



Access to Information Manual

BUD GROUP (PTY) LTD

THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 AND THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

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1. Document Management

Date	Version	Description	Author
8 Feb 2021	1.0	First Release	Z Rowe
17 May 2021	2.0	Approved by Compliance Committee	Z Rowe

2. Introduction

The promotion of Access to Information Act, 2000 (“PAIA”) gives third parties the right to approach private bodies to request information held by them, which is required in the exercise and/or protection of any rights.

The Protection of Personal Information Act, 2013 (“POPI”) provides for, *inter alia*, the protection of personal information processed by public and private bodies.

The purpose of this Manual is to assist people wishing to protect their rights under POPI and/or access information in terms of PAIA from Bud Group (Pty) Ltd and its subsidiaries.

2.1. Group Overview

Bud Group (Pty) Ltd is a privately owned, limited liability company which was incorporated on 3 March 2016, under registration number 2016/098664/07 (“**Bud Group**”).

Bud Group holds 100% of the shares in Mychina (Pty) Ltd, a privately owned, limited liability company which was incorporated on 16 February 2018, under registration number 2018/082312/07 (“**MyChina**”).

MyChina in turn holds 100% of the shares in Bud Industrial (Pty) Ltd (registration number 2017/117318/07) and Bud Chemicals and Minerals (Pty) Ltd (registration number 2016/083088/07) and they each hold interests in various other companies as detailed on the Bud Group website.

(The abovementioned entities and each of their subsidiaries hereinafter collectively referred to as the “**Group**”).

Head Office and Group Services

The Head Office maintains the financial and management accounts, performs the company secretarial, financial reporting and management functions for the Group.

2.2. Contact Details

Head of body:	AWJ Leith (CEO)
Information Officer:	Z Rowe
Physical Address:	15 Chaplin Road, Illovo, Johannesburg
Postal Address:	PO Box 55153, Northlands, 2116, South Africa
Telephone Number:	+27 (0)10 880 5800
Email address:	bud@budgroup.co.za

3. Guide on how to use PAIA

A guide to PAIA (as contemplated under section 10 of PAIA) is available from the South African Human Rights Commission. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Any enquiries regarding this guide and its contents should be directed to:

The South African Human Rights Commission:
PAIA Unit (the Research and Documentation Department) Postal address: Private Bag 2700,
Houghton, 2041 Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

4. Access to Records held by the Group

Records held by the Group may be accessed, on request, only once the requirements for access have been met. A requester is any person making a request for access to a record of the Group and in this regard, PAIA distinguishes between two types of requesters:

Personal Requester

A personal requester is one who seeks access to a record containing the requester's own personal information.

Other Requester

Other requesters are those who request access to information pertaining to third parties.

It should be noted that a request for access to information can be refused if the application does not comply with the requirement of PAIA. Further, the completion and submission of a request does not automatically allow the requester access to the requested record.

4.1. Request Procedure

A requester must complete the prescribed form enclosed herewith in Appendix 1 and submit same as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, or email address stated herein. The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

- The record or records requested;
- The identity of the requester;
- What form of access is required; and
- The postal address or email address of the requester.

A requester must state that the information is required in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.

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

4.2. Decision

The Group will, within 30 days of receipt of a request, decide whether to grant or decline a request unless the requestor has stated special reasons which would satisfy the information officer that circumstances dictate that this time period not be complied with, and give notice with reasons (if required) to that effect. The 30 day period may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information held at an office other than the Group's head office, or the information cannot reasonably be obtained within the original 30 day period. The information officer will notify the requester in writing should an extension be necessary.

5. Fees

PAIA provides for two types of fees:

A request fee (currently R50 excluding VAT) and an access fee, which will be calculated, in terms of the tariffs set out in the SAHRC Notice (enclosed herewith in Appendix 2), taking into account reproduction costs, search and preparation time and costs, as well as postal costs where applicable.

When a request is received by the information officer of the Group, the information officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The information officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the information officer shall repay the deposit to the requester.

6. Categories of Records Held by the Group:

6.1. Companies Act Records

- Documents of incorporation
- Memorandum of Incorporation
- Minutes and resolutions of Board of Directors meetings, shareholder meetings and committee meetings
- Records relating to the appointment of directors / auditor / secretary / public officer and other officers
- Share Register and other statutory registers
- All other forms and notices in terms of the Companies Act

6.2. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Insurance records
- Investment records

6.3. 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:
 - o VAT
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

6.4. Personnel Documents and Records

- Employment contracts
- Employment Equity Plan (if applicable)
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training records
- Training manuals
- Pension records
- Employee benefit records
- Employee performance records
- General HR policies and procedures

6.5. General Records

- Contracts and Agreements

- General correspondence
- Trademark and Copyright records
- Building and Property records
- General administrative records
- Working papers
- Management reports
- Minutes of meetings
- Operational records
- Transactional documents

7. Records Available in Accordance with other Legislation

Records of the Group may be kept by or on behalf of the Group in accordance with the following legislation (some of which legislation may not be applicable to the Group), as well as with other legislation that may apply to the Group and/or its subsidiaries from time to time:

- Basic Conditions of Employment Act 57 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003 Companies Act 71 of 2008
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Currencies and Exchanges Act 9 of 1993
- Electronic Communications and Transactions Act 25 of 2002 Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Control Act 55 of 1981
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
- Pensions Fund Act 24 of 1956
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- Protection of Personal Information Act 4 of 2013
- Skills Development Act 97 of 1998
- Skills Development Levy Act 9 of 1999 Securities Transfer Tax Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007 Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988 Unemployment Insurance Act 30 of 1966
- Unemployment Insurance Contributions Act 4 of 2002 Value Added Tax Act 89 of 1991

8. Remedies Available if Request for Information is Refused

8.1. Internal Remedies

The Group does not have internal appeal procedures. As such, the decision made by the information officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal if a request is refused, and the requestor is not satisfied with the response provided by the information officer.

8.2. External Remedies

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a court for relief. For purposes of PAIA, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

9. Grounds for Refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- Protecting personal information that the Group holds about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secret: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

10. Processing of Personal Information

10.1. Purpose of Processing

The Group uses the Personal Information under its care in the following ways:

- Conducting credit reference checks and assessments
- Administration of agreements
- Providing products and services to customers
- Discounting and asset funding purposes
- Detecting and prevention of fraud, crime, money laundering and other malpractice
- Conducting market or customer satisfaction research
- Marketing and sales
- In connection with legal proceedings
- Staff administration
- Keeping of accounts and records
- Complying with legal and regulatory requirements
- Profiling data subjects for the purposes of direct marketing

10.2. Categories of Data Subjects and their Personal Information

The Group may possess records relating to suppliers, shareholders, contractors service providers, staff and customers:

Entity Type	Personal Information Processed
-------------	--------------------------------

Customers: Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence
Customer – 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; shareholding information; BBBEE information
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; shareholding information; BBBEE information
Employees / Directors	Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal record; well-being

10.3. Categories of Recipients for Processing the Personal Information

The Group may share the Personal Information with its agents, affiliates, and associated companies who may use this information to send the Data Subject information on products and services. The Group may supply the Personal Information to any party to whom the Group may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to customers;
- Conducting due diligence checks;
- Administration of the Medical Aid and Pension Schemes.

10.4. Actual or Planned Transborder Flows of Personal Information

Personal Information may be transmitted transborder to the Group's authorised dealers and its suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The Group will endeavour to ensure that its dealers and suppliers will make all reasonable efforts to secure said data and Personal Information.

10.5. Retention of Personal Information Records

The Group may retain Personal Information records indefinitely, unless the Data Subject objects thereto. If the Data Subject objects to indefinite retention of its Personal Information the Group shall retain the Personal Information records to the extent permitted or required by law.

10.6. General Description of Information Security Measures

The Group employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls

- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of the Group are contracted to implement security controls.

11. Objection to processing of personal information in terms of POPIA

You may object to processing of your personal information at any time by completing Appendix 3 attached hereto and by sending it to:

Information Officer & Company : Zak Rowe
Secretary
Email address : bud@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you, by contacting the following:

Information Officer & Company : Zak Rowe
Secretary
Email address : bud@budgroup.co.za

12. Request for correction or deletion of personal information or destroying / destruction thereof in terms of POPIA

You may request for correction or deletion of personal information or destroying / destruction or deletion of a record of personal information at any time by completing Appendix 4, attached hereto and by sending it to:

Information Officer & Company : Zak Rowe
Secretary
Email address : bud@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you, by contacting the following:

Information Officer & Company : Zak Rowe
Secretary
Email address : bud@budgroup.co.za

13. Withdrawal of consent in terms of POPIA

You may withdraw consent to process your personal information at any time by completing Appendix 5, attached hereto and by sending it to:

Information Officer & Company : Zak Rowe
Secretary
Email address : bud@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you by contacting the following:

Information Officer & Company : Zak Rowe
Secretary

Email address : bud@budgroup.co.za

14. Complaints in terms of POPIA

Should you have a complaint under POPI, which may be about an interference with the protection of your personal information in the following regard:

- A breach of any of the conditions for lawful processing of POPIA; or
- Non-compliance with sections 22, 54, 69, 70, 71, 72 of POPIA; or
- A breach of a condition of a code of conduct in terms of section 60 of POPIA,

you may approach the Information Regulatory. You may also lodge a complaint with the RESPONSIBLE PARTY by contacting the following:

Information Officer & Company : Z Rowe
Secretary

Email address : bud@budgroup.co.za

Appendix 1: Prescribed Form C To Be Completed By A Requester

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]

1. PARTICULARS OF PRIVATE BODY

The Head:

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

2. 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 email 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 / Mobile Number:

.....

Email Address:

.....

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

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

3. 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.

Full names and surname:

.....

Identity Number:

.....

4. 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 requestor 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 the record:

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

5. 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 the 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:

.....

6. FORM OF ACCESS TO RECORD

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

Disability:

.....

Form in which record is required:

.....

Mark the appropriate box with an **X**.

NOTES:

- a. Compliance with your request in the specified form may depend on the form in which the record is available.
- b. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- c. The fee payable for access 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 (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"/>	Transcript of the images*
3. If 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"/>	Transcript of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:					
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (CD/DVD)	
* If you requested a copy of transcription of a record above, do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

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

8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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

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

.....

Signed at this day of20

.....
SIGNATURE OF REQUESTER/PERSON

ON WHOSE BEHALF REQUEST IS MADE

Appendix 2: SAHRC Notice of Fees Associated with PAIA Requests

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Tel: (011) 877 3600

Fax: 011 403 0625

Physical Address
33 Hoofd Street
Braampark Forum 3
Braamfontein
2198

Postal Address
Private Bag X 2700
Houghton
2041



NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION 2 OF 2000 RE: FEES ASSOCIATED WITH PAIA REQUESTS ARE DETERMINED BY THE REGULATIONS ONLY AND NOT THROUGH OTHER APPLICABLE LAWS OR POLICIES

This Notice serves to state that the South African Human Rights Commission (the Commission) hereby confirms that the costs associated with all requests made under the Promotion of Access to Information Act 2 of 2000 (PAIA) are determined by the Regulations relating to PAIA only, and not by any other laws or regulations. Therefore, any demands made by a public or private body for the payment of additional fees with respect to PAIA requests are invalid.

The Commission is an independent public body currently mandated under PAIA to monitor the implementation of the Act. In accordance with its responsibilities to ensure compliance with PAIA, the Commission issues this notice to bring clarity to all interested parties that it is *only* the Minister of Justice and Constitutional Development who has the power to make decisions regarding fees associated with PAIA requests. The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors.

1. The Promotion of Access to Information Act

PAIA gives effect to the constitutional right to access of information, as provided for under section 32 of the Constitution. Although responding to requests and reproducing records in an accurate and orderly manner takes time and resources, section 9 of the Act specifically calls for the establishment of mandatory mechanisms and procedures to ensure that access to records of both public and private bodies is "as swiftly, *inexpensively* and effortlessly as reasonably possible." [emphasis added].

Furthermore, section 92 of the Act grants the Minister of Justice and Constitutional Development the power to make regulations pertaining to fees associated with requests made to both public and private bodies.

2. Regulations to PAIA

In February 2002, the Minister of Justice and Constitutional Development published a schedule of fees for PAIA requests in the Gazette, which provided for the following:

Fees for Requesting Records

Requesters are required to pay a fee for requesting access to records from both public and private bodies. The fee for requesting records from a public body is R35, while the fee for requesting records from a private body is R50. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R14,712 per annum (if single) and R27,192 per annum (if married or have a life partner), are also exempt from paying the request fees.

Fees for Accessing Records

Requesters are also required to pay fees for accessing the records of public and private bodies, which include fees associated with the search for, preparation of, and reproduction of documents. The breakdown of fees for requests to both public and private bodies are as follows:

Public Bodies:

- Copy per A4 page – 60 cents
- Printing per A4 page – 40 cents
- Copy on a CD – R40
- Transcription of visual images per A4 page – R22
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R12
- Copy of an audio recording – R17
- Search and preparation of the record for disclosure – R15 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

Private Bodies:

- Copy per A4 page – R1.10
- Printing per A4 page – 75 cents
- Copy on a CD – R70
- Transcription of visual images per A4 page – R40
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R20
- Copy of an audio recording – R30
- Search and preparation of the record for disclosure – R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

3. Registered VAT Vendors

The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

Sincerely,

Advocate L M Mushwana
Chair of the South African Human Rights Commission

Transforming society. Securing rights. Restoring dignity.

Chairperson: ML Mushwana; **Deputy Chairperson:** P Govender; **Commissioners:** L Mokate, B Malatji, J Love, D Titus
Chief Executive Officer: K Ahmed

Appendix 3: Objection to Processing of Personal Information

Form 1

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)

[Regulation 2(1)]

Note:

1. Affidavits or other documentary evidence in support of the objection must 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.

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party <i>(if the responsible party is a natural)</i> :		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
Name of public or private body <i>(if the responsible party is not a natural person)</i> :		
Business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>	

Signed at this day of..... 20.....

.....
Signature of data subject (applicant)

Appendix 4: Correction or Deletion or Destruction of Personal Information

Form 2

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)

[Regulation 3(2)]

Note:

1. Affidavits or other documentary evidence in support of the request must 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.

Reference Number....

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	
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party <i>(if the responsible party is a natural person):</i>	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body <i>(if the responsible party is not</i>	

<i>a natural person</i>):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. <i>(Please provide detailed reasons for the request)</i>

* *Delete* whichever is not applicable

Signed at this day of..... 20.....

.....
Signature of Data subject

Appendix 5: Withdrawal of Consent Notice to Process Personal Information

Form 3

Request for withdrawal of consent to Process Personal Information in terms of Section 24(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

[Regulation 3(2)]

Note:

1. *Affidavits or other documentary evidence in support of the request must 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.*

Reference Number....

I wish to withdraw my consent for the collection, use and disclosure (processing) of personal information provided to your company for:

Mark the appropriate box with an "x":

Request for:

All the purposes I had provided my consent for; *or*

For only the following purposes:

State the purpose of withdrawal to be applied to:

.....

.....

...

.....

.

I fully understand and agree that the withdrawal of my consent to any or all purposes – depending on the nature of my request – may result in the responsible party not being in a position to continue to provide services, products etc. to me.

A	DETAILS OF THE DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

B DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>if the responsible party is a natural person</i>):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body (<i>if the responsible party is not a natural person</i>):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *THE WITHDRAWAL OF CONSENT TO PROCESS PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

** Delete whichever is not applicable*

Signed at this day of..... 20.....

.....
Signature of Data subject