

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. Dangote Cement South Africa (Pty) Ltd 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:
 - 2.1.1. Duan Claassen (CEO/Executive Director)
 - 2.1.2. Bogabale Berlinah Moroole (Non-Executive Director)
 - 2.1.3. Arvind Pathak (Non-Executive Director)
 - 2.1.4. Devakumar Victor Gnanadoss Edwin (Non-Executive Director)
 - 2.1.5. Marcus Olakunle Alake (Non-Executive Director)
 - 2.1.6. Dr Lelau Mohuba (Non-Executive Director)
 - 2.1.7. Ronald Sibongiseni Ntuli (Independent Non-Executive Director)
 - 2.1.8. Abdullahi Sarki Mahmoud (Independent Non-Executive Director)

¹ Section 51 (1) (a) of PAIA.

2.1.9. Neil Robus Crafford-Lazarus (Non-Executive Director)

2.1.10. Suleiman Oladapo Olarinde (Financial Director)

2.2. Contact Details of our Information Officer

2.2.1. Information Officer: Duan Claassen (CEO)

2.2.2. Postal Address: P.O. Box 68149, Highveld, Centurion, 0169

2.2.3. Street Address: First floor, Block A, Southdowns Office Park, cnr. Karee and

John Vorster Streets, Irene, Pretoria.
2.2.4. Telephone Number: 012-684 6300

2.2.5. Email: dc@sepcem.co.za
legal@sepcem.co.za

2.3. Contact Details of our Deputy Information Officers:

2.3.1. 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

Email: legal@sepcem.co.za

2.3.2. Beatrice Akuoko-Aidoo (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

Email: legal@sepcem.co.za

2.3.3. 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

Email: legal@sepcem.co.za

2.3.4. 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

Email: legal@sepcem.co.za

2.3.5. 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

Email: legal@sepcem.co.za

2.3.6. 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

Email: legal@sepcem.co.za

- 2.3.7. 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
Email: legal@sepcem.co.za
- 2.3.8. 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
Email: legal@sepcem.co.za
- 2.3.9. 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
Email: legal@sepcem.co.za
- 2.3.10. 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
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 prepare a Guide that contains information to assist you in understanding how to exercise your rights under PAIA ("**the Guide**"). It is available in all the South African official language and braille.
- 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
- Website: www.justice.gov.za/inforeg/
- Email: complaints.IR@justice.gov.za
- 3.3 A copy of the Guide is also available in South African languages at our office, for public inspection during normal office hours.
- 3.4 Please use the form in Annexure 1 to request a copy of the guide from the Company. There is no fee payable when requesting a copy of the Guide.

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	Acts (REGULATORY RULE BOOK)	Acts (LEGISLATIVE MATRIX)
1	No. 4 of 2013	Protection of Personal Information Act ("POPI")	Protection of Personal Information Act ("POPI")
2	No. 71 of 2008	Companies Act 71 of 2008	Companies Act 71 of 2008
3	No. 16 of 2024	Companies Amendment Act	
4	No. 71 of 2008	Companies Act Regulations	Companies Act Regulations
5	No. 68 of 2008	Consumer Protection Act	Consumer Protection Act
6	No. 58 of 1962	Income Tax Act	Income Tax Act, as amended
7	No. 89 of 1991		Value Added Tax Act
8	No. 4 of 2002	Unemployment Insurance Contributions Act	Unemployment Insurance Contributions Act
9	No. 63 of 2001		Unemployment Insurance Act
10	No. 75 of 1997	Basic Conditions of Employment Act	Basic Conditions of Employment Act
11	No. 85 of 1993	Occupational Health and Safety Act	Occupational Health and Safety Act
12	No. 55 of 1998	Employment Equity Act	Employment Equity Act
13	No. 66 of 1995	Labour Relations Act	Labour Relations Act
14	No. 10 of 2018		Labour Laws Amendment Act, 2018

² Section 51 (1) (c) of PAIA.

15	No. 53 of 2003	Broad-Based Black Economic Empowerment Act and Codes of Good Practice on Black Economic Empowerment	Broad-Based Black Economic Empowerment Act
16	No. 107 of 1998	National Environmental Management Act	National Environmental Management Act
17	No. 57 of 2003		National Environmental Management: Protected Areas Act, 2003
18	No. 39 of 2004		National Environmental Management: Air Quality Act
19	No. 10 of 2004		National Environmental Management: Biodiversity Act
20	No. 24 of 2008		National Environmental Management: Integrated Coastal Management Act
21	No. 59 of 2008		National Environmental Management: Waste Act
22	No. 29 of 1996	Mine Health and Safety Act	
23	No. 130 of 1993	Compensation for Occupational Injuries and Diseases	Compensation for Occupational Injuries and Diseases
24	No. 89 of 1998	Competition Act	
25	B23 of 2018		Competition Amendment Bill, 2018
26	No. 18 of 2018		Competition Amendment Act
27	No. 91 of 1964	Customs and Excise Act (as read with the Customs Control Act, 2014)	
28	No. 25 of 2002	Electronic Communications and Transactions Act	
29	No. 26 of 1956	Explosives Act	
30	No. 60 of 2000	Firearms Control Act	
31	No. 15 of 1973	Hazardous Substances Act	
32	No. 24 of 1936	Insolvency Act	

33	No. 84 of 1998	National Forest Act	
34	No. 25 of 1999	National Heritage Resources Act	
35	No. 9 of 2018	National Minimum Wage Act	
36	No. 93 of 1996	National Road Traffic Act	
37	No. 24 of 1956	Pension Funds Act	
38	No. 5 of 2000	Preferential Procurement Policy Framework Act as read with the Preferential Procurement Regulations, 2001	
39	No. 12 of 2004	Prevention and Combating of Corrupt Activities Act	
40	No. 121 of 1998	Prevention of Organised Crime Act	
41	No. 2 of 2000	Promotion of Access to Information Act ("PAIA")	
42	No. 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act	
43	No. 26 of 2000	Protected Disclosure Act	
44	No. 97 of 1998	Skills Development Act	
45	No. 28 of 2011	Tax Administration Act	Tax Administration Act
46	No. 15 of 2016		Taxation Laws Amendment Act
47	No. 17 of 2017		Tax Administration Laws Amendment Act
48	No. 23 of 2018		Tax Administration Laws Amendment Act
49	B38 of 2018		Tax administration Laws amendment Bill, 2018
50	No. 23 of 2020		Taxation Laws Amendment Act
51	No. 68 of 2008		Consumer Protection Act, 2008
52	No. 36 of 1998		National Water Act

53	No. 9 of 1933		Exchange Control
54	No. 34 of 2005		National Credit Act
55	No. 7 of 2015		Disaster Management Act
56	No. 28 of 2002		Mineral and Petroleum Resources Development Act
57	No. 67 of 2008		National Qualifications Act
58	No. 120 of 1977		Petroleum Products Act
59	No. 78 of 1973		Occupational Diseases in Mines and Works Act
60	No. 38 of 2000		Construction Industry Development Board Act
61	No. 22 of 2024		Climate Change Act
62	2017		Mining and Minerals Sector Charter
63	B11B of 2019		National Health Insurance Bill
64	No. 22 of 2015		Protection of Investment Act
65	No. 48 of 2000		Project and Construction Management Professions Act
66	No. 25 of 2007		Securities Transfer Tax Act
67	No. 15 of 2019		Carbon Tax Act
68	No. 19 of 2020		Cybercrimes Act
69	No. 9 of 1933		Currency and Exchanges 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

³ Section 51 (1) (b) (iv) of PAIA.

- 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 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, you must do so on Form 2 of Annexure A to the Government Notice No. R757 dated 27 August 2021, or a substantially similar form.

⁴ Section 53 of PAIA.

We have, for your convenience, also attached the form to this Manual. It is attached as Annexure 2.

- 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) The postal address and email address of the requester in the Republic;
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 standard form (Annexure 2), your request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed.
- 7.4 If you require assistance to complete the request form, the Company will assist you at no charge.
- 7.5 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.
- 7.6 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 the Company.
- 7.7 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 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
- 7.8 If the search for or preparation of a record would, in the opinion of the Information Officer, require more than 6 hours, we will require you to pay as a deposit, a portion of the access fee. We will notify you on a form that corresponds with the form in Annexure 4.
- 7.9 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
- 7.10 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
- 7.11 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

⁵ Section 56 (2) of PAIA.

⁶ Section 56 (3) of PAIA.

⁷ Section 58 of PAIA.

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 3 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. Records may be withheld until the fees have been paid.
- 8.4. 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 5. 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 6.¹⁴
 - 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**

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.

¹⁵ Section 23(3)(a) and (b) of POPIA.

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

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
Intermediary / Advisor	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number;

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.

	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

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.

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 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.

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

ANNEXURE 1

REQUEST FOR A COPY OF THE GUIDE

To: *The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

OR

To: *The Information Officer
[insert email]

I,

Full Names:				
In my capacity as (mark with "x"):	Information Officer		Other	
Name of *public/private body (if applicable):				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular	

hereby request the following copy(ies) of the guide:

Language (mark with "x")		No of Copies	Language (mark with "x")		No of Copies
	Sepedi			Sesotho	
	Setswana			siSwati	

	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				
Manner of Collection (mark with "x"):					
Personal Collection	Postal Address	Facsimile		Electronic Communication (please specify)	

Signed at this day of 20.....

.....

Signature of requester

*Delete whichever is not applicable.'

ANNEXURE 2

REQUEST FOR ACCESS TO A RECORD

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

DCSA

P.O. Box 68149, Highveld, Centurion, 0169

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

012-684 6300

012-684 6409

E-mail address:

Fax number:

Mark with an "X"

☐

Request is made in my own name
person.

☐

Request is made on behalf of another

PERSONAL DETAILS				
Capacity in which request is made (when made on behalf				
Postal Address				
Street Address				
E-mail Address				

Full names of person on whose behalf request is made (if	
Identity Number	
Postal Address	

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		
	Cellular		

PARTICULARS OF RECORD REQUESTED

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.)

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,</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	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	

Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language	
<i>(Note that if the record is not available in the language you prefer, access may be granted in</i>	

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 aforementioned right:	

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:

		Electronic communication

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 3
FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: i. Flash drive (to be provided by requester) ii. Compact disc • If provided by requester • If provided to requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	Copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: i. Flash drive (to be provided by requestor) ii. Compact disc • If provided by requester • If provided to requester	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of:	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of item 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE 4
OUTCOME OF REQUEST AND OF FEE PAYABLE

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: (Requester name)

You request dated _____ refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, all information held on computer or in an electronic or machine readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. if you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure 3.	
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OR

2. You requested:

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

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier services to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/ file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

Approved

☐

Denied for the following reasons:

4. Fees payable with regard to your request:

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

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

☐

Yes

☐

No

Hours of search

Amount of deposit (calculated on one third of total amount per request)
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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 number: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information Officer

D	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 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. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

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Signature of data subject/ designated person

ANNEXURE 6
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.....

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Signature of data subject/ designated person