

# PAIA AND POPIA MANUAL GERRIE NEL INC

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**MANUAL**  
  
**for**  
  
**GERRIE NEL INCORPORATED**  
  
**(with registration number 2016/16793121)**  
  
**(hereinafter referred to as "the Company")**  
  
**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000**  
  
**AND TO ADDRESS**  
  
**THE REQUIREMENTS OF THE PROTECTION OF PERSONAL  
INFORMATION ACT 4 OF 2013**  
  
**(a Private Body)**

**PART A**

**1. DEFINITIONS**

The following words, unless otherwise defined, shall bear the same meaning as under PAIA and POPIA, as the case may be:

- 1.1. **"Consent"**: A voluntary, specific and informed expression of will in terms of which a Data Subject agrees to the processing of Personal Information relating to him or her or it.
- 1.2. **"Constitution"**: The Constitution of the Republic of South Africa, 1996.
- 1.3. **"Data Subject"**: The person to whom Personal Information relates, who may be a natural or juristic person;
- 1.4. **"Information Officer"**: The chief executive officer or equivalent officer of the Company or any person duly authorised by that officer; or the person acting as such or any person duly authorised

by such acting person, whose further particulars appear in clause 7.2.2 of this Manual;

- 1.5. **"Information Regulator"**: The Information Regulator established in terms of section 39 of POPIA.
- 1.6. **"Manual"**: This Manual prepared in accordance with section 51 of PAIA and to address the requirements of POPIA.
- 1.7. **"PAIA"**: The Promotion of Access to Information Act 2 of 2000, as amended from time to time.
- 1.8. **"Personal Information"**: Means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including, but not limited to:
  - 1.8.1. information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
  - 1.8.2. information relating to the education or the medical, financial, criminal or employment history of the person;
  - 1.8.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
  - 1.8.4. the blood type or any other biometric information of the person;
  - 1.8.5. the personal opinions, views or preferences of the person;
  - 1.8.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the

original correspondence;

1.8.7. the views or opinions of another individual about the person; and

1.8.8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person,

which may include Special Personal Information.

1.9. **"Personal Requester"**: A person who requests information about him-, her- or itself.

1.10. **"POPIA"**: The Protection of Personal Information Act 4 of 2013.

1.11. **"Private Body"**: A person who carries or has carried on any trade, business or profession in that capacity, a partnership or a juristic person, whether existing or terminated, but excluding a Public Body or as defined in PAIA.

1.12. **"Processing"**: Any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

1.12.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, or use;

1.12.2. dissemination by means of transmission, distribution or making available in any other form; or

1.12.3. merging, linking, as well as blocking, degradation, erasure or destruction of information,

and **"Processed"** shall have a corresponding meaning;

1.13. **"Public Body"**: Any department or state or administration in the

national, provincial or local sphere of government or functionary exercising public power or as defined in PAIA;

- 1.14. **"Representative Requester"**: A person who requests information relating to and on behalf of another person;
- 1.15. **"Responsible Party"**: A Public Body or Private Body (as the case may be) or any other person which, alone or in conjunction with others, determines the purpose of and means for processing Personal Information;
- 1.16. **"Requester"**: Any person making a request for access to a record of the Company or a person acting on behalf of such a person;
- 1.17. **"RSA"**: The Republic of South Africa;
- 1.18. **"Special Personal Information"**: Shall bear the meaning ascribed to the term in POPIA; and
- 1.19. **"Third Party Requester"**: A person who requests records about another person.

## 2. INTRODUCTION

- 2.1. PAIA seeks to give effect to the constitutional right of access to information as contained in section 32 of the Constitution and to advance the values of transparency and accountability, and establishes certain statutory rights of Requesters to access records of a Private Body if:
  - 2.1.1. the record is required for the exercise or protection of any rights;
  - 2.1.2. that Requester complies with all the procedural requirements; and
  - 2.1.3. access is not refused in terms of any ground referred to in PAIA.

- 2.2. POPIA seeks to give effect to the constitutional right to privacy as contained in section 14 of the Bill of Rights and to safeguard Personal Information by regulating the manner in which it may be processed by Private Bodies. POPIA provides that Data Subjects have the right to have their Personal Information processed in accordance with the conditions for the lawful processing of Personal Information, which are set out in POPIA.
- 2.3. One of the requirements specified in PAIA is the compilation of an information manual that provides information including the types and categories of records held by a Private Body, the procedures to access records and certain information relating to the processing of Personal Information.

### **3. SCOPE AND PURPOSE**

- 3.1. This Manual serves as the Company's information manual and provides reference to the records held by the Company as well as the Personal Information processed by the Company from time to time.
- 3.2. The purpose of this Manual is to:
  - 3.2.1. ensure that the Company complies with PAIA by giving effect to the right to information;
  - 3.2.2. set out the procedural requirements attached to requests for records in terms of PAIA, the requirements which requests must meet, as well as the grounds for refusing requests;
  - 3.2.3. provide a non-exhaustive list of Personal Information, records and other details held or to be collected by the Company; and
  - 3.2.4. record the conditions and terms for processing Personal Information.

3.3. This Manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA and/or POPIA. A person seeking any record and/or Personal Information or any other specified information from the Company ("Applicant") as referred to in POPIA and/or PAIA (as the case may be) as the "Requester", under the control of the Company, must familiarise himself with the provisions of PAIA and/or POPIA before submitting a written request to the Company.

#### **4. AMENDMENTS TO THIS MANUAL**

Amendments to or a review of this Manual will take place on an *ad hoc* basis, but in any event at least once a year.

#### **5. OPERATING DIVISIONS**

The Company operates in Johannesburg.

#### **6. THE MAIN ACTIVITIES OF THE COMPANY**

The Company is a firm of attorneys operated by its sole director, Gert Van der Merwe Nel ("Gerrie"), a practising attorney. The Company specialises in civil High Court litigation, including commercial, insurance, and medical negligence law.

### **PART B: APPLICABILITY AND AVAILABILITY OF THIS MANUAL**

This Manual is available for inspection, free of charge, at the Company's head office as stipulated in clause 8 below and on the Company's website at [www.gerrienelinc.com](http://www.gerrienelinc.com)

#### **7. PAIA PROVISIONS**

7.1. Section 51 of PAIA requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to in seeking to obtain access to records held by that Private Body.

7.2. This Manual will, subject to clause 4, be updated as and when the need arises and as soon as any amendments have been finalised, the latest version of the Manual will be made public:

7.2.1. through the Company's website: [www.gerrienelinc.com](http://www.gerrienelinc.com)  
or alternatively

7.2.2. on request from:

7.2.2.1. The Information Officer: Gerrie Nel

7.2.2.2. Address: Gerrie Nel Inc, 37 The Braids Street&ltbr/>Greenside, Johannesburg.

7.2.2.3. E-mail: [info@gerrienelinc.com](mailto:info@gerrienelinc.com)

## 8. PARTICULARS REQUIRED IN TERMS OF SECTION 51(1)(a) OF PAIA

<b>Company Name and Registration:</b>	Gerrie Nel Inc Registration Number: 2016/16793121
<b>Information Officer</b>	Gert Van der Merwe Nel ("Gerrie")
<b>Street Address</b>	Gerrie Nel Inc, 37 The Braids Street, Greenside, Johannesburg
<b>Postal Address</b>	Box 26, Postnet Greenside 2132
<b>Telephone</b>	+27 (0)11 646 9682
<b>Website</b>	<a href="http://www.gerrienelinc.com">www.gerrienelinc.com</a>
<b>E-mail</b>	<a href="mailto:info@gerrienelinc.com">info@gerrienelinc.com</a>

## 9. GUIDE (Section 51(1)(b)(i) of PAIA)

9.1. The Information Regulator is required, in terms of section 10 of PAIA, to compile a guide ("Guide") containing information that may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Any queries should be directed to:

### **The Information Regulator of South Africa**

- Physical Address: JD House, 27 Stiemens Street,



Braamfontein, Johannesburg, 2001

- Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
- E-mail: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)
- Website: <https://inforegulator.org.za>
- Tel: 010 023 5200

## **10. AUTOMATIC AVAILABILITY OF DOCUMENTS (Section 51(1)(b)(ii) of PAIA)**

- 10.1. PAIA provides that certain records may automatically be made available. Should records be automatically available, a formal request for such records will not be necessary.
- 10.2. In terms of PAIA, Private Bodies are not obliged to make any records automatically available. This means that a Private Body is not obliged to make such disclosure. If a Private Body chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of section 52(2) of PAIA.
- 10.3. At this stage, the Company has given no notice of any categories of records that are automatically available without a person having to request access in terms of PAIA.

## **11. LIST OF RECORDS (Section 51(1)(b)(iii) and (iv) of PAIA)**

- 11.1. Schedule A, annexed hereto, lists the categories of records held by the Company. The categories are not exhaustive but merely meant to give a broad indication of the records' subject and categories held by the Company, without specification.
- 11.2. Schedule B, annexed hereto, lists the records held by the Company in accordance with legislation other than POPIA or PAIA.

## **12. WHO MAY REQUEST RECORDS**

- 12.1. PAIA provides that a person may request records from a Private Body in terms thereof if that record is required for the exercise or protection of a right.
- 12.2. When making a request, the Requester must:
  - 12.2.1. state that the record requested is required in order to exercise or protect a right;
  - 12.2.2. identify the right and provide details of the nature of the right to be exercised or protected; and
  - 12.2.3. explain why the requested record is required for the exercise or protection of that right.

## **13. REQUEST**

- 13.1. A request for access to a record must be made on the prescribed form (a copy of which is annexed as Schedule C) ("Request") delivered to the Information Officer at his address, facsimile number or e-mail address as provided for in this Manual.
- 13.2. The Requester must provide sufficient detail on the request form to enable the Information Officer to identify:
  - 13.2.1. the record requested;
  - 13.2.2. the identity of the Requester; and
  - 13.2.3. the form of access required if the request is granted.
- 13.3. When completing a Request on the prescribed form, the Applicant/ Requester should also indicate:
  - 13.3.1. the preferred language, if applicable;
  - 13.3.2. whether the Requester wishes to be informed of the decision in another manner, in addition to a written reply

and the particulars thereof; and

13.3.3. an e-mail and/or postal address.

- 13.4. If a Representative Requester makes a Request, then the Representative Requester must submit proof of the capacity in which the Representative Requester is making the request to the reasonable satisfaction of the Information Officer or Deputy Information Officer.
- 13.5. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request verbally to the Information Officer.
- 13.6. Any Request must be directed to the Information Officer or any other authorised persons.
- 13.7. The Request on the prescribed form must be delivered to the Company by hand, via mail, or e-mail.
- 13.8. The Requester must pay the prescribed fee before any further processing of the Request can be effected/implemented.

#### **14. PRESCRIBED FEES**

14.1. PAIA makes provision for two types of fees, namely:

14.1.1. a request fee, which will be a standard fee; and

14.1.2. an access fee, which must be calculated by taking into account reproduction costs, search time, identification and preparation time and cost, as well as postal (delivery) costs.

14.2. When the request is received by the Information Officer, such officer must by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the request.

- 14.3. If the search for the record has been made and the preparation of the record for disclosure, including any arrangement to make the record available as required in the request form, requires more than six hours, the Information Officer shall notify the Requester to pay as a deposit the prescribed portion of the access fee payable.
- 14.4. The Information Officer shall be entitled to withhold a record until the Requester has paid the required fee.
- 14.5. A Requester whose request for access to a record has been granted, is required to pay an access fee for the reproduction and for the search and preparation, and for any time reasonably required in excess of six hours to search for and prepare the record for disclosure, including making arrangements to make it available in the required form.
- 14.6. If a deposit has been paid in respect of a Request for access that is refused, then the Information Officer must repay the deposit to the Requester within a reasonable period after access has been refused.

## **15. DECISION ON REQUEST**

- 15.1. The Company shall, within 30 days of receipt of a request form, or such shorter period as may be feasible in the circumstances, make a decision as to whether to grant or decline the Request and inform the Requester of its decision with adequate reasons for the refusal.
- 15.2. The 30 day period within which the Company has to decide whether to grant or refuse the Request, may be extended for a further period not exceeding 30 days, if the Request is for a large amount of records, the Request requires a search for or through a large number of records, or the Request requires a search for records held at other premises, as a result of which the required records cannot reasonably be obtained within the initial 30 day

period.

- 15.3. The Company shall notify the Requester in writing should an extension of the prescribed period be required and the reasons for the extension.

## **16. GROUNDS FOR REFUSAL**

The Company may or must refuse a Request on, amongst others, the grounds set out in Part 3, Chapter 4 of PAIA.

## **17. THE PRESCRIBED FORMS AND FEES**

The prescribed forms and fees payable in respect of access to records are available on the website of the Information Regulator at <https://inforegulator.org.za/> under the legislation section.

## **18. RECORDS THAT CANNOT BE FOUND**

- 18.1. If the Company has searched for a record and believes the record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or written affirmation.
- 18.2. The affidavit or affirmation shall detail the steps which were taken to locate the requested record.

## **19. PROCESSING OF PERSONAL INFORMATION**

- 19.1. In terms of the provisions of POPIA, the Company must inform Data Subjects formally of the manner in which it processes any Personal Information.
- 19.2. The type of Personal Information to be processed by the Company will depend on the purpose for which such Personal Information is processed.
- 19.3. The Company will only process such Personal Information which it needs to fulfil the relevant purpose and as required by law.

## **20. PURPOSE OF PROCESSING OF PERSONAL INFORMATION (Section 51(1)(c)(i) of PAIA)**

20.1. The Company processes Personal Information of Data Subjects in the following ways:

20.1.1. executing and/or fulfilling its statutory obligations in terms of PAIA and/ or the POPIA;

20.1.2. executing and/or fulfilling its statutory obligations in terms of other applicable legislation;

20.1.3. executing and/or fulfilling its contractual obligations;

20.1.4. administering employees and potential employees;

20.1.5. keeping accounts and records for business and statutory reporting obligations;

20.1.6. procurement processes;

20.1.7. visitors to the Company's business premises; and

20.1.8. instructing tracing agents, or the Company itself, accessing third-party electronic databases, to trace Data Subjects to affect the service of legal process on such Data Subjects or levy execution against their assets, where non-compliance by the Company with section 18(1) of POPIA is authorised on any of the grounds listed in section 18(4) of POPIA.

## **21. DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO (Section 51(1)(c)(ii) of PAIA)**

The Company may process Personal Information for itself, directly from Data Subject, external databases, employees, service suppliers, and product suppliers.

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons.	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence, Criminal behaviour; and particulars of their Assets, movable, immovable, corporeal and intellectual.
Juristic Persons.	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; criminal behaviour; financial, commercial, scientific or technical information and trade secrets and particulars of their assets, movable, immovable, corporeal and intellectual.
Employees.	Gender, pregnancy; marital status; race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language,

	biometric information of the person.
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**22. THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED (Section 51(1) (c)(iii) of PAIA)**

22.1. The Company may supply the Personal Information of Data Subjects to clients, or to service suppliers, who provide the following services:

22.1.1. administration (for example, clients, investments, medical aids, retirement funds);

22.1.2. accounting and/or auditing;

22.1.3. capturing and organising Personal Information;

22.1.4. compliance (including tax compliance);

22.1.5. due diligence reviews;

22.1.6. information and communication technologies (ICT);

22.1.7. storing of personal information;

22.1.8. verification checks.

22.2. The Company may supply the Personal Information of Data Subjects to:

22.2.1. Courts, in terms of litigation by the Company on behalf of clients and matters taken on appeal or judicial review;

22.2.2. enforcement agencies, for criminal investigation (for example, the National Prosecuting Authority, the South African Police Service);

22.2.3. people against whom complaints have been lodged;



22.2.4. regulators, ombuds, or tribunals, in terms of matters that fall under their jurisdiction.

<b>Categories of Personal Information</b>	<b>Recipients or Categories of Recipients to whom the Personal Information may be supplied</b>
Identity or registration number, names, and addresses for verification and for criminal records.	<ul style="list-style-type: none"> <li>• Credit bureaus and external databases such as WinDeed and TPN.</li> </ul>
	<ul style="list-style-type: none"> <li>• Court Online databases managed by the Department of Justice.</li> </ul>
	<ul style="list-style-type: none"> <li>• CIPC.</li> </ul>
	<ul style="list-style-type: none"> <li>• Master of the High Court.</li> </ul>
	<ul style="list-style-type: none"> <li>• South African Police Services.</li> </ul>
Qualifications, for qualification verifications	South African Qualifications Authority

## **23. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION (Section 51(1)(c)(iv) of PAIA)**

23.1. The Company has not planned transborder flows of Personal Information.

23.2. If it becomes necessary to transfer Personal Information to another country for a lawful purpose, the Company will ensure that the person (both legal and natural) to whom the Personal Information will be transferred is subject to a law, binding company rules, and/or binding agreements, which provide a suitable level of protection, and the third party agrees to treat the Personal Information with the same level of protection as the Company is required to provide, in terms of the POPIA.

23.3. The cross border transfer of Personal Information may be done

with the Data Subject's Consent. However, if it is not reasonably practicable to obtain the Data Subject's Consent, the Company will transfer the Personal Information if it will be for the Data Subject's benefit, and the Data Subject would have provided Consent, if it had been reasonably practicable to obtain the Consent.

## **24. PERSONAL INFORMATION SECURITY (Section 51(1)(c)(v) of PAIA)**

24.1. The Company is obliged to provide adequate protection in respect of the Personal Information it processes and to prevent unauthorised access, disclosure and use of any Personal Information.

24.2. The Company shall, on an on-going basis, review its security controls and related processes to ensure that the Personal Information of Data Subjects is secure and retained only for so long as is required by law or needed for record-keeping purposes.

24.3. The Company's security policies and procedures include:

24.3.1. lawful and reasonable processing of Personal Information as contemplated in section 9 of POPIA;

24.3.2. limitation of access to Personal Information;

24.3.3. computer and network security including data encryption; anti-virus and anti-malware solutions;

24.3.4. investigation of and prompt response to breaches of security;

24.3.5. monitoring of access and usage of Personal Information;

24.3.6. physical security of hardware and premises where Personal Information is processed;

24.3.7. appropriate procedures in respect of retention and disposal of Personal Information;

24.3.8. secure communications; and

24.3.9. proper security arrangements in outsourcing of ancillary services or functions.

24.4. When the Company contracts with third parties in relation to the management of Personal Information, the Company imposes appropriate security, privacy and confidentiality obligations on them to ensure that the Personal Information under the Company's control will be kept secure at all times.

24.5. The Company will ensure that anyone to whom it discloses any Personal Information agrees to treat that Personal Information with the same level of protection as the Company is obliged to treat it.

## SCHEDULE A

### CATEGORIES AND TYPES OF RECORDS HELD BY THE COMPANY

The Company holds the following categories of records. Access may be granted to such records upon proper request and payment of a fee in terms of PAIA and this Manual, unless the Company is entitled to refuse access to such records, or the records are exempted in terms of PAIA.

**Please note:** Due to the nature of the Company's business, many of the records held by the Company are subject to legal professional privilege and therefore access to such records will be refused in accordance with section 67 of PAIA.

Category	Information Category Description
Commercial	<ul style="list-style-type: none"><li>Documentation relating to clients of the Company, including their personal and commercial and contractual details.</li></ul>
	<ul style="list-style-type: none"><li>Documentation relating to litigation in the High Court and Magistrates' Court.</li></ul>
	<ul style="list-style-type: none"><li>Opinions and research documentation</li></ul>
	<ul style="list-style-type: none"><li>Correspondence.</li></ul>
	<ul style="list-style-type: none"><li>Legal Registers.</li></ul>
	<ul style="list-style-type: none"><li>Legal Audits and Due Diligence Reports.</li></ul>
Records relating to the Company.	<ul style="list-style-type: none"><li>Communications.</li></ul>

	<ul style="list-style-type: none"><li>• Marketing Documentation</li></ul>
	<ul style="list-style-type: none"><li>• Financial records.</li></ul>
	<ul style="list-style-type: none"><li>• Income tax records, including VAT and PAYE returns.</li></ul>
	<ul style="list-style-type: none"><li>• Operational Information.</li></ul>
	<ul style="list-style-type: none"><li>• Personnel and human resources, including employment contracts and independent service provider contracts</li></ul>
Documentation emanating from bodies other than the Company.	<ul style="list-style-type: none"><li>• Insurance policies, schedules, claim documentation, medical records, earnings documentation, merits documentation, and quantum documentation.</li></ul>

## **SCHEDULE B**

### **SUMMARY OF APPLICABLE LEGISLATION IN RESPECT OF WHICH RECORDS ARE TO BE KEPT**

The Company retains records in accordance with the following current RSA legislation and any amendments thereto (only to the extent that the relevant statute is applicable and makes disclosure of records compulsory):

1. Financial Intelligence Centre Act 38 of 2001.
2. Legal Practice Act 28 of 2014.
3. Superior Courts Act 10 of 2013.

4. Magistrates Court Act 32 of 1944.
5. Criminal Procedure Act 51 of 1977.
6. Basic Conditions of Employment Act 75 of 1997.
7. Broad Based Black Economic Empowerment Act 53 of 2003.
8. Companies Act 71 of 2008.
9. Compensation for Occupational Injuries and Diseases Act 130 of 1993.
10. Employment Equity Act 55 of 1998.
11. Electronic Communications and Transactions Act 25 of 2002.
12. Financial Advisory and Intermediary Services Act 37 of 2002.  
Income Tax Act 58 of 1962.
13. Labour Relations Act 66 of 1995.
14. Occupational Health and Safety Act 85 of 1993.
15. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.
16. Skills Development Act 97 of 1998.
17. Skills Development Levies Act 9 of 1999.
18. Short-term Insurance Act 53 of 1998.
19. Long-term Insurance Act, Act 52 of 1998.
20. Value Added Tax Act 89 of 1991.

**ANNEXURE C**

**REQUEST FORM**

**FORM 2**

**REQUEST FOR ACCESS TO RECORD**

[Regulation 7]

**NOTE:**

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

**TO:** The Information Officer


(Address)

E-mail address: 

--

Fax number: 

--

Mark with an "X"

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

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

Contact Numbers	Cellular:	
Full names of person on whose behalf request is made ( <i>if applicable</i> ):		
Identity Number		
Postal Address		

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

**PARTICULARS OF RECORD REQUESTED**

*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	



<b>TYPE OF RECORD</b> (Mark the applicable box with an "X")	
Record is in written or printed form	
Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

<b>FORM OF ACCESS</b> (Mark the applicable box with an "X")	
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	

<b>MANNER OF ACCESS</b> (Mark the applicable box with an "X")	
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	

<p>Preferred language <i>(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)</i></p>	
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<p><b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b></p> <p><i>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.</i></p>	
<p>Indicate which right is to be exercised or protected</p>	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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

Postal address	Facsimile	Electronic communication (Please specify)

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requester / person on whose behalf request is made**

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**FOR OFFICIAL USE**

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
**Signature of Information Officer**

Date	Version	Author/Reviewer	Approver	Summary of changes
02052025	Original	G Nel	G Nel	N/A

