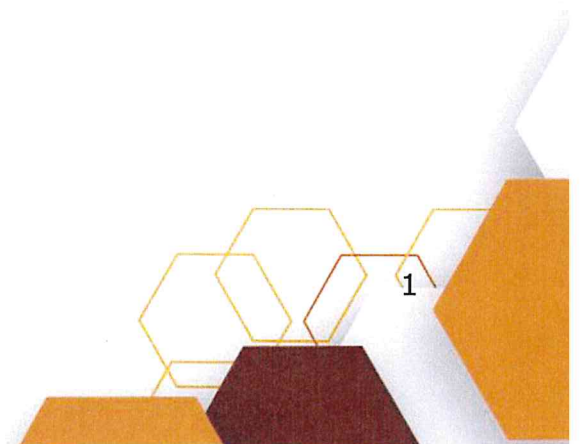


**MANUAL IN TERMS OF SECTION 14 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF  
2000  
INCORPORATING ADDITIONAL REQUIREMENTS;  
THE PROTECTION OF PERSONAL INFORMATION ACT  
4 OF 2013  
FOR  
PRIVATE SECURITY INDUSTRY REGULATORY  
AUTHORITY**



**PSiRA**  
Private Security Industry Regulatory Authority



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20/10/2021

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Deputy Director: Law Enforcement

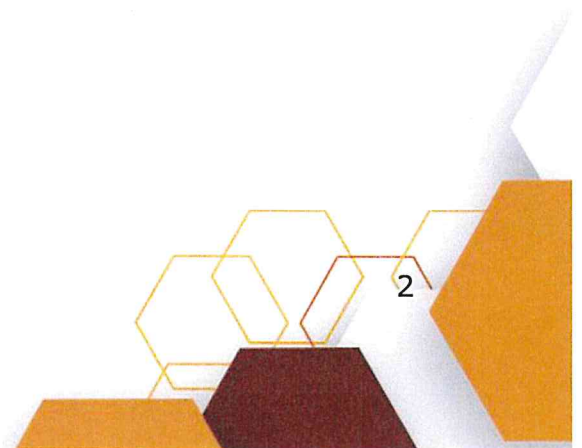
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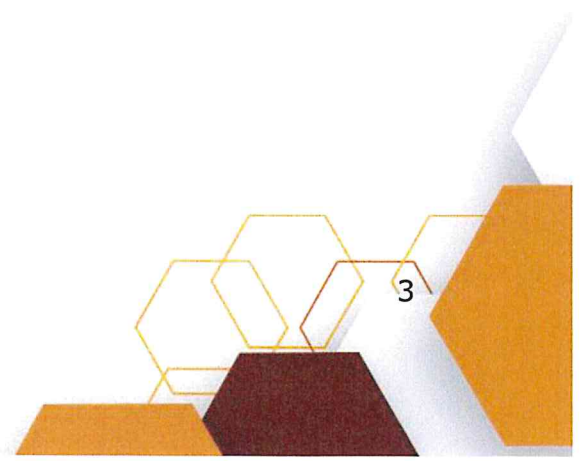
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# CONTENTS

FOREWORD.....	4
DEFINITIONS .....	6
1. INTRODUCTION .....	9
2. SCOPE .....	9
3. AVAILABILITY OF THE MANUAL .....	10
4. STRUCTURE OF PSIRA .....	12
5. AUTOMATIC DISCLOSURE/SECTION 15 NOTICE.....	12
6. WHO MAY REQUEST ACCESS TO INFORMATION? .....	13
7. GUIDANCE TO REQUESTERS.....	13
8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION .....	14
9. RECORDS AND INFORMATION THAT MUST BE FORMALLY REQUESTED (PAIA). 15	
10. PROCEDURE.....	16
11. REPRODUCTION FEES (ANNEXURE B).....	17
12. REQUEST FEE.....	17
13. ACCESS FEE.....	18
14. SEARCH OF THE RECORD .....	18
15. GRANTING OR REFUSAL OF REQUESTS .....	18
16. APPEAL PROCEDURE - REMEDIES IF REQUEST FOR ACCESS IS REFUSED.....	21



## FOREWORD

Section 32 of the Constitution of the Republic of South Africa, 1996 (the Constitution) grants everyone the right of access to any information held by the state or by another person and that is required for the exercise or protection of any right.

Whereas section 14 of the Constitution provides that everyone has a right to privacy. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA), in realisation of these constitutional rights, specifically–

- charges all public bodies with the responsibility to facilitate public access to information/record(s) under their custody;
- provides a framework and procedures for the public to exercise their constitutional right to information as swiftly, inexpensively and effortlessly as reasonably possible;
- stipulates mechanisms which governmental bodies must put in place, to facilitate access to such information by members of the public; and
- outlines conditions under which restricted access apply, including those relating to personal, commercial, financial, technical or scientific information about a third party; information which may affect court or police proceedings.

Promotion of Protection of Personal Information Act (POPIA) on the other hand, seeks to give effect to the constitutional right of privacy as per section 14 of the Constitution. In particular the safeguarding of personal information subject to justifiable limitations aimed at balancing the right of privacy against other rights, particularly that of access to information protecting the free flow of information;

- regulate the processing of personal information in harmony with international standards;
- prescribe minimum requirements for the lawful processing of personal information;
- provide rights and remedies to protect against abuses of personal information; and
- establish a Regulator to promote, enforce and fulfil the rights protected by the Act.



There are undoubtedly limitations to public realisation of the rights as stipulated in section 36 and 14 of the Constitution and sections 33 to 45 of the PAIA Act, respectively. In compliance with the statutory requirements of the PAIA and POPIA and to contribute to the promotion of departmental transparency, accountability and effective governance, Private Security Industry Regulatory Authority (PSIRA) has produced a manual as a mechanism to facilitate public access to information/record(s) under its custody and also to give assurance that personal information in our possession is appropriately safeguarded.

It is hoped that this manual will serve as an effective platform/tool for providing the public with the relevant information to enable them to exercise their right of access to information under the custody of PSIRA as well as an assurance that their information is protected.

Attached to the Manual are Annexures which responds to section 17 of POPIA read with section 51(1) of PAIA providing that a responsible party (see definitions section) must maintain a record of all processing operations (activities) under its responsibility in a PAIA manual. This therefore means that existing PAIA manuals must be updated to take into account the requirements of POPIA such as, amongst others,

1. purposes of the processing;
2. a description of the categories of data subjects and the types of personal information relating thereto; and
3. planned transborder flows of personal information.

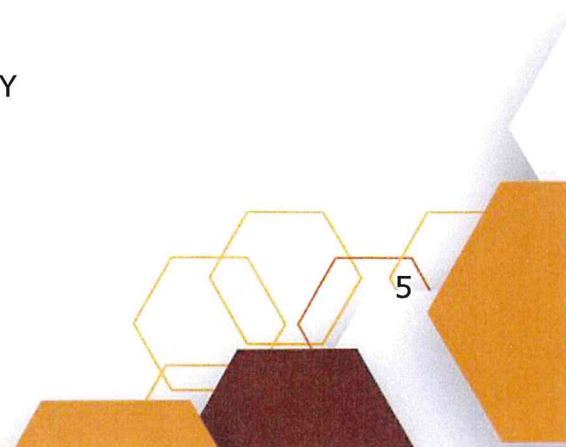


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**MR MANABELA CHAUKE**

**DIRECTOR:**

PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY



## **DEFINITIONS**

The definition in both the POPIA and PAIA relating to similar provisions must be brought in line with each to ensure one compliment the other.

### **1. Access fee**

Fee payable by a requester for search, preparation and reproduction of requested records, as prescribed in PAIA section 22 (6).

### **2. Act**

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Also referred to as PAIA or 'the Act'.

### **3. PSiRA**

The Private Security Industry Regulatory Authority, also referred to as the Authority.

### **4. Deputy Information Officer (DIO)**

A person designated by the Director to render the public body as accessible as reasonably possible for requesters of its records as prescribed in PAIA section 17(1).

### **5. Guide**

Document or book produced by the South African Human Rights Commission for assisting any person who wishes to exercise any right in terms of PAIA as prescribed in section 10.

### **6. Information Officer (IO)**

The Director of PSiRA as defined in PAIA section 1.

### **7. Internal appeal**

An appeal against a decision to refuse access to information, as stipulated in PAIA section 74.

### **8. Personal information**

Information about an identifiable individual, including, but not limited to, information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health,

well-being, disability, religion, conscience, belief, culture, language and birth of the individual as defined in PAIA section 1.

#### **9. Personal requester**

A person seeking access to information/records containing personal information about himself/herself as defined in PAIA section 1.

#### **10. Public body**

Any department of State or administration in the national or provincial sphere of government, any municipality in the local sphere of government or any institution performing a public function in terms of any legislation as defined in PAIA section.

#### **11. Record**

Any recorded information, in any form or medium under the custody of PSiRA as defined in PAIA Section 1.

#### **12. Records automatically available**

Records that can be accessed without a person having to request access in terms of the Act as stipulated in section 15(1)(a) of PAIA.

#### **13. Records available on request**

Records that can be accessed through following PAIA processes as stipulated in PAIA sections 11 and 18; access to these records may be refused based on sections 33 to 45 of the Act.

#### **14. Relevant authority**

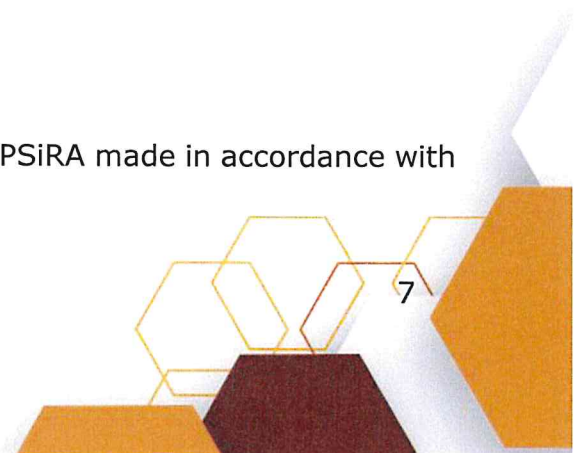
Minister of Police or the person designated in writing by the Minister to deal with internal appeals as defined in PAIA Section 1.

#### **15. Request fee**

A non-refundable fee payable by a requester when submitting a request for access as per the provisions of PAIA section 22(1) (personal requester excluded from paying request fee).

#### **16. Request for access**

A request for access to a record or records held by PSiRA made in accordance with PAIA sections 8 and 11.



### **17. Requester**

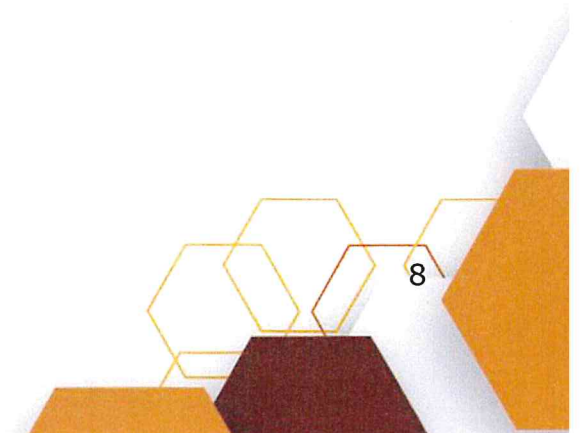
Any person making a request for access to information or records of PSiRA or a person acting on behalf of the person requesting information as defined in PAIA Section 1.

### **18. Third party**

Any person, including, but not limited to, the government of a foreign state, an international organisation or an organ of that government or organisation other than the requester concerned and a public body as defined in PAIA Section 1.

### **19. Working days**

Any days other than Saturdays, Sundays or public holidays as defined in PAIA Section 1.





## 1. INTRODUCTION

The Manual entrenches the following statutory rights of requestors to any record of a public body if the following circumstances are met:

- if the record is required for the exercise or protection of any of his or her legal rights;
- the requestor complies with all the procedural requirements; and
- the access is not refused in terms of any ground referred to in the Act.

## 2. SCOPE

This manual ('the Manual') has been prepared by PSiRA, a statutory body established by the Private Security Industry Regulation Act 56 OF 2001 (PSiRA Act). It is published in accordance with the requirements of section 14 of PAIA Act, 2000 and is aimed at facilitating access to records held by the PSiRA in terms of PAIA.

The manual also gives effect to a proclamation by the President of sections 110 and 114(4) of POPIA which provides for the amendment of PAIA and the effective transfer of certain functions currently performed by the South African Human Rights Commission ("SAHRC") to the Information Regulator on 30 June 2021.

Specifically, the Manual provides information on:

- The contact details of the information officer, who will deal with a person's request;
- The structure and functions of PSiRA;
- The subjects and categories of records that are held by PSiRA;
- Records that are automatically available, without a person having to request access;
- Records that are available in terms of any other legislation; and the procedure to be followed to obtain access to records;
- Purposes of the processing, as per [Annexure 1](#);
- A description of the categories of data subjects and the types of personal information relating thereto, as per [Annexure 2](#);

- The recipients or categories of recipients to whom the personal information may be supplied as per [Annexure 3](#);
- Planned transborder flows of personal information, as per [Annexure 4](#).
- A general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed as per [Annexure 5](#).

### 3. AVAILABILITY OF THE MANUAL

The Manual is available in both a printed and a PDF (Portable Document Format) version. The printed version of the Manual is available for consultation or removal, free of charge, from:

#### CONTACT DETAILS

**Postal address:**

The Deputy Information Officer:  
Private Security Industry Regulatory Authority,  
Private Bag X81, Pretoria, 0001

**Physical address:**

Block B, Eco Glades 2 Office Park,  
420 Witch-Hazel Avenue, Highveld Ext 70  
Centurion, 0157

**Telephone: (012) 337 5500 | Email: [info@psira.co.za](mailto:info@psira.co.za)**

The Manual is accessible in PDF (Portable Document Format) from PSiRA's website [www.psira.co.za](http://www.psira.co.za)

This manual is further supported by the PSIRA's POPIA policies and procedures manual which covers the following areas;

- Data collection (type of data, purpose, consent, legal aspects, minimality, and transparency) Data access and accuracy (correct, complete, reliable and process of updating information)

- Data usage and restrictions (purpose, relevance, restrictions, legality, permission, limitations)
- Data storage (physical, off-site, electronic, back-up, cloud storage)
- Data security safeguards (physical, electronic, network, password control, disaster recovery. Disclosure (legality, consent, data subject awareness, data request handling)
- Responsibilities (All directors, top management, Information Officer, personnel dealing with Personal Information, vendors, contractors, suppliers)
- Complaints (process, handling, legalities, transparency)
- Retention (retention schedule) Destruction (destruction schedule)

### INFORMATION OFFICER

As provided for in the PAIA Act, the Director is the Information Officer

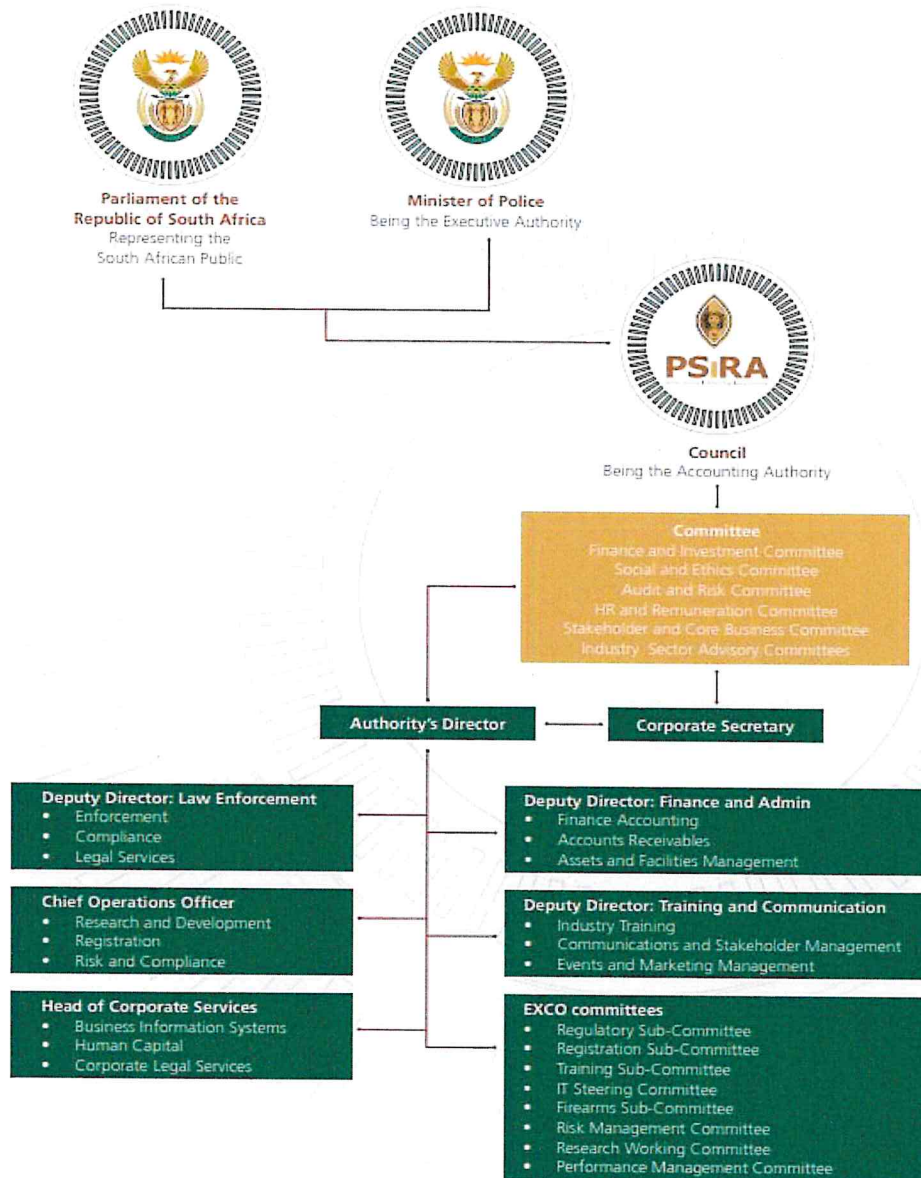
Name	Tel No.	Position	Email
Manabela Sam Chauke	(012) 003 0600	Director	Sam.Chauke@psira.co.za

### DEPUTY INFORMATION OFFICER

Name	Tel No.	Position	Email
Hofney Moepi	(012) 003 0593	Senior Manager: Business and Information Systems	Hofney.Moepi@psira.co.za
Adv. Howard Thwane	(012) 003 0586	Senior Manager: Legal	Howard.Thwane@psira.co.za



#### 4. STRUCTURE OF PSIRA



#### 5. AUTOMATIC DISCLOSURE/SECTION 15 NOTICE

PSiRA has voluntarily made available information on the website [www.psiira.co.za](http://www.psiira.co.za) voluntarily, which is generally available to anyone who has access to the Internet. The website has the following information/records:

- About PSiRA
- News
- Policies
- Publications
- Services



- Statistics
- Archive
- Annual reports

## **6. WHO MAY REQUEST ACCESS TO INFORMATION?**

In terms of PAIA, a person may only request information if it is required for the protection of a right. Only requests for access where the requestor can furnish the Deputy Information Officer with sufficient details as to the right the requestor is seeking to protect, will be considered.

A requestor can request access to information in different capacities. The category under which the request falls will influence the amount to be charged when a request is lodged. Requestors can be classified under the following different categories:

- Personal request, that is a person who requests information about him/herself.
- Agent request, that is a person requesting information on behalf of someone else.
- Third party request, that is a person requesting information about someone else.
- A public body requesting information in the public interest.

## **7. GUIDANCE TO REQUESTERS**

The South African Human Rights Commission compiled a guide ("the Guide"), which is now available from the Information Regulator and includes the following:

- A description of the objectives of PAIA
- The relevant information of every public body as applicable
- The manner and form in which requests must be lodged
- The remedies available to requestors should a body not comply with PAIA
- The manner in which an appeal can be lodged
- The fees payable in relation to requests for access
- A reference to any regulations passed

The Information Regulator must update and make available the existing Guide that has been compiled by the South African Human Rights Commission containing such information, in an easily comprehensible and form and manners may be reasonably

required by a person who wishes to exercise any right contemplated in the PAIA or POPIA. It is not intended to repeat in the Manual all the information found in the Guide as the Guide may be readily obtained directly from the Information Regulator.

PSIRA will also procure and make available copies of the Guide in three official languages for perusal at its. PSIRA may, at its discretion, make copies of the Guide available for removal ONLY if spare copies are available.

You may also request any additional information, to assist you in making a request, from the Information Regulator at:

The Information Regulator of South Africa is based at:

JD House, 27 Stiemens Street,  
Braamfontein,  
Johannesburg,  
2001

Complaint's email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

## **8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

Certain legislation mandates public bodies to allow certain person(s) access to specified information, upon request. Legislation that may be consulted to establish the type of information or record and the person(s) having access thereto is as follows:

- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Compensation of Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- Consumer Affairs Act, 1999 (Act No. 23 of 1999)
- Criminal Procedure Act, 1977 (Act No. 51 of 1977)
- Debt Collectors Act, 1998 (Act No. 114 of 1998)
- Electronic Communications and Transactions Act, 2000 (Act No. 2 of 2000)
- Employment Equity Act, 1998 (Act No. 55 of 1998)
- Firearms Control Act, 2000 (Act No 60 of 2000)
- Income Tax Act, 1962 (Act No. 58 of 1962)
- Insolvency Act, 1936 (Act No. 24 of 1936)

- Interception and Monitoring Prohibition Act, 1992 (Act No. 127 of 1992)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Magistrates Court Act, 1944 (Act No. 32 of 1944)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Prevention of Organised Crime Act, 1998 (Act No. 121 of 1998)
- Skills Development Act, 1997 (Act No. 97 of 1997)
- Skills Development Levies Act, 1999 (Act No. 9 of 1999)

## 9. RECORDS AND INFORMATION THAT MUST BE FORMALLY REQUESTED (PAIA)

This section contains the detail of records that may be obtained on request from PSiRA. The purpose of the detail is to facilitate a simple access to the records of PSiRA. The detail encompasses a full description of the records held by PSiRA. The records are categorised per unit/department under which the record is held, so as to assist information requesters to easily identify the unit under whose custody and control the record is held.

Where Record is Held	Description of Subject of Record
1. Legal Services	<ul style="list-style-type: none"> <li>• Legal opinions (internal and external)</li> <li>• Documents relating to litigation for and against the organisation</li> </ul>
2. Operations	Particulars of security service providers as contained in the register, registration sub-committee minutes, strategic planning, and related matters, organisational and business plans, occupational health and safety plan, evacuation procedures
3. Business Information Technology	Incidents and service requests, system event logs, system performance logs, system performance checklist, monthly operations reports, service level agreements, ICT policies and procedure manuals, network maintenance



4. Human Resources	HR policies and procedures, advertised posts, learning and development (skills development and training plans), employment equity plans and statistics
5. Procurement	Tender invitations, tenders' specifications and terms of reference, tender documents containing responses and proposals to tender invitations, requests for quotations to service providers and suppliers, contracts with service providers and suppliers
6. Finance	Financial accounting, financial reporting, asset management, management accounting
7. Law Enforcement	Information on Inspections and Investigations Conducted on Security Service Providers

## **10. PROCEDURE**

### **10.1 Prescribed access form**

In order for us to facilitate your access to a record you need to complete the attached prescribed access form (Annexure A). Please take note that the prescribed access form must be completed in full and that a failure to do so may result in the process being delayed until such additional information is provided.

### **10.2 Proof of identity**

Proof of identity is required to authenticate the request and the requester. Therefore, in addition to the access form, requesters will be required to supply a certified copy of their South African identification document or any other legally acceptable means of identification.

PLEASE NOTE: Driver's licenses and temporary identity documents will NOT be accepted as sufficient proof of identity.

### **10.3 Prescribed fees**

Please take note that a request will not be processed until the request fee and the deposit (if applicable) have been paid. Requesters are advised that four types of fees are provided for in terms of the Act.



Reproduction fee: This fee is payable with respect to all records that are automatically available;

Request fee: This fee is an administration fee that must be paid by all requesters, except personal requesters (a personal requester is someone seeking access to information about the requester him/herself) before the request is considered and is not refundable;

Access fee: This fee is payable once access to a record is granted, and is intended to reimburse PSiRA for the costs involved in searching and preparing the record for delivery;

Deposit: This fee is payable if PSiRA receives a request for access to information about a person other than the requester himself/herself and where the preparation of the record will take more than six hours

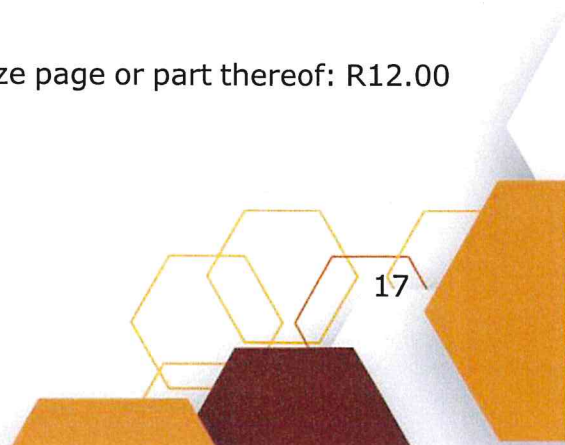
## **11. REPRODUCTION FEES (ANNEXURE B)**

The applicable fees (excluding VAT) for reproduction as referred to above are:

- For every photocopy of an A4-size page or part thereof: R1.10
- 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
- For a copy in a computer-readable form on:
  - Diskette: R7.50
  - Compact disc (CD Rom): R70.00

## **12. REQUEST FEE**

- For a transcription of visual images, for an A4-size page or part thereof: R22.00
- For a copy of visual images: R60.00
- For a transcription of an audio record, for an A4-size page or part thereof: R12.00
- For a copy of an audio record: R17.00



### **13. ACCESS FEE**

The applicable fees (excluding VAT) for access, which will be payable, are:

- For every photocopy of an A4-size page or part thereof: R0.60
- 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
- For a copy in a computer-readable form on:
  - Diskette: R7.50
  - Compact disc (CD Rom)\usb: R40.00
- For a transcription of visual images, for an A4-size page or part thereof: R22.00
- For a copy of visual images: R60.00

### **14. SEARCH OF THE RECORD**

To search for and prepare the record for disclosure, per each hour or part of an hour reasonably required for such search and preparation: R15.00 excluding the first hour.

Where a copy of the record needs to be posted the actual postage is payable.

### **15. GRANTING OR REFUSAL OF REQUESTS**

All requests that meet the requirements, as set out above will be processed in accordance with the time limits as set out in PAIA.

Requestors should take note that requests may be refused based on the following grounds, as set out in the PAIA:

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of records privileged from production in legal proceedings.

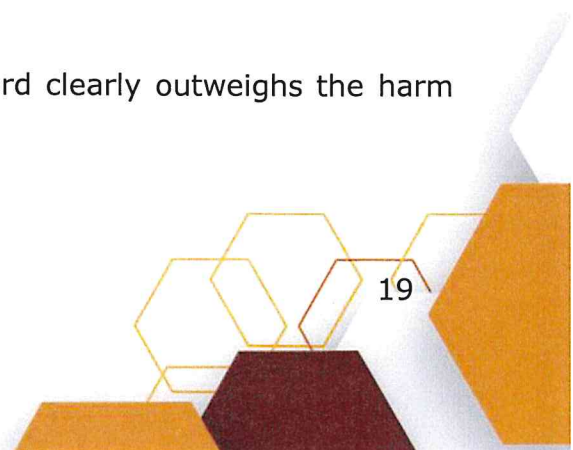
- Mandatory protection of research information of a third party and of the public body.
- Manifestly frivolous or vexatious requests or substantial or unreasonable diversion of resources.

The Information Officer or his/her Deputies may extend the period for taking a decision to 60 days under the following circumstances:

- If the request is for large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the PSIRA;
- If the requested records are not situated in the same town or city as the PSIRA's head office and as such, the request cannot reasonably be completed within 30 days;
- Where consultation among the divisions of the PSIRA or with another entity is necessary or desirable to decide upon the request and which consultation cannot be reasonably completed within 30 days;
- Where more than one of the circumstances contemplated in the above paragraphs exist in respect of the request, making compliance with the 30day period not reasonably possible; or
- If the requester consents in writing to the extension.

Notwithstanding the above reasons as contained in Chapter 4 of the Act, the Authority is mindful of the provisions of section 46 which bring in the concept of "public interest override". The foregoing states that access must be granted if;

- The disclosure of the record will reveal evidence of (i) a substantial contravention of or failure to comply with the law or (ii) imminent and serious public safety or environmental risk
- The public interest on the disclosure of the record clearly outweighs the harm contemplated in the provision in question.





A requester of information shall forward his/her request for records of information to the Information Officer or their Deputy accordingly in the form prescribed in terms of the Promotion of Access to Information Act and the Regulations.

The Information Officer or the Deputy, as the case may be, shall assist a requester of information in all possible way, including reducing to writing the request of information, if it is clear that the requester of information is illiterate or for some other reason is unable to write on his/her own.

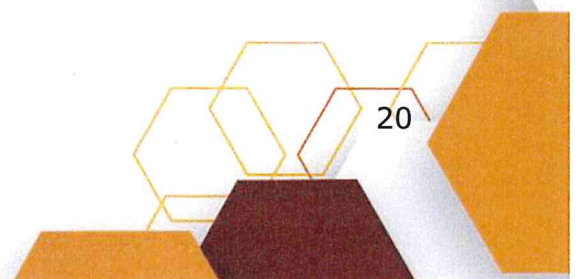
The requester of information will be provided with a written reply to his/her request within a period of 30 (THIRTY) working days from the date of his/her request. Failing which, the request is deemed refused.

The Deputy Information Officer may extend the period for taking a decision to 60 days under the following circumstances:

- If the request is for large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the PSIRA;
- If the requested records are not situated in the same town or city as the PSIRA offices that the request cannot reasonably be completed within 30 days;
- Where consultation among the divisions of the PSIRA or with another entity is necessary or desirable to decide upon the request and which consultation cannot be reasonably completed within 30 days;
- Where more than one of the circumstances contemplated in the above paragraphs exist in respect of the request, making compliance with the 30day period not reasonably possible; or
- If the requester consents in writing to the extension.

The reply shall contain the following:

- An indication that the records of the requested information are available or not, and





- If they are available, advise on and indicate the manner and means of obtaining the requested records of information, or
- An indication of refusal of access to the records of information and provide reasons for such refusal.

The Deputy Information Officer must take a decision to allow or refuse access to records of information in consultation with the Information Officer and the decision of the Deputy shall be deemed to be the decision of the Information Officer, in all material respect.

## **16. APPEAL PROCEDURE - REMEDIES IF REQUEST FOR ACCESS IS REFUSED**

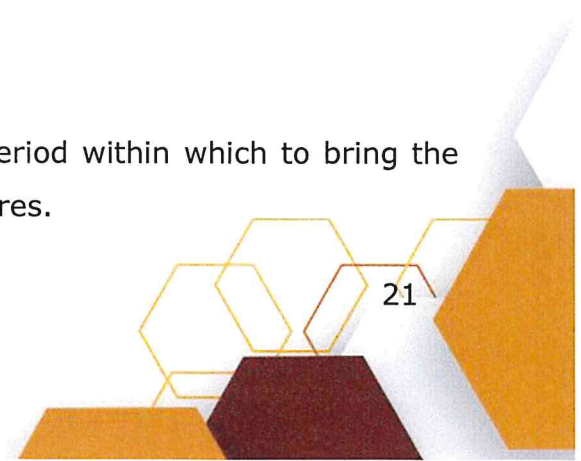
### **16.1 Internal Appeal**

PSIRA is not a public body referred to in paragraph (a) of the definition of public body in section 1 of PAIA. Accordingly, PSIRA does not have an internal procedure in place to facilitate appeals against the decisions of the Information Officer or his/her Deputies. The internal Appeal mechanism is only available to national and provincial departments as well as municipalities.

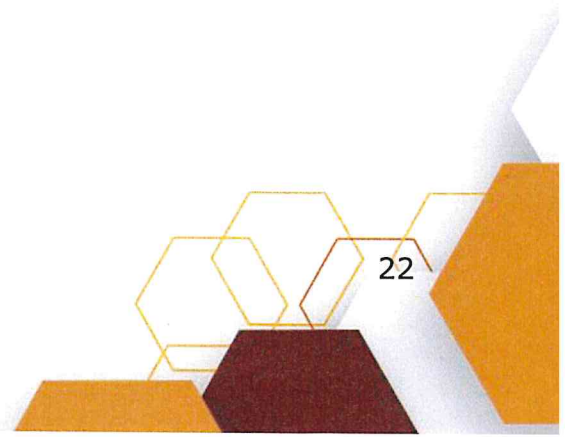
### **16.2 Aggrieved by the decision of Information Officer**

A person so aggrieved may within 180 days apply to the court for appropriate relief. On hearing the application, the court may grant an order that is just and equitable including:

- Confirming, amending or setting aside the decision that is the subject of the application;
- Requiring the Information Officer or Deputy Information Officer to take some action or refrain from taking such action as the court considers necessary within the period mentioned in the Order;
- Granting an interdict, interim or specific relief, a declaratory order or compensation;
- Granting an order as to costs; or
- Condoning non-compliance with the 180 days period within which to bring the application, where the interest of justice so requires.



The requestor can also lodge a complaint with the Information Regulator if they feel aggrieved by the refusal to provide access by the entity at the address provided hereinabove.



## FORM A

### REQUEST FOR ACCESS TO A RECORD OF THE PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000)

(Act No. 2 of 2000)

[Regulation 6]

#### FOR DEPARTMENTAL USE

Reference number:

Request received by

Name and surname of information officer/deputy information officer on  
(date) at (place)

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

.....

Signature of Information Officer/Deputy Information Officer

#### A Particulars of the public body

The Information Officer/Deputy Information Officer:

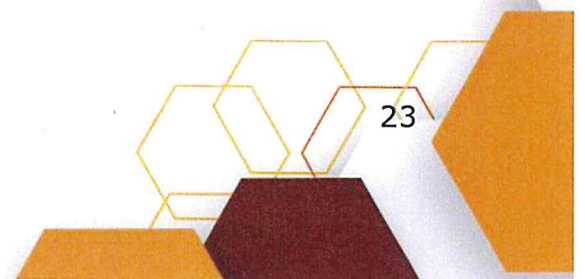
#### B Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:





Fax number:

Telephone number:

Email address:

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

### C. Particulars of person on whose behalf the request is made

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

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:

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**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.*

<u>Disability:</u>		Form in which record is required:	
Mark the appropriate box with an X.			
<b>NOTES:</b>			
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.			
(b) Access to the form requested may be refused in certain circumstances. In such a case, you will be informed if access will be granted in another form.			
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If the record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer-readable form* (USB or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?		YES	NO
<b>Postage is payable.</b>			
Note that <i>if</i> the record is not available in the language you prefer, access may be granted in the language in <i>which</i> the record is available.			
In which language would you prefer the record?			

**G. Notice of decision regarding request for access**

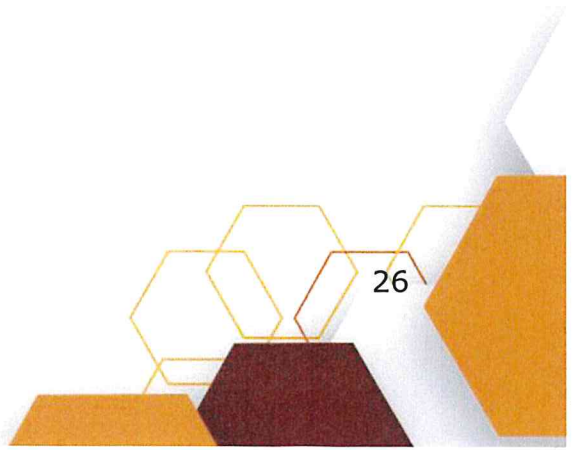
Requesters will be notified whether their request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at CENTURION this 29<sup>th</sup> day of 10 2021

SIGNATURE OF REQUESTER/   
PERSON ON WHOSE BEHALF REQUEST IS MADE



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