5 manage contracts, orders, deliveries, invoices and accounting;
- 10.2.6 sending quotation estimates;
- 10.2.7 collect statistical information and run analytics to improve services and understand customers better;
- 10.2.8 general human resource and finance functions, including those obligations imposed by legislation;
- 10.2.9 sending marketing communications and managing a list of customers who wish not to receive marketing material; and
- 10.2.10 to allow proper functioning of the website, which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

10.3 Categories of data subjects

OMODA processes personal information relating to the following categories of data subjects

- 10.3.1 customers/clients;
- 10.3.2 shareholders;
- 10.3.3 directors;
- 10.3.4 employees and job applicants;
- 10.3.5 juristic entities (i.e. service providers, contractors, consultants, franchisees)
- 10.3.6 complainants and enquirers;
- 10.3.7 visitors to premises;
- 10.3.8 individuals captured by CCTV images; and
- 10.3.9 individuals who have an interest in the products and services of OMODA.

10.4 Types of information (and special personal information) processed

10.4.1 As stated in our privacy policy, OMODA processes the following types of personal information, amongst others, –

- 10.4.1.1 name and surname;
- 10.4.1.2 email address and postal address (invoicing);
- 10.4.1.3 phone number;
- 10.4.1.4 transaction information (details regarding the service subscribed, transaction number);
- 10.4.1.5 medical information (of employees);
- 10.4.1.6 services history;
- 10.4.1.7 payment information;
- 10.4.1.8 data relating to the commercial relationship and details regarding the service subscribed (including duration and any correspondence);
- 10.4.1.9 billing data; and
- 10.4.1.10 information collected by cookies or similar technologies.

10.4.2 Please refer to our privacy policy for further information.

10.5 Disclosure of your personal information

10.5.1 We may disclose your personal information to third parties who are involved in the delivery of products and services to you or OMODA, such as the OMODA Group of Companies in South Africa and other countries, OMODA's authorised dealers and franchisees, trusted service providers, contractors and/or consultants who provide goods or services under one of OMODA's brands, and our service providers and agents who perform services on OMODA's behalf, the OMODA Group (sub-contractors).

10.5.2 Where OMODA discloses your personal information to any third party, the latter will be obliged to use it for the reasons and purposes it was disclosed. To this end, we have agreements with these third parties to ensure this and an adequate level of security and confidentiality for your personal information.

10.5.3 OMODA may disclose the listed personal information to third parties with your consent:

- We are obligated to provide such information for legal and regulatory purposes;

- We are required to do so for purposes of existing or future legal proceedings;
- We are selling one or more of our businesses to someone to whom we may transfer rights;
- For the prevention of fraud, loss, bribery or corruption.
- If required, provide or manage information, products, and services to data subjects.
- To improve the quality of our products or services.

10.5.4 If personal information is disclosed to OMODA by a third party on your behalf, we may require the third party to confirm the consent obtained from you and to inform you of the contents of this manual and any other privacy policy as implemented, updated, reviewed or amended by OMODA from time to time.

10.5.5 OMODA may be obliged to disclose your personal information that we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights.

10.6 Trans-border/Cross border flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. OMODA will comply with the conditions set out in section 72 of POPIA in respect of all cross-border transfers of personal information.

10.7 General description of information security measures

10.7.1 OMODA takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access. We contractually require that service providers who handle your personal information for us do the same.

10.7.2 OMODA regularly reviews the security controls and related processes to ensure that personal information is secure.

11 HOW TO REQUEST ACCESS TO A RECORD

- 11.1 To request a record in terms of PAIA, the requestor must complete the prescribed form, **Form 2**, attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the above addresses. The aforesaid will inform you of the outcome of your request in accordance with **Form 3** of **Annexure A** and request payment of a prescribed fee as calculated on the costing set out in the last-mentioned form.
- 11.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), attached to this Manual as **Annexure B**.
- 11.3 The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested. The requestor must indicate which form of access is required, identify the right they are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.
- 11.4 If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request to the reasonable satisfaction of the Information Officer.
- 11.5 PAIA provides certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether to grant a request for access to information.

12 PAYMENT OF FEES

- 12.1 PAIA provides for two types of fees, namely –
- 12.1.1 a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and
 - 12.1.2 an access fee, payable when access is granted, must be calculated by taking into account reproduction costs, search and preparation time and cost, and postal costs.
- 12.2 After a request is made, the Information Officer shall, by notice, require the requester, excluding the personal requester, to pay the prescribed request fee (if any) before further processing the request.
- 12.3 If the search for and preparation for disclosure of the record has been made, including an arrangement to make it available in the requested form, requires more than the hours

prescribed in the regulations for this purpose, OMODA will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

- 12.4 OMODA may withhold a record until the requester has paid the fees as indicated in **Annexure C**.
- 12.5 A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required over the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the request form.
- 12.6 In terms of POPIA, a data subject has the right to request OMODA to confirm, free of charge, whether or it holds personal information about the data subject and request from OMODA the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 12.7 POPIA further provides that where the data subject is required to pay a fee for services provided to them, OMODA must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

13 APPLICABLE TIME-PERIODS

- 13.1 OMODA will inform the requester within 30 days after receipt of the request of its decision on whether or not to grant the request.
- 13.2 The 30 days may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of OMODA or the records are not located at OMODA.

14 OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon, and that the requester may lodge an application with a Court against the refusal of the request.

15 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

15.1 In terms of Section 62 to 69 of PAIA, access granted to a record may be refused on one or more of the following grounds –

- 15.1.1 protection of privacy to a third party who is a natural person;
- 15.1.2 protection of the commercial information of a third party;
- 15.1.3 protection of certain confidential information of a third person;
- 15.1.4 protection of the safety of individuals and the protection of property;
- 15.1.5 protection of records privileged from production and legal proceedings;
- 15.1.6 the commercial information of OMODA;
- 15.1.7 the protection of research information of a third party.

15.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

16 REMEDIES FOR REFUSAL

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may apply to a Court for the appropriate relief within 30 days after notification of the refusal.

17 AVAILABILITY OF THE MANUAL

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of OMODA. The electronic version of this manual is available on the website of OMODA.

18 UPDATING OF THIS MANUAL

This manual will be reviewed and updated, if necessary, periodically or as determined by the Information Officer.

ANNEXURE A

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

- 1. Proof of identity must be attached by the requester.
- 2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

[Redacted address box]

(Address)

E-mail address: [Redacted]

Fax number: [Redacted]

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
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)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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

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

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF 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 (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) 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 B.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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)

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 Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer

ANNEXURE B

FORM 1

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, 2017 [Regulation 2(1)]

Note:

1. Affidavits or other documentary evidence in support of the objection must 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.

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if the responsible party is a natural person):</i>	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
Name of public or private body <i>(if the responsible party is not a natural person):</i>	
Business address:	
Contact number(s):	
FAX number:	
E-mail address:	
C	REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

Signed at this day of 20.....

Signature of Data subject (applicant)

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, 2017
[Regulation 3(2)]**

Note:

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

Reference Number.....

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 DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	

ANNEXURE C – FEES

FEES IN RESPECT OF PRIVATE BODIES		
Item	Description	Amount
1	The request fee payable by every requester	R140.00
2	Photocopy/printed black and white copy of A4-size page	R2.00 per page or part thereof.
3	Printed copy of A4-size page	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on: <ul style="list-style-type: none"> • Flash drive (to be provided by requester) • Compact disc <ul style="list-style-type: none"> ○ if provided by requester ○ if provided to the requester 	R40.00 R40.00 R60.00
5	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R24.00
8	Copy of an audio record, per A4-size page <ul style="list-style-type: none"> • Flash drive (to be provided by requestor) • Compact disc <ul style="list-style-type: none"> ○ if provided by requester ○ if provided to the requester 	R40.00 R40.00 R60.00
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. To not exceed the cost of	R145.00 R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.