PAIA MANUAL

FOR

CONFERENCE ALERTS CC
Registration Number: 2000/031622/23

in terms of Section 51 of The Promotion of Access to Information Act No. 2 of 2000 (the "Act")

and

the Protection of Personal Information Act No. 4 of 2013 (“POPIA”)

Prepared by:

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1. **INTRODUCTION**

Conference Alerts CC specialises in the promotion, marketing, facilitation and advertising of third-party events through its internet-based commerce and advertising initiatives.

2. **PURPOSE OF PAIA MANUAL**

This PAIA Manual is useful for the public to-

2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;

2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;

2.3 know the description of the records of the body which are available in accordance with any other legislation;

2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;

2.8 know the recipients or categories of recipients to whom the personal information may be supplied;

2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
3. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Contact Details of Head of Conference Alerts CC

3.1 Name of head of Conference Alerts CC:
   Ms. Helen Jennifer Friedlande

3.2 Postal Address of head of Conference Alerts CC:
   PO Box 39528, 
   Faerie Glen
   Pretoria
   0043

3.3 Street Address of head of Conference Alerts CC:
   738 Highwood Avenue
   Faerie Glen
   Pretoria

3.4 Telephone No. of head of Conference Alerts CC:
   +27 (0)12 9911778

3.5 E- Mail address of head of Conference Alerts CC:
   alerts@conferencealerts.com

4. THE INFORMATION OFFICER (SECTION 51(1)(B))

4.1 The Head of a Private Body fulfils such a function in terms of Section 51. Conference Alerts has elected to appoint an Information Officer to assess requests for access to information as well as oversee its required functions in terms of the Act.

4.2 The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in POPIA. The Information Officer oversees the functions and responsibilities as required in terms of both this Act in terms of Section 55 of POPIA after registering with the Information Regulator.

4.3 The information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of POPIA. This is in order to render Conference Alerts as accessible as reasonably possible for requesters of its records and to ensure fulfilment of its obligations and responsibilities as prescribed in terms of section 55 of POPIA. All requests for information in terms of the Act must be addressed to the Information Officer.

Contact Details of the Information Officer

Information Officer: Helen Jennifer Friedlande

Physical Address: 738 Highwood Avenue
                   Faerie Glen
                   Pretoria

Telephone: +27 87 702 1436
5. **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b).**

5.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

5.2. The Guide is available in each of the official languages and in braille.

5.3. The aforesaid Guide contains the description of-

- 5.3.1. the objects of PAIA and POPIA;
- 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
  - 5.3.2.1. the Information Officer of every public body, and
  - 5.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA\(^1\) and section 56 of POPIA\(^2\);
  - 5.3.2.3. the manner and form of a request for-
    - 5.3.2.4. access to a record of a public body contemplated in section 11\(^3\); and
    - 5.3.2.5. access to a record of a private body contemplated in section 50\(^4\);
- 5.3.3. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 5.3.4. the assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.5. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
  - 5.3.5.1. an internal appeal;
  - 5.3.5.2. a complaint to the Regulator; and

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\(^1\) Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

\(^2\) Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

\(^3\) Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

\(^4\) Section 50(1) of PAIA- A requester must be given access to any record of a private body if-
  a) that record is required for the exercise or protection of any rights;
  b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
  c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.
5.3.5.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

5.3.6. the provisions of sections 14\(^5\) and 51\(^6\) requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

5.3.7. the provisions of sections 15\(^7\) and 52\(^8\) providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

5.3.8. the notices issued in terms of sections 22\(^9\) and 54\(^10\) regarding fees to be paid in relation to requests for access; and

5.3.9. the regulations made in terms of section 92\(^11\).

5.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

5.5. The Guide can also be obtained-

5.5.1. upon request to the Information Officer;

5.5.2. from the website of the Regulator (https://www.justice.gov.za/inforeg/).

5.6. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

5.6.1. English

5.6.2. Afrikaans.

\(^5\) Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

\(^6\) Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

\(^7\) Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

\(^8\) Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

\(^9\) Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

\(^10\) Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

\(^11\) Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

(a) any matter which is required or permitted by this Act to be prescribed;
(b) any matter relating to the fees contemplated in sections 22 and 54;
(c) any notice required by this Act;
(d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
(e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”
6. **THE LATEST NOTICE IN TERMS OF SECTION 52(2)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

7. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

7.1 The information is classified and grouped according to records relating to the following subject and categories;

7.1.1 **Personnel Records:** refers to any person who works for, or provides services to or on behalf of Conference Alerts, and receives or is entitled to receive remuneration and any other person who assists in carrying our or conducting the business of Conference Alerts. This includes, without limitation, Directors (Executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.

- 7.1.1.1 Personal records provided by personnel.
- 7.1.1.2 Records provided by a third party relating to personnel.
- 7.1.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records
- 7.1.1.4 Internal evaluation records and other internal records
- 7.1.1.5 Correspondence relating to personnel
- 7.1.1.6 Training schedules and material.

7.1.2 **Customer related records:**

- 7.1.2.1 Records provided by a customer to a third party acting for or on behalf of Conference Alerts
- 7.1.2.2 Records provided by a third party
- 7.1.2.3 Records generated by or within Conference Alerts relating to its customers including transactional records.

A **“customer”** refers to any natural or juristic entity that receives services from Conference Alerts.

7.1.3 **Private Body Records** include financial, operational, marketing records, databases and information technology as further detailed in clause 7 an 8 below.

7.1.4 **Internal Correspondence** relating *inter alia* to:

- 7.1.4.1 Product records of Conference Alerts and its Customers
- 7.1.4.2 Statutory records
- 7.1.4.3 Internal policies and procedures
7.1.4.4 Records held by officials of any institution, government body.

These records include, but are not limited to, the records which pertains to Conference Alerts own affairs.

7.1.5 Other Party Records

7.1.5.1 Personnel, customer or private body records which are held by another party, as opposed to the records held by Conference Alerts itself.

7.1.5.2 Records held by Conference Alerts pertaining to other parties such as service providers, including without limitation, financial records, correspondence, contractual records provided by the other party, and records third parties have provided about the contractor’s suppliers.

7.1.5.3 Conference Alerts may possess records pertaining to other parties including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to Conference Alerts.

7.1.6 The accessibility of the records may be subject to the grounds of refusal as set out in this PAIA manual and POPIA. Amongst others, records deemed confidential on the part of a third party will require consent from said third party in addition to the normal requirements before Conference Alerts will consider granting access.
| Basic Conditions of Employment Act 75 of 1997 | Compensation for Occupational Injuries |
nemployment Insurance Act 63 of 2001
| VAT returns for past 5 (five) years; Clearance certificate | Income Tax Act 58 of 1962 |
Electronic Communications and Transactions Act 25 of 2002
### 8. SUBJECTS AND CATEGORIES OF RECORDS HELD BY CONFERENCE ALERTS CC: SECTION 51(1)(e)

<table>
<thead>
<tr>
<th>Classification No.</th>
<th>Access</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May be disclosed</td>
<td>Public Access Document</td>
</tr>
<tr>
<td>2</td>
<td>May not be disclosed</td>
<td>Request after commencement of criminal or civil proceedings [s7]</td>
</tr>
<tr>
<td>3</td>
<td>May be disclosed</td>
<td>Subject to copyright</td>
</tr>
<tr>
<td>4</td>
<td>Limited disclosure</td>
<td>Personal information that belongs to the requester of that information [s61]</td>
</tr>
<tr>
<td>5</td>
<td>May not be disclosed</td>
<td>Unreasonable disclosure of personal information of Natural person [s63(1)]</td>
</tr>
<tr>
<td>6</td>
<td>May not be disclosed</td>
<td>Likely to harm the commercial or financial interests of third party [s64(1)(a) and (b)]</td>
</tr>
<tr>
<td>7</td>
<td>May not be disclosed</td>
<td>Likely to harm the Company or third party in contract or other negotiations [s64(1)(c)]</td>
</tr>
<tr>
<td>8</td>
<td>May not be disclosed</td>
<td>Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]</td>
</tr>
<tr>
<td>Subject</td>
<td>Category of Information</td>
<td>Availability</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Companies Act Records</td>
<td>Documents of incorporation</td>
<td>Available from Companies and Intellectual Property Commission (CIPC) or request in terms of PAIA</td>
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<tr>
<td></td>
<td>Founding Statement</td>
<td>Available from Companies and Intellectual Property Commission (CIPC) or request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Minutes of Members meetings</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Records relating to the appointment of members</td>
<td>Available from Companies and Intellectual Property Commission (CIPC) or request in terms of PAIA</td>
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<tr>
<td></td>
<td>Member’s Register and other statutory registers</td>
<td>Available from Companies Act or request in terms of PAIA</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Annual Financial Statements and Management Accounts</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Request in terms of PAIA</td>
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<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------</td>
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<tr>
<td>Tax Returns</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Accounting Records</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Banking Records</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Bank Statements</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Paid Cheques</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Electronic banking records</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Asset Register</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Rental Agreements</td>
<td>Request in terms of PAIA</td>
<td></td>
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<tr>
<td>Invoices</td>
<td>Request in terms of PAIA</td>
<td></td>
</tr>
<tr>
<td><strong>Income Tax Records</strong></td>
<td><strong>PAYE Records</strong></td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td>Documents issued to employees</td>
<td>for income tax purposes</td>
<td></td>
</tr>
<tr>
<td>Records of payments made to</td>
<td>SARS on behalf of employees</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td>VAT number</td>
<td>Available from South African Receiver of Revenue website <a href="http://www.sars.gov.za">www.sars.gov.za</a> or</td>
<td></td>
</tr>
<tr>
<td>Skills Development Levies</td>
<td>request in terms of PAIA</td>
<td></td>
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<tr>
<td>UIF</td>
<td>Request in terms of PAIA</td>
<td></td>
</tr>
<tr>
<td>Workmen’s Compensation</td>
<td>Request in terms of PAIA</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Employment contracts</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td>Documents and Records</td>
<td>Request in terms of PAIA</td>
<td>4, 5,9</td>
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<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Medical Aid records</td>
<td></td>
<td></td>
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<tr>
<td>Disciplinary records</td>
<td>Request in terms of PAIA</td>
<td>5,9</td>
</tr>
<tr>
<td>Salary records</td>
<td>Request in terms of PAIA</td>
<td>5,9</td>
</tr>
<tr>
<td>Disciplinary code</td>
<td>Request in terms of PAIA</td>
<td>5,9</td>
</tr>
<tr>
<td>Leave records</td>
<td>Request in terms of PAIA</td>
<td>5,9</td>
</tr>
<tr>
<td>Training records</td>
<td>Request in terms of PAIA</td>
<td>12</td>
</tr>
<tr>
<td>Training Manuals</td>
<td>Request in terms of PAIA</td>
<td>12</td>
</tr>
<tr>
<td>Health and Safety Records</td>
<td>Request in terms of PAIA</td>
<td>12</td>
</tr>
<tr>
<td>Public Relations Records</td>
<td>Media Releases</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Promotion details</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Website Terms and Conditions</td>
<td>Freely available on <a href="http://www.conferencealert.s.co.za">www.conferencealert.s.co.za</a></td>
</tr>
<tr>
<td></td>
<td>Trade Marks</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td>Marketing Records</td>
<td>Service Catalogue</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Products Sales Records and receipts</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Marketing Strategies</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Customer, event organiser and subscriber Databases</td>
<td>Request in terms of PAIA</td>
</tr>
<tr>
<td></td>
<td>Statistical Information</td>
<td>Request in terms of PAIA</td>
</tr>
</tbody>
</table>
8. PROCESSING PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information
The Records aforementioned are processed by Conference Alerts for the purposes of fulfilling its obligations with its Customers and operating an internet based business:

8.2 Recipients of Conference Alerts Personal Information
Certain Records reflected in clause 7 may be shared with the following third parties for legitimate purposes, legal necessity or with consent of the data subject:

<table>
<thead>
<tr>
<th>South African Police Services</th>
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</thead>
<tbody>
<tr>
<td>Department of Labour</td>
</tr>
<tr>
<td>Credit Bureaus</td>
</tr>
<tr>
<td>South African Revenue of Services</td>
</tr>
</tbody>
</table>

[please list entities or people you share personal information with i.e service providers, agents etc]

8.3 Planned transborder flows of personal information
Conference Alerts may transfer information to a third party acting as an agent for Conference Alerts (such as an outside benefits administrator). However, prior to any such transfer, Conference Alerts will require the third party to give its written agreement to provide the same level of protection required by the POPIA.

Conference Alerts does transfer Personal Information outside the Republic of South Africa including but not limited to the United States of America and undertakes to comply with section 72 of POPIA in the event that Personal Information shall be transferred outside the Republic of South Africa.

8.4 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information
8.4.1 Conference Alerts takes reasonable precautions to protect Personal Information from loss, misuse, unauthorized access, disclosure, alteration, and destruction. These precautions include password protections for online information systems and restricted access to Personal Information processed by Conference Alerts. All inquiries from outside Conference Alerts, either written or verbal, concerning the identity, employment record, or performance of a current or terminated employee, are to be referred to the Information Officer/Chief Executive Officer of Conference Alerts for handling. If the request is from a government agency, Conference Alerts will verify the credentials of the agency representative before releasing information about a current or terminated employee.

8.4.2 Conference Alerts takes reasonable steps to ensure that Personal Information is accurate, complete, and current. All employees are asked to inform Conference Alerts immediately in the event of changes in Personal Information.

8.4.3 A security breach occurs when the data for which Conference Alerts is responsible suffers a security incident resulting in a breach of confidentiality, availability or integrity. If a security breach occurs, the following protocol is to be observed:

8.4.3.1 The IT officer is to isolate the incident and complete a breach report.  
8.4.3.2 The IT officer is to provide the report and notify the Information Officer/Chief Executive Officer together with the Managing Director of Conference Alerts.  
8.4.3.3 The Information Officer of Conference Alerts must notify the Information Regulator in South Africa and the supervisory authority in the EU (if an EU citizen’s Personal Information was involved in the security breach) without undue delay, and at the latest within 72 hours after having become aware of the security breach.  
8.4.3.4 The notification must:
8.4.3.4.1 Describe the nature of the breach;  
8.4.3.4.2 State the number of the Data Subjects affected by the breach;  
8.4.3.4.3 Describe the likely consequences of the breach; and  
8.4.3.4.4 Describe the measures taken or proposed to be taken by Conference Alerts to remedy the breach.

9. Request in terms of POPIA

9.1 Where a data subject has requested access to personal information not falling within the above categories or where the data subject is requesting:
9.1.1 to update his/her/its personal information;  
9.1.2 a list of the data subject’s personal information Conference Alerts has in its possession or control; or
9.1.3 the subscription or deletion of a data subject's personal information

Then the data subject, at no cost, must direct the request to the Information Officer of Conference Alerts as per the details in set out in section 4 above.

10. **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

10.1 The requester must complete Form C below and submit this form together with a request fee, to the head of Conference Alerts CC.

10.2 The form must be submitted to the head of Conference Alerts CC at his address, fax number, or electronic mail address as provided under paragraph 2 above.

10.3 The form must:

10.3.1 provide sufficient particulars to enable the head of Conference Alerts CC to identify the record/s requested and to identify the requester;

10.3.2 indicate which form of access is required;

10.3.3 specify a postal address or fax number of the requester in South Africa;

10.3.4 identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right;

10.3.5 if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner;

10.3.5 if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of Conference Alerts CC.
11. **PRESCRIBED FEES**

   The following applies to all requests:

11.1 A requestor is required to pay the prescribed fee (R50.00) before a request will be processed;

11.2 If the preparation of the record requested requires more than the prescribed (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

11.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

11.4 Records may be withheld until the fees have been paid;

11.5 The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

11.6 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.
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

(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:
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 for the record, if any, will be determined partly by the form in which access is requested.

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

| copy of record* | inspection of record |

2. If record consists of visual images

| view the images | copy of the images* | transcription of the images* |

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

| listen to the soundtrack | transcription of soundtrack* |
| audio cd | written or printed document |

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

| printed copy of record* | printed copy of information derived from the record* |
| | copy in computer readable form* (flash drive 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 ………………………………...20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE