



**REX TRUEFORM**  
GROUP LIMITED

**REX TRUEFORM COMPANY LIMITED**

**(Registration No. 1937/009839/06)**

**("REX TRUEFORM GROUP")**

**A GUIDE TO**

**ACCESSING TO INFORMATION MANUAL**

**Manual prepared in terms of Section 51 of the**

**Promotion of Access to Information Act**

## 1. DEFINITIONS

Data Subject	Means the person to whom PI relates. In reference to the Rex Trueform Group, this primarily but without limitation means customers, employees and operators/suppliers, other persons and third parties.
Employee/s	Means any natural person who works for, or provides services to, or on behalf of the Rex Trueform Group, and receives or is entitled to receive remuneration, and any other person who assists in carrying out or conducting the business of the Rex Trueform Group. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract worker.
Manual	Means this Promotion to Access to Information Manual prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000.
Operator	Means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party.
Rex Trueform Group or the Group	Means Rex Trueform Group Limited (Registration Number: 1937/009839/06) and its wholly-owned subsidiaries (as defined in the Companies Act 2008), (including, divisions, segments, and business units), but specifically excludes subsidiaries, where such entity is a subsidiary as a result of a partial investment by Rex Trueform Group. However, this manual may apply to the abovementioned excluded subsidiaries and other companies associated with Rex Trueform Group, if agreed to by and the Rex Trueform Group relevant subsidiary or associated entity in writing. Confirmation as to whether this manual applies to a specific entity associated with the Rex Trueform Group can be sought through the mechanisms set out in this manual.
Personal information (PI)	Means personal information relating to an identifiable, living, natural person, and where it

	<p>is applicable, an identifiable, existing juristic person, including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;</li> <li>b. information relating to the education or the medical, financial, criminal or employment history of the person;</li> <li>c. any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li> <li>d. biometric information of the person;</li> <li>e. personal opinions, views or preferences of the person correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</li> <li>f. views or opinions of another individual about the person; and</li> <li>g. the name of the person if it appears with other PI relating to the person, or if the disclosure of the name itself would reveal information about the person;</li> </ul> <p>In reference to this manual, PI must be seen primarily but without limitation as PI of the Rex Trueform Group, customers; employees, suppliers, other persons and third parties.</p>
Responsible Party	Means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing PI. In reference to this manual, the responsible parties are the Rex Trueform Group entities as defined above.
Special personal information (SPI)	Means any PI of a data subject, concerning - <ul style="list-style-type: none"> <li>a. the religious or philosophical beliefs,</li> </ul>

	<p>race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or</p> <p>b. the criminal behaviour of a data subject to the extent that such information relates to—</p> <p>i. the alleged commission by a data subject of any offence; or</p> <p>ii. any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings</p>
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## 2. INTRODUCTION

Rex Trueform Group Limited is a holding company whose shares are listed on the Johannesburg Stock Exchange. This manual applies to the Rex Trueform Group (or “Group”) as defined on the cover page of this Manual who for purposes of the Protection of Personal Information Act 4 of 2013 (“POPIA”) are defined as responsible parties. A simplified group structure highlighting the Group’s major subsidiaries and businesses is available on the Group’s website at. This Manual explains how the various businesses comprising the Group will process personal information (“PI”).

The Promotion of Access to Information Act 2 of 2000 (as amended from time to time) (“PAIA”) gives effect to the constitutional right of access to any information in records held by public or private bodies that is required for the exercise or protection of any rights. Where a party wishes to request information which they do not have a direct right to, but which information is needed in order to protect a right of their own, they will use the procedure set out in this Manual to request such information. This Manual provides an outline of the types of records and the PI held by the Rex Trueform Group Limited and sets out the procedure to request access to these records and PI, the requirements which such request must meet, as well as the grounds for refusal or partial refusal (as the case may be) of such a request. Further hereto, it explains how to access PI held by Rex Trueform Group Limited in terms of Sections 23 and 25 of the POPIA. It should be noted that requests for access to PI will be responded to within a reasonable time.

PAIA and POPIA recognise that the right of 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,

in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution of the Republic of South Africa, Act 108 of 1996 (as amended) and the POPIA.

It should be noted that the rights of access incorporated herein may not be used to access records under criminal or civil proceedings, or where such proceedings have commenced.

This Manual informs requesters of procedural and other requirements that a request must meet as prescribed by PAIA and POPIA. A requester has the right to submit a request, after providing adequate proof of identity and after payment of any fee required by law (if applicable) under Annexure "A" and "B".

### 3. CONTACT DETAILS AND INFORMATION

Full Name : Rex Trueform Company Limited  
Registration Number : 1937/009839/06  
Registered Address : 263 Victoria Road  
SALT RIVER  
7925  
Postal Address : P.O. Box 1856  
CAPE TOWN  
8000  
Telephone Number : (021) 460-9400  
Fax Number : (021) 460-9575  
Head/CEO : Catherine Lloyd  
Email Address of Head/CEO : c/o [legal@rextrueform.com](mailto:legal@rextrueform.com)

All requests for access to records in terms of PAIA must be in writing in terms of Section A and must be addressed to the contact details herebelow below:

REQUESTS FOR REX TRUEFORM GROUP LIMITED RECORDS	
Contact Name	Ardilah Mohamed-Mushabe
Email	<a href="mailto:legal@rextrueform.com">legal@rextrueform.com</a>
Physical Address	Rex Trueform Office Park 263 Victoria Road Salt River Cape Town 7925
Postal Address	PO BOX 1856 Cape Town 8000
Website	<a href="http://www.rextrueform.com">www.rextrueform.com</a>
Telephone Number	(021) 460-9400

<b>REQUESTS FOR QUEENSPARK PROPRIETARY LIMITED (REGISTRATION NUMBER: 2001/022975/07) RECORDS</b>	
Contact Name	Ardilah Mohamed-Mushabe
Email	<a href="mailto:legal@rextrueform.com">legal@rextrueform.com</a>
Physical Address	Rex Trueform Office Park 263 Victoria Road Salt River Cape Town 7925
Postal Address	PO BOX 1856 Cape Town 8000
Website	<a href="http://www.rextrueform.com/">www.rextrueform.com/</a>
Telephone Number	(021) 460-9400
<b>REQUESTS FOR QUEENSPARK DISTRIBUTION CENTRE PROPRIETARY LIMITED (REGISTRATION NUMBER: 1969/008313/07) RECORDS</b>	
Contact Name	Ardilah Mohamed-Mushabe
Email	<a href="mailto:legal@rextrueform.com">legal@rextrueform.com</a>
Physical Address	Rex Trueform Office Park 263 Victoria Road Salt River Cape Town 7925
Postal Address	PO BOX 1856 Cape Town 8000
Telephone Number	(021) 460-9400
<b>REQUESTS FOR QUEENSPARK PROPRIETARY LIMITED (REGISTRATION NUMBER: 2001/022975/07) RECORDS</b>	
Contact Name	Ardilah Mohamed-Mushabe
Email	<a href="mailto:legal@rextrueform.com">legal@rextrueform.com</a>
Physical Address	Rex Trueform Office Park 263 Victoria Road Salt River

	Cape Town 7925
Postal Address	PO BOX 1856 Cape Town 8000
Telephone Number	(021) 460-9400
<b>REQUESTS FOR OMBRECORP PROPRIETARY LIMITED (REGISTRATION NUMBER:2018/054279/07) RECORDS</b>	
Contact Name	Ardilah Mohamed-Mushabe
Email	<a href="mailto:legal@retrueform.com">legal@retrueform.com</a>
Physical Address	Rex Trueform Office Park 263 Victoria Road Salt River Cape Town 7925
Postal Address	PO BOX 1856 Cape Town 8000
Telephone Number	(021) 460-9400

#### 4. AVAILABILITY OF GUIDES TO PAIA AND POPIA

The South African Human Rights Commission (SAHRC) has compiled the guide contemplated in Section 10 of PAIA, which contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Copies of PAIA and POPIA, the relevant regulations and guides to these acts, can be obtained from the SAHRC or the Information Regulator and queries should be directed to:

<b>SAHRC</b>
South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton Johannesburg 2041
Braampark, Forum 3

33 Hoof Street  
Braamfontein  
Johannesburg  
2001

Telephone number: (011) 877 3600  
Fax number: (011) 484 7146/7  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
Email: [info@sahrc.org.za](mailto:info@sahrc.org.za)

**THE INFORMATION REGULATOR (SOUTH AFRICA)**

Braampark, Forum 3  
33 Hoofd Street  
Braamfontein  
Johannesburg  
2001

Mr Marks Thibela  
Chief Executive Officer  
Cell No. +27 (0) 82 746 4173  
Email: [MThibela@justice.gov.za](mailto:MThibela@justice.gov.za)  
[infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)  
<https://www.justice.gov.za/infoereg/contact.html>



## **5. CATEGORIES OF RECORDS HELD BY THE GROUP**

This paragraph serves as a reference to the records that the Rex Trueform Group holds. It is hereby recorded that the accessibility of the records listed below, may be subject to the grounds of refusal set out hereinafter.

### **5.1. STATUTORY COMPANY INFORMATION**

- Certificate of Incorporation;
- Certificate of Change of Name;
- Memorandum of Incorporation (previously known as Memorandum and Articles of Association);
- Certificate to Commence Business;
- Copies of forms lodged with the Companies and Intellectual Property Commission (previously known as the Registrar of Companies);
- Securities Register;
- Minute Books;
- Records of Directors (as contemplated in the Companies Act 71 of 2008 (as amended) ("the Companies Act")); and
- Directors' Meetings Attendance Register.

### **5.2. ACCOUNTING RECORDS**

- Annual Financial Statements including annual accounts, directors' reports and auditor's report;
- other accounting records required to be kept by Rex Trueform Clothing Company Limited in terms of the Companies Act;
- Supporting schedules to books of account and ancillary books of account; and
- Transaction documents including but not limited to, delivery notes, orders, invoices, statements, receipts and vouchers.

### **5.3. STATUTORY EMPLOYEE RECORDS**

- Employees' names and occupations;
- Time worked by each employee;
- Remuneration paid to each employee.
- Date of birth of each employee;
- Attendance register;
- Employment equity plan;
- Salary and wages registers;
- Collective agreements;
- Arbitration awards;
- Determinations made in terms of the Wage Act;
- Records of strikes, lockouts or protest action.
- Industrial training records;

- Staff records; and
- Copies of P.A.Y.E. certificates.

#### **5.4. OTHER EMPLOYEE RECORDS**

- Employment contracts;
- Employment Practice Manual; and
- Pension and Provident Fund Rules.

#### **5.5. ENVIRONMENTAL HEALTH AND SAFETY**

- Appointment record of Health and Safety representatives;
- Minutes of Health and Safety meetings;
- Health and Safety reports;
- Environmental impact reports;
- Record of fire extinguishers and other safety equipment maintenance; and
- Documentation in respect of chief executive officers assignee, GMR2 competence.

#### **5.6. FIXED PROPERTY**

- Title Deeds;
- Lease Agreements; and
- Building plans.

#### **5.7. MOVABLE PROPERTY**

- Asset register; and
- Finance, Lease and Maintenance Agreements.

#### **5.8. INTELLECTUAL PROPERTY**

- Details of Trademarks, trade names, protected names; and copyrights;
- Agreements relating to intellectual property such as licence agreements and consulting agreements; and
- Litigation and other disputes involving intellectual property.

#### **5.9. AGREEMENTS AND CONTRACTS**

- Material agreements concerning provision of services or materials;
- Agreements with contractors, suppliers and customers;
- Purchase and sale agreements; and
- Restraint agreements;

#### **5.10. TAXATION**

- Copies of Income Tax Returns and other tax returns and supporting documentation.

#### **5.11. SALES AND MARKETING**

- Details of sales, products, markets, and customers;

- Brochures and Advertising Materials.

## **6. OTHER RECORDS**

This section pertains to employee, customer or private body records, which are held by another party, as opposed to the records held by the Group itself.

Records held by the Group pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about contractors/suppliers.

The Group may possess records pertaining to other parties, including without limitation contractors, job applicants, Operators (suppliers and third parties). Alternatively, such other parties may possess records that can be said to belong to the Group.

## **7. RECORDS AUTOMATICALLY AVAILABLE**

The following categories of records are automatically available for inspection, purchase or photocopying. Simply put, you do not need to request this information in terms of the Promotion of Access to Information Act.

- Any promotional material for public viewing;
- Posters;
- Campaigns; and
- Product Information.

## **8. PROCESSING OF PERSONAL INFORMATION**

All PI will be processed in accordance with the POPIA and all other applicable legislation which deals with privacy. Accordingly, the relevant PI conditions and requirements relating to the processing thereof (including, the collection, handling, transfer, sharing, storage, archiving and deletion of PI) will be applied to PI processed by the Group.

### **8.1. PURPOSE OF PROCESSING**

The Group processes PI for a variety of purposes, where legally justified to do so. The Group uses PI under its care in the following ways:

- Performance of any duties and the administration of contractual agreements;
- Providing products and services to customers and asset funding purposes;
- For the development and/or improvement of products offered to our customers;
- Detecting and prevention of fraud, crime, money laundering and other malpractice;
- Conducting market, statistical analysis or customer satisfaction research;
- Marketing and sales;
- To manage our relationship with employees and suppliers, service providers and third parties for operational reasons;
- In connection with legal proceedings;
- Keeping accounts and records;
- Complying with legal and regulatory requirements; and

- Profiling data subjects for the purposes of direct marketing.

## 8.2. CATEGORIES OF DATA SUBJECTS AND THE PI PROCESSED BY THE GROUP

Categories of data subjects and PI processed by the Group include the following:

Shareholders	Shareholder personal information
Customers – natural persons	Customer personal/special PI, e.g. name, identity number, race, etc; Customer bank details, e.g. account number, products, etc; Customer biometric special information; Surveillance records; Nationality; Customer contracts; and Customer location information.
Customer – juristic person/entity	Names of contact persons; Name of legal entity; Physical, postal address and contact details; Financial information; Registration number; Founding documents; Tax related information; Authorised signatories; Beneficiaries; Ultimate beneficial owners; shareholding information; and BBBEE information.
Suppliers	Supplier Personal Information Supplier Contracts Supplier bank details Biometric Information of Supplier Representatives Personal Information of supplier representatives Tax Related Information Shareholding Information BBBEE information

Employees (prospective, previous and existing employees)	<p>Employee PI</p> <p>Employee education and psychometrics records</p> <p>Employee medical information</p> <p>Employee disability information</p> <p>Employee biometric information</p> <p>Employee pension and provident fund information</p> <p>Employee bank details</p> <p>Employee tax and financial information</p> <p>Employee contracts</p> <p>Employee beneficiary information</p> <p>Employee vehicle registration</p> <p>Employee performance records</p> <p>Payroll records</p> <p>Electronic access records</p> <p>Physical access records</p> <p>Surveillance records</p> <p>Health and safety records</p> <p>Background checks</p> <p>Criminal checks</p> <p>Employment history</p>
Job Applicants	<p>Curriculum vitae and application forms</p> <p>Criminal checks</p> <p>Background checks</p>
Family Members of Employees	<p>PI, e.g. name, ID, etc.</p> <p>Medical and disability information</p>

### 8.3. CATEGORIES OR RECIPIENTS WITH WHOM PI IS SHARED

8.3.1. The Group may share the PI of its Data Subjects with its agents, affiliates, and associated companies who may use this information to send the Data Subject information on products and services. The Group may also supply the PI to any party to whom the Group may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers and Operators, with the following parties (among others):

- other Rex Trueform Group Limited subsidiaries; and
- the Groups service providers, Operators and third parties who perform services on its behalf.

8.3.2. The Group does not share the PI of its Data Subjects with any third parties, except if:

- it is obliged to provide such information for legal or regulatory purposes;
- it is required to do so for purposes of existing or future legal proceedings;
- transfer its rights under any agreement it may have with data subjects;
- it is involved in the prevention of fraud, loss, bribery or corruption;
- the third party performs services and processes PI on the Group's behalf as its Operator;
- this is required to provide or manage any information, products and/or services to Data Subjects; or
- is required to assist the Group improve the quality of its products and services.

8.3.3. The Group will send its Data Subjects appropriate notifications or communications of its processing if it is obliged to do so by law, or in terms of its contractual relationship with Data Subjects.

## **9. RETENTION OF PERSONAL INFORMATION RECORDS**

The Group may retain PI records indefinitely, unless the Data Subject objects thereto. If the Data Subject objects to indefinite retention of its PI the Group shall retain the Personal Information records to the extent permitted or required by law.

## **10. INFORMATION SECURITY MEASURES TO PROTECT PI**

10.1. The Group employs up to date technology to ensure the confidentiality, integrity and availability of the PI under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure; and
- Outsourced Service Providers who process PI on behalf of the Group are contracted to implement security controls.

10.2. Reasonable technical and organisational measures have been implemented for the protection of PI processed by the Group and its Operators (suppliers and third parties). In terms of the POPIA, Operators (suppliers and third parties) process PI on behalf of the group.

10.3. The Group continuously implements and monitors technical and organisational security measures to protect the PI it holds, against unauthorised access, as well as accidental or wilful manipulation, loss, damage, or destruction.

10.4. The Group will take steps to ensure that Operators (suppliers and third parties) that process PI on its behalf apply adequate safeguards as outlined under 10.1 to 10.3.

## **11. PI RECEIVED FROM THIRD PARTIES**

When the Group receives PI from a third party on behalf of a Data Subject, it requires confirmation that the third party has lawful justification in terms of section 11 of the POPIA, to share such information with the Group.

## **12. PROCEDURE FOR REQUESTING ACCESS TO RECORDS**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure “A” hereto. These forms are available from:

- our Information Officer (whose contact details are in paragraph 3 of this Manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)); and
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon, to pay the additional fees prescribed by regulation for searching for and compiling the information, which you have requested, including copying charges. It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

You are required to submit the completed annexure “A” and submit same as well as payment of a request fee to the information officer. Subject to the provisions in PAIA, in respect of extensions, the Group will process the request within 30 days from the date on which the request is received and the fee is paid, or within any extension timeline, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods could not be complied with.

If a request is made on behalf of another person, 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, which must then be reduced into writing by the person assisting the requester.

## **13. REMEDIES AVAILABLE IF REQUEST FOR INFORMATION IS REFUSED**

### **13.1. GROUNDS FOR REFUSAL**

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- Protecting personal information that the Group holds about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secret: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Group or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;

- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

### **13.2. INTERNAL REMEDIES**

The Group does not have internal appeal procedures. As such, the decision made by the Information Officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal if a request is refused should the requestor is not satisfied with the response provided by the Information Officer.

### **13.3. EXTERNAL REMEDIES**

In accordance with the provisions of PAIA, a requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief.

Likewise, a third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a court or the Information Regulator for relief. For purposes of the Act, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

## **14. RECORDS NOT FOUND**

- 14.1. If the Group has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.
- 14.2. If the record in question is later found, the requester shall be given access to the record in the manner stipulated by the requester in Appendix 1, Part H, unless access is refused by the Group as set out in this Manual.

## **15. LIST OF APPLICABLE LEGISLATION**

Where applicable the Groups operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997



- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Consumer Protection Act No. 68 of 2008
- Copyright Act No. 98 of 1978
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Financial Markets Act No. 19 of 2012
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Pension Funds Act No. 57 of 1978
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Tax on Retirement Funds Act No. 38 of 1996
- Trade Marks Act No. 194 of 1993
- Unemployment Insurance Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001;
- Value-added Tax Act No. 89 of 1991

## **16. AVAILABILITY OF THE MANUAL**

This Manual is made available in terms of regulation number R.187 of 15 February 2002 of PAIA. This Manual will be available on the Group's website and may be amended from time to time. Alternatively, a copy can be requested from the Company Secretary of the Group.

**ANNEXURE “A”**

**FORM C**

**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))

[Regulation 10]

**A. Particulars of private body**

The Head:

.....  
.....  
.....

**B. Particulars of person requesting access to the record**

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

Full names and surname: .....

.....

Identity number: .....

Postal address: .....

.....

.....

..... Fax number: .....

Telephone 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 hereunder, 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 in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

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

**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)
--	---

**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? <b>Postage is payable.</b>	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 ..... 20.....

.....  
SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF  
REQUEST IS MADE

## **ANNEXURE “B”**

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

### **1. Copies of a manual**

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

### **2. Reproduction fees<sup>1</sup>**

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

### **3. Access fees<sup>2</sup>**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

### **4. Other fees**

- 4.1 A request fee<sup>3</sup> of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.<sup>5</sup>
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure “A”, Part III, Item 4(1)(f).

5 Section 54(2).

PART III  
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) are as follows:
 

	R
(a) For every photocopy of an A4-size page or part thereof .....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc .....	7,50
(ii) compact disc .....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof .....	40,00
(ii) For a copy of visual images .....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof .....	20,00
(ii) For a copy of an audio record.....	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof .....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc .....	7,50
(ii) compact disc.....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof .....	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record .....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	