

Manual

Of

Enertec Batteries (Pty) Ltd (Private Body)

Prepared and compiled on 2023-03-17 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of Enertec Batteries (Pty) Ltd.

Registration number: 2012/114081/07

Update: 2023-03-17

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1. INTRODUCTION

Enertec Batteries (Pty) Ltd is registered as a private company, registration number 2012/114081/07, in accordance with the Companies Act, 71 of 2008 (hereinafter referred to as "the Company"). Enertec Batteries Pty Ltd evolved out of the original company in December 2009.

Enertec is a knowledge-based distribution and service centre for all lead-acid and advanced battery technologies. We are application specialists in battery management systems.

Enertec Batteries have passionately developed a portfolio of leading, world recognised brands and products with our international partners. Enertec has a dynamic team of passionate, proficient and energetic individuals that strive for excellence and place no limits on what is possible.

Africa's heartbeat in innovative energy storage solutions.

2. THE ACT

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

3. PURPOSE OF THE MANUAL

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by Enertec Batteries (Pty) Ltd which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of Enertec Batteries (Pty) Ltd, by providing a description of the subjects on which Enertec Batteries (Pty) Ltd holds records and the categories of records held on each subject;
- 3.3 know the description of the records of Enertec Batteries (Pty) Ltd which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if Enertec Batteries (Pty) Ltd processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if Enertec Batteries (Pty) Ltd plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 know whether Enertec Batteries (Pty) Ltd has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. CONTACT DETAILS:

Information Officer:
Sorika Roos

Postal Address:
PO Box 10085
Ashwood
3605

Physical Address:
Unit 30-31
Foundry Park
18 Tottum Road
Ottawa South 4339

Telephone No:
031 701 7761

E-mail:
leads@enertec.co.za

Deputy Information Officer:

Ronelle Pillay

GENERAL INFORMATION:

Name of Private Body:
Enertec Batteries (Pty) Ltd

Registration No:
2012/114081/07

Postal Address:
PO Box 10085
Ashwood
3605

Physical Address (or principal place of business):
Unit 30-31
Foundry Park
18 Tottum Road
Ottawa South 4339

Telephone No:
031 701 7761

E-mail:
leads@enertec.co.za

Website:
www.enertec.co.za

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
 - 5.3.1. the objects of PAIA and POPIA;
 - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 5.3.2.1 the Information Officer of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
 - 5.3.3 the manner and form of a request for-
 - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
 - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
 - 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 5.3.5 the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained-
 - 5.5.1 upon request to the Information Officer;
 - 5.5.2 from the website of the Information Regulator (<https://info regulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

CATEGORY OF RECORDS	TYPES OF THE RECORD	AVAILABLE ON WEBSITE/SOCIALS	AVAILABLE ON REQUEST
Products Information	<ul style="list-style-type: none"> ● All products offered; ● Brochures; ● External newsletters and circulars; ● Information available on the website; ● Information on the company published by third parties. 	X	
Company Records	<ul style="list-style-type: none"> ● Director's names; ● Memorandum of incorporation; ● Documents of incorporation. 		X
Financial Records	<ul style="list-style-type: none"> ● Banking information; ● VAT registration number. 		X
HR records	<ul style="list-style-type: none"> ● BBBEE certificate; ● Letter of good standing; ● UIF complaine certificate; ● RMI TEPA Membership Certificate; ● MIOSA membership. 		X

Records of a public nature, typically those disclosed on our website and in its various annual reports, may be accessed without the need to submit a formal application. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that Enertec Batteries (Pty) Ltd holds in order to facilitate a request in terms of The Act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

SUBJECTS ON WHICH THE BODY HOLDS RECORDS	CATEGORIES OF RECORDS
Business records	Operational records; Internal correspondence; Product records; Software performance and sale records; Permits; Licenses; Authorities.
Company information	Minutes of board of directors meetings; Records relating to appointment of directors, auditor, public officer, or other officers; Share register and other statutory registers; Other statutory records.
Customer & Supplier information	Personal customer & supplier details; Contact details of individual customers; Communications with customers & suppliers; Transactional information; Marketing records; information on contemplated, existing, and past business transactions; information on agreements, proposals, and intellectual property of such clients and suppliers.
Financial records	Financial statements and records; Tax records and returns; PAYE Records; Corporate tax records; Customs tax records; Documents issued to employees for income tax purposes; Records of payments made to SARS on behalf of employees; VAT records; Statutory payments records; Accounting records; Auditors reports; Banking statements and records; Electronic banking records; Asset register; Quotes and invoices; Financial agreements.
Strategic documents, Plans, Proposals	Annual reports, Strategic plan, Annual performance plan.
HR records	List of employees; HR Policies & Procedures; Advertised posts; Employee personal information; Personal information of past, present and prospective employees, and

	partners / directors; Employee employment contracts; Employee benefit records; Employment applications and appointment documents; Employment Equity Plan and related records; Health and safety records; Medical aid records; Pension and provident fund records; Salaries or wages of employees; Leave records; Internal evaluations and performance records; Disciplinary records and codes; Training records; Operating manuals; Related correspondence.
Insurance information	Insurance policies held by the company; Records of insurance claims; Register of all immovable property owned by the company.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by the Company is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

8. RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to Enertec Batteries (Pty) Ltd, which includes but is not limited to, the following –

APPLICABLE LEGISLATIONS
Basic Conditions of Employment Act of 1997; Broad Based Black Economic Empowerment Act 53 of 2003; Copyright Act 98 of 1978; Companies Act 71 of 2008; Competition Act 89 of 1998; Consumer Affairs (Unfair Business Practices) Act 71 of 1988 Consumer Protection Act 68 of 2008; Compensation for Occupational Injuries and Disease Act 130 of 1993; Customs and Excise Act No 91 of 1964; Electronic Communications Act 36 of 2005; Electronic Communications and Transactions Act 25 of 2002; Employment Equity Act 55 of 1998; Employment Tax Incentive Act 26 of 2013; Financial Intelligence Centre Act 38 of 2001; Income Tax Act 58 of 1962; Insolvency Act No 24 of 1936; Intellectual Property Laws Amendment Act, No 38 of 1997; Intellectual Property Laws Amendment Act, No 28 of 2013; Labour Relations Act 66 of 1995; National Credit Act 34 of 2005; Promotion of Access to Information Act 2 of 2000; Protection of Personal Information Act 4 of 2013; Skills Development Act 97 of 1998; Skills Development Levies Act 9 of 1999; Tax Administration Act 28 of 2011; Unemployment Contributions Act 4 of 2002; Unemployment Insurance Act 63 of 2001.

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

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

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing Personal Information

We only process personal information for:

Consumers:

- Performing duties in terms of any agreement with the consumers;
- Making, or assist in making, credit decisions about consumers;
- Operating and managing consumers' accounts and managing any application, agreement or correspondence consumers may have with us;
- Communicating (including digital & direct marketing) with consumers by email, SMS, letter, telephone or in any other way about our products and services, unless consumers indicate otherwise;
- Forming a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers;
- Carrying out market research, business and statistical analysis;
- Performing other administrative and operational purposes including the testing of systems;
- Recovering any debt consumers may owe us;
- Complying with our regulatory and other obligations;
- Any other reasonably required purpose relating to our business.

Prospective consumers:

- Verifying and updating information;
- Pre-scoring;
- Direct marketing;
- Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to our business.

Employees:

- The same purposes as for consumers (above);
- Verification of applicant employees' information during recruitment process;
- General matters relating to employees:
 - Pension
 - Medical aid
 - Payroll
 - Disciplinary action
 - Training
- Any other reasonably required purpose relating to the employment or possible employment relationship.

Vendors /suppliers /other businesses:

- Verifying information and performing checks;

- Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- Payment of invoices;
- Complying with our regulatory and other obligations;
- Any other reasonably required purpose relating to our business.

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

CATEGORY OF DATA SUBJECTS	PERSONAL INFORMATION THAT MAY BE PROCESSED
Customers/Prospective customers	<ul style="list-style-type: none"> ● Postal and/or street address; ● Title and name; ● Contact numbers and/or e-mail address; ● Ethnic group; ● Employment history; ● Age; ● Gender; ● Marital status; ● Nationality; ● Language; ● Financial information; <ul style="list-style-type: none"> • Identity/passport number/company information and directors' information; • BBEE information; ● Browsing habits and click patterns on our website.
Employees	<ul style="list-style-type: none"> ● Name and contact details; ● Identity number and identity documents including passports; ● Employment history and references (CVs); ● Banking and financial details; ● Marital status; ● Language; ● Details of payments to third parties (deductions from salary); ● Employment contracts; ● Employment Equity plans/records; ● Medical & medical aid records; ● Health records; ● Pension Fund records; ● Remuneration/salary records; ● Performance appraisals/records; ● Disciplinary records; ● Leave records; ● Training record.

Vendors/Suppliers	<ul style="list-style-type: none">● Name and contact details;● Identity and/or company information and directors' information;● Banking and financial information;● Information about products or services;● BBBEE information;● Other information not specified, reasonably required to be processed for business operations.
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9.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names for criminal checks	South African Police Services
Qualifications for qualification verifications	South African Qualifications Authority
Credit and payment history for credit information	Credit Bureaus
Employee personal information	Company medical aid scheme provider Company benefit scheme providers Department of Labour Motor Industry Bargaining Council Registered pension fund administrator SARS

9.4 Planned transborder flows of personal information

We transfer information to the following countries:

- Not applicable

The following categories of information is transferred outside the borders of South Africa:

- Not applicable

9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

Human measures:

To raise awareness of information security among all employees, we collect and provide information and enlighten them by via training to explain the importance of information security. We also provide security education for employees via posters and in-house policies and staff sign appropriate confidentiality undertakings.

Technical measures:

We centrally manage the employee accounts and records with a user management system connected to the HR database and limit the use of internal systems and access to the internal network by unauthorized users. We have malware protection measures in place via the outsourced IT Service Provider ranging from general virus protection to advanced malware protection measures depending on the professions and the risk level of the business and operation. The IT Service Provider always monitor the system to detect and respond to cyberattacks from external sources. All laptops and computers are setup with access passwords which only the relevant user of that device has knowledge of.

Physical measures:

Access to offices is controlled with locks and fitted aremd response alarm system. We have lockable filing cabinets with only the relevant authorised users given access to those cabinets. Those cabinets are stored inside a lockable and secure office building which is fitted with an armed response alarm system. All documents no

longer relevant or older than 5 years is either shredded and destroyed or archived with a reputable service provider who is fully compliant with the relevant legislation regarding the protection of personal information.

10. REQUEST PROCEDURE FOR OBTAINING INFORMATION

Access to records held by Enertec Batteries (Pty) Ltd

Records held by Enertec Batteries (Pty) Ltd may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Enertec Batteries (Pty) Ltd will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

11. FEES

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

The main grounds for Enertec Batteries (Pty) Ltd to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - o Trade secrets of that third party;
 - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
 - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of Enertec Batteries (Pty) Ltd which may include:
 - o Trade secrets of Enertec Batteries (Pty) Ltd
 - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of Enertec Batteries (Pty) Ltd ;
 - o Information which, if disclosed could put Enertec Batteries (Pty) Ltd at a disadvantage in negotiations or commercial competition;
 - o A computer program, owned by Enertec Batteries (Pty) Ltd and protected by copyright.
- The research information of Enertec Batteries (Pty) Ltd or a third party, if its disclosure would reveal the identity of Enertec Batteries (Pty) Ltd, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

13. DECISION

Enertec Batteries (Pty) Ltd will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which Enertec Batteries (Pty) Ltd has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of Enertec Batteries (Pty) Ltd and the information cannot reasonably be obtained within the original 30 day period. Enertec Batteries (Pty) Ltd will notify the requester in writing should an extension be sought.

AVAILABILITY OF THE MANUAL

The manual of Enertec Batteries (Pty) Ltd is available at the premises of Enertec Batteries (Pty) Ltd as well as on the website of Enertec Batteries (Pty) Ltd.

Signed by: _____

Date: _____

ANNEXURE A:

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

Item	Description	Amount
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	For a copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE B: FORM 2

REQUEST FOR ACCESS TO RECORD
[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

- Request is made in my own name Request is made on behalf of another person.

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

Full names of person on whose behalf request is made <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	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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.

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES

- a) A request fee must be paid before the request will be considered.*
- b) You will be notified of the amount of the access fee to be paid.*
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason	

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

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

ANNEXURE B: FORM 3

OUTCOME OF REQUEST AND FEES PAYABLE

[Regulation 8]

Note:

1. *If your request is granted the—*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
 - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure A.	
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OR

2. You requested:

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

4. Fees payable with regard to your request:

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Number of pages/items</u>	<u>Total:</u>
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.		
6.	For a copy of visual images			
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
	<u>TOTAL:</u>			

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

Yes

No

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

Name of Bank: _____
Name of account holder: _____
Type of account: _____
Account number: _____
Branch Code: _____
Reference No.: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer