

DANGOTE CEMENT SOUTH AFRICA (PTY) LTD

Registration Number of Company:

2004/034277/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act No.2 of 2000

("PAIA")

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1. INTRODUCTION TO THE COMPANY AND THE TYPE OF BUSINESS

- 1.1. DANGOTE CEMENT SOUTH AFRICA (PTY) LTD produces and sells cement.
- 1.2. DCSA has the following subsidiaries:
 - 1.2.1. Sephaku Development (Pty) Ltd (2005/006244/07);
 - 1.2.2. Sephaku Enterprise Development (Pty) Ltd (2007/012494/07);
 - 1.2.3. Sephaku Delmas Properties (Pty) Ltd (2004/034404/07);
 - 1.2.4. Blue Waves Properties 198 (Pty) Ltd (2008/010840/07);
 - 1.2.5. Dangote Dwaalboom Mining (Pty) Ltd (2009/013779/07);
 - 1.2.6. Beneficial Ingenuity (Pty) Ltd (2018/362373/07); and
 - 1.2.7. Sephaku Limestone and Exploration (Pty) Ltd (2006/028736/07).
- 1.3. This Manual is prepared for Dangote Cement South Africa (Pty) Ltd and is also applicable to the above-mentioned subsidiaries.
- 1.4. The Promotion of Access to Information Act, 2 of 2000 (“**PAIA**”), together with all relevant legislation, provides you with the right of access to information held by public and private bodies when you request such information for the exercise of any of your rights.
- 1.5. If you make such a request, a public or private body must release the information unless PAIA or any other relevant law states that the records containing such information may not be released.
- 1.6. For purposes of this Manual, we refer to Dangote Cement South Africa (Pty) Ltd and its subsidiaries as “the Company”, “we”, “us” or “our”. We have compiled this Manual to inform you of and guide you through the procedural and other requirements with which a PAIA request must comply.

2. COMPANY CONTACT DETAILS¹

- 2.1. We thought it is important that, before we get into the detail of how you would go about submitting a PAIA request to us, we introduce you to our Board of Directors. They are:

PIETER FREDERICK FOURIE (DIRECTOR - CEO)
ALIKO DANGOTE (NON EXECUTIVE DIRECTOR)
MICHEL PUCHERCOS (NON EXECUTIVE DIRECTOR)
GNANADOSS DEVAKUMAR (NON EXECUTIVE DIRECTOR)
MARCUS OLAKUNLE ALAKE (NON EXECUTIVE DIRECTOR)
DR LELAU MOHUBA (NON EXECUTIVE DIRECTOR)
RONALD SIBONGISENI NTULI (INDEPENDENT NON EXECUTIVE DIRECTOR)
ABDULLAHI SARKI MAHMOUD (INDEPENDENT NON EXECUTIVE DIRECTOR)
NEIL ROBUS CRAFFORD-LAZARUS (NON-EXECUTIVE DIRECTOR)
SULEIMAN OLADAPO OLARINDE (FINANCIAL DIRECTOR)

2.2. CONTACT DETAILS OF OUR INFORMATION OFFICER

Information Officer: Jennifer Bennette (Company Secretary)

Postal Address: P.O. Box 68149, Highveld, Centurion, 0169
Street Address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.

Telephone Number: 012-684 6300
Fax Number: 012-684 6409
Email: jbennette@sepcem.co.za
legal@sepcem.co.za

¹ Section 51 (1) (a) of PAIA.

2.3. CONTACT DETAILS OF OUR DEPUTY INFORMATION OFFICERS:

Khumo Mphake (Organisational Performance Manager)

Postal Address: P.O. Box 68149, Highveld, Centurion, 0169
Street Address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone Number: 012-684 6300
Fax Number: 012-684 6409
Email: legal@sepcem.co.za

Thasen Nair (Debtors Manager)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409
Email: legal@sepcem.co.za

Maryka Hechter (Sales Administrator)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409
Email: legal@sepcem.co.za

Alwyn Hechter (Systems and Applications Manager)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409
Email: legal@sepcem.co.za

Antonnette Goosen (Business Controller)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409
Email: legal@sepcem.co.za

Kerosha Davids (Procurement Manager)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409
Email: legal@sepcem.co.za

Asina Maharaj (Accounts Payable Supervisor)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169
Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.
Telephone number: 012-684 6300
Fax number: 012-684 6409

Email: legal@sepcem.co.za

Alfred Radebe (Internal Auditor)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169

Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.

Telephone number: 012-684 6300

Fax number: 012-684 6409

Email: legal@sepcem.co.za

Mziwakhe Matola (Risk Manager)

Postal address: P.O. Box 68149, Highveld, Centurion, 0169

Street address: First floor, Block A, Southdowns Office Park, cnr. Karee and John Vorster Streets, Irene, Pretoria.

Telephone number: 012-684 6300

Fax number: 012-684 6409

Email: legal@sepcem.co.za

3. GUIDANCE ON PAIA REQUESTS

3.1 The process of submitting a PAIA request can be quite daunting, even for trained lawyers. In order to assist those who are not familiar with PAIA requests, Section 10 of PAIA has instructed the Information Regulator to update and make available the existing Guide that has been compiled by the South African Human Rights Commission. This Guide contains information to assist you in understanding how to exercise your rights under PAIA. It is available in all the South African official languages.

3.2 If you have any queries, or need a copy of this Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

33 Hoofd Street,

Forum III, 3rd Floor Braampark

Braamfontein

Johannesburg

P.O Box 31533

Website: www.justice.gov.za/infoereg/

Email: complaints.IR@justice.gov.za

4. RECORDS KEPT IN TERMS OF OTHER LEGISLATION²

4.1 We operate in a highly regulated industry. We are subject to many laws and regulations, some of which require us to keep certain records. We have set out laws that we may be subject to and require us to keep certain records.

No	Ref	Act
1	No. 4 of 2013	Protection of Personal Information Act
2	No. 71 of 2008	Companies Act
3	No. 4 of 2013	Consumer Protection Act
4	No. 58 of 1962	Income Tax Act
5	No. 89 of 1991	Value Added Tax Act
6	No. 4 of 2002	Unemployment Insurance Contributions Act
7	No. 75 of 1997	Basic Conditions of Employment Act
8	No. 85 of 1993	Occupational Health and Safety Act
9	No. 55 of 1998	Employment Equity Act

² Section 51 (1) (c) of PAIA.

10	No. 66 of 1995	Labour Relations Act
10	No. 53 of 2003	Broad Based Black Economic Empowerment Act
11	No. 107 of 1998	National Environmental Management Act
12	No. 29 of 19956	Mine Health and Safety Act

5. RECORDS THAT ARE AVAILABLE WITHOUT A PAIA REQUEST

- 5.1. Any information which is available on our website www.sephakucement.co.za.
- 5.2. Any documents, brochures, pamphlets, booklets we produce for public consumption.

6. SCHEDULE OF RECORDS WHICH REQUIRE A PAIA REQUEST³

- 6.1 PAIA requires us to make access to our records easier. To do so, we have described below, some of the key subjects on which we hold records, divided into categories:

Category	Record
Company Secretarial	Documents of Incorporation Memorandum of Incorporation Minutes of Board of Directors meetings Minutes of General Meetings Written Resolutions Records relating to the appointment of Directors / auditors / company secretary Share Register and other Statutory Registers Other Statutory Records
Legal	Contracts with third parties Litigation matters
Financial	Annual Financial Statements Tax Returns Accounting Records Banking Records Bank Statements Paid Cheques Electronic Banking Records Asset Register Rental Agreements Invoices
Human Resources	Employment contracts Employment policies and procedures Employment Equity Plan Medical Aid records Pension Fund records Internal evaluations and disciplinary records Salary records Disciplinary records Leave records

³ Section 51 (1) (b) (iv) of PAIA.

	Training records and manuals Employee Handbook Personal records provided by personnel Other statutory records Related correspondence
Health and Safety	Employee health information
Information Technology	Details on devices Information on company network
Income Tax Records	PAYE Records Documents issued to employees for income tax purposes Records of payments made to SARS on behalf of employees All other statutory compliances VAT; Regional Services Levies Skills Development Levies UIF Workmen's Compensation

7. INFORMATION ON HOW YOU MAKE A PAIA REQUEST ⁴

- 7.1 If you would like to make a PAIA request to the Company, you must do so on the request form available from the Information Regulator's website <https://www.justice.gov.za/inforeg/>. We have, for your convenience, also attached the form to this Manual. It is attached as Annexure 1 Form C.
- 7.2 It is important that you provide sufficient details to enable the Company to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required.
 - (d)
 - (i) The postal address and email address of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
- 7.3 If you do not use the prescribed Form C, your request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed.
- 7.4 The Information Officer, will, as soon as reasonably possible and within thirty (30) days after the request has been received, decide whether to grant the request or not.
- 7.5 We may refuse a request for access to a record under the following circumstances:
- (a) the disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual;
 - (b) the requested record contains certain commercial information of third parties;
 - (c) the requested record contains certain confidential information of third parties;
 - (d) to protect the safety of individuals and the protection of property;
 - (e) to protect research information of a third party and protect research information of DCSA.
- 7.6 You will receive a notification on whether your request was rejected or accepted. If your request was accepted, we will advise you on the access fee to be paid and the format in

⁴ Section 53 of PAIA.

which it will be given. If you are not happy with the access fee, you may lodge a complaint with the Information Regulator or an appeal with the High Court.⁵

- 7.7 If your request was rejected, the Information Officer will give you written reasons. If you are not happy with the refusal, you may lodge a complaint with the Information Regulator and lodge an appeal with the High Court against the refusal of the request.⁶
- 7.8 If we fail to respond to you within thirty (30) days after a request has been received, it is deemed, that the request has been refused.⁷
- 7.9 In certain instances, we may request an extension. For example, if you request a large number of records or if the search for the records is to be conducted at premises not situated in the same town or city as our head office or if you provide us with consent to an extension.⁸

8. PRESCRIBED FEES⁹

- 8.1 Please note that you will also be required to pay the prescribed fees. The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is set out under Annexure 2 below.
- 8.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 8.3 You may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The fee structure is available on the website of the Information Regulator.

9. INFORMATION RELATED TO POPIA¹⁰

- 9.1 The Protection of Personal Information Act, 4 of 2013 (“POPIA”) requires us to provide you with certain information relating to how personal information that we process is, amongst others, used, disclosed and destroyed. We have set out the required information below.
- 9.2 Information on how you can request your personal information under POPIA
- 9.2.1 Requests for personal information under POPIA must be made in accordance with the provisions of PAIA.¹¹ This process is outlined in paragraph 7 above.
- 9.2.2 If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form.¹² We have attached the form as Annexure 3. You may also object to the processing of your personal information in the prescribed form.¹³ We have attached the form to this Manual as Annexure 4.¹⁴

⁵ Section 56 (2) of PAIA.

⁶ Section 56 (3) of PAIA.

⁷ Section 58 of PAIA.

⁸ Section 57 of PAIA.

⁹ Section 54 of PAIA.

¹⁰ Section 51(1)(c) of PAIA once amended by section 110 of POPIA.

¹¹ Section 25 of POPIA.

¹² Section 23(2) and 24 of POPIA.

¹³ Section 11(3)(a) of POPIA.

¹⁴ Form 2 of the Regulations Relating to the Protection of Personal Information.

9.2.3 We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.¹⁵

9.3 Purpose of processing¹⁶

9.3.1 POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy.

9.3.2 The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.

9.4 Personal Information that is processed¹⁷

Category of Data Subject	Category of Personal Information
Clients - Natural Persons	names; contact details; physical and postal addresses; date of birth; id number; tax related information; nationality; gender; confidential correspondence
Clients – Juristic Persons / Entities	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.
Clients – Foreign Persons / Entities	names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Contracted Service Providers	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners

¹⁵ Section 23(3)(a) and (b) of POPIA.

¹⁶ Section 51(1)(c)(i) of PAIA once amended by section 110 of POPIA.

¹⁷ Section 51(1)(c)(ii) of PAIA once amended by section 110 of POPIA. The information provided under this section refers to broad categories of information. This list is not exhaustive.

Intermediary / Advisor	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Employees / Directors / Potential personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff	gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; id number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information:
Website end-users / Application end-users	names, electronic identification data: ip address; log-in data, cookies, electronic localization data; cell phone details, gps data.

9.5 Categories of recipients for purposes of processing personal information¹⁸

9.5.1 We may supply personal Information to these potential recipients:

- Management;
- Employees;
- Temporary Staff;
- Sub-contracted Operators; and
- Other recipients in international organisations.

9.5.2 We may disclose personal information we collected to any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

9.5.3 We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

9.6 Actual or planned trans-border flows of personal information¹⁹

9.6.1 We may disclose personal information we collected to our shareholders, any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions. These territories include –

- Nigeria

9.7 General description of information security measures²⁰

9.7.1 The Company employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and

¹⁸ Section 51(1)(c)(iii) of PAIA once amended by section 110 of POPIA.

¹⁹ Section 51(1)(c)(iv) of PAIA once amended by section 110 of POPIA.

²⁰ Section 51(1)(c)(v) of PAIA once amended by section 110 of POPIA.

unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure.

10. ANNEXURE 1 – FORM C

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:

Telephone number: (.....)

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

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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

.....

2. Reference number, if available:

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

3. Any further particulars of record:

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

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....
.....

11. ANNEXURE 2 – FEES

FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 is for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:
 - (a) For every photocopy of an A4-size page or part thereof R 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 R0, 75.
 - (c) For a copy in a computer-readable form on –
 - (i) stiffy disc R7, 50;
 - (ii) compact disc R70,00.
 - (d)
 - (i) For a transcription of visual images, for an A4-s1ze page or part thereof R40,00;
 - (ii) For a copy of visual images R60,00.
 - (e)
 - (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
 - (ii) For a copy of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
 - (1)
 - (a) For every photocopy of an A4-size page or part thereof R1, 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 R0,75.
 - (c) For a copy in a computer-readable form on –
 - (i) stiffy disc R7,50;
 - (ii) compact disc R70,00.
 - (d)
 - (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
 - (ii) For a copy of visual images R60,00.
 - (e)
 - (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
 - (ii) For a copy of an audio record R30,00.

- (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 reparation.
- (2) For purposes of section 54(2) of PAIA, 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.

12. ANNEXURE 3 POPIA REQUEST FORM FOR CORRECTION / DELETION

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]

Note:

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

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
	Code ()
Contact number(s):	

Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS OR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of20.....

.....

Signature of data subject/ designated person

14. ANNEXURE 4 POPIA FORM FOR OBJECTION

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

- 1 *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
- 2 *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3 *Complete as is applicable.*

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	

Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of20.....

.....

Signature of data subject/ designated person