

SSA INFORMATION TECHNOLOGY PTY LTD TA SEMPER PMS

PAIA MANUAL

**Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of
2000 (as amended)**

**DATE OF COMPILATION: 01/09/2025
DATE OF NEXT REVISION: 30 August 2026**

1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended;
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;

- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SEMPER

3.1. Information Officer

Name: Bernhard Potgieter

Tel: 021 300 3222

Email: bernhard@semper-systems.com

3.2. Deputy Information Officer

Name: Ilona Krahenbuhl

Tel: 021 300 3222

Email: ilona@semper-systems.com

3.3 Access to information general contacts

Email: ilona@semper-systems.com

Website: <https://semperpms.com>

3.4 National or Head Office

Postal Address:

Physical Address: 2B Skyfall Office Block
De Beers Ave, Paardevelei
Cape Town
7130
South Africa

Telephone: 021 300 3222

Email: info@semper-systmes.com

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-
 - 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
 - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.5. The Guide can also be obtained-
 - 4.5.1. upon request to the Information Officer;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).
- 4.6. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-
 - 4.6.1. English and Zulu

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

5. CATEGORIES OF RECORDS OF Semper WHICH ARE AVAILABLE THROUGH AN ACCESS REQUEST

Category of records	Types of the Record	Available on Website	Available upon request
Companies Act Records	<ul style="list-style-type: none"> • All trust deeds. • Documents of Incorporation. • Memorandum of Incorporation. • Minutes of meeting of the Board of Directors. • Minutes of meetings of Shareholders. • Proxy forms. • Register of debenture-holders. • Register of directors' shareholdings. • Research and development. • Share certificates; and • Share Register and other statutory registers and/or records and/or documents. • Special resolutions/Resolutions passed at General and Class meetings. • Records relating to the appointment of: <ul style="list-style-type: none"> ○ Auditors. ○ Directors. ○ Prescribed Officer. ○ Public Officer; and ○ Secretary 		X
Financial records	<ul style="list-style-type: none"> • Accounting Records • Annual Financial Reports. • Annual Financial Statements • Asset Registers. • Bank Statements • Banking details and bank accounts. 		X

	<ul style="list-style-type: none"> • Banking Records • Debtors / Creditors statements and invoices. • General ledgers and subsidiary ledgers. • General reconciliation. • Invoices. • Paid Cheques • Policies and procedures. • Rental Agreements; and • Tax Returns. 		
Income Tax records	<ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes. • Records of payments made to SARS on behalf of employees. • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Regional Services Levies ○ Skills Development Levies ○ UIF ○ Workmen's Compensation 		X
Personal documents and records	<ul style="list-style-type: none"> • Accident books and records. • Address Lists. • Disciplinary Code and Records. • Employee benefits arrangements rules and records. • Employment Contracts. • Employment Equity Plan. • Forms and Applications. • Grievance Procedures. • Leave Records. • Medical Aid Records. • Payroll reports/ Wage register. 		X

	<ul style="list-style-type: none"> • Pension Fund Records. • Safety, Health and Environmental records. • Salary Records. • SETA records. • Standard letters and notices. • Training Manuals. • Training Records. • Workplace and Union agreements and records. 		
Procurement records	<ul style="list-style-type: none"> • Standard Terms and Conditions for supply of services and products. • Contractor, client and supplier agreements. • Lists of suppliers, products, services and distribution; and • Policies and Procedures. 		X
Sales records	<ul style="list-style-type: none"> • Customer details. • Insurance proposals/quotations. • Information and records provided by a third party/intermediary. 		X
Marketing Records	<ul style="list-style-type: none"> • Advertising and promotional material 		X
Risk Management and Audit	<ul style="list-style-type: none"> • Audit reports. • Risk management frameworks; and Risk management plans 		
Safety, Health and Environment	<ul style="list-style-type: none"> • Complete Safety, Health and Environment Risk Assessment. • Environmental Managements Plans. • Inquiries, inspections, examinations by environmental authorities. 		
IT Records	<ul style="list-style-type: none"> • Computer / mobile device usage policy documentation. • Disaster recovery plans. • Hardware asset registers. • Information security policies/standards/procedures. 		

	<ul style="list-style-type: none"> • Information technology systems and user manuals. • Information usage policy documentation. • Project implementation plans. • Software licensing; and • System documentation and manuals. 		
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6. DESCRIPTION OF THE RECORDS OF Semper WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

NB: Please specify all the records which are created and available in accordance with any of the South African legislation.

Below is an example of the table that can be used in describing the records and applicable legislation.

Category of Records	Applicable Legislation
<ul style="list-style-type: none"> • Memorandum of Incorporation (MOI) • Annual General Meeting Reports • Annual financial statements • Accounting Records • Notice and minutes of all shareholder meetings 	Companies Act 71 of 2008 and other applicable legislation
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employee Records	Basic Conditions of Employment Act No. 53 of 2003
B-BBEE Records	Broad-Based Black Economic Empowerment Act 53 of 2003
Accident Records	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
	Competition Act No. 89 of 1998

	Consumer Affairs (Unfair Business Practice) Act No. 71 of 1988
	Electronic Communications Act No.36 of 2005
	Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Plan.	Employment Equity Act No. 55 of 1998
<ul style="list-style-type: none"> • License • Representative and Key Individual Registers • Debarments • Accounting and Auditing Records • Profile changes 	Financial Advisory and Intermediary Services Act No. 37 of 2002
<ul style="list-style-type: none"> • Cash transactions in excess of R 49 999. • Transactions and activities by clients that appear suspicious or unusual. • Any suspicion that client may possess or control property that is linked to terrorism • Staff screening 	Financial Intelligence Centre Act No. 38 of 2001
	Financial Sector Regulation Act No. 9 of 2017
<ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes. • Records of payments made to SARS on behalf of employees. • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Regional Services Levies ○ Skills Development Levies ○ UIF ○ Workmen's Compensation 	Income Tax Act No. 58 of 1962
	Insurance Act No. 18 of 2017

	Intellectual Property Law Amendment Act no. 38 of 2017
<ul style="list-style-type: none"> • Disciplinary Code and Records. • Employee benefits arrangements rules and records. • Employment Contracts. • Employment Equity Plan. • Forms and Applications. • Grievance Procedures. • Leave Records. • Medical Aid Records. • Payroll reports/ Wage register. • Pension Fund Records. • Safety, Health and Environmental records. • Salary Records. • SETA records. • Standard letters and notices. • Training Manuals. • Training Records. • Workplace and Union agreements and records. 	Labour Relations Act No. 66 of 1995
	National Health Act No. 61 of 2003
<ul style="list-style-type: none"> • Complete Safety, Health and Environment Risk Assessment. • Environmental Managements Plans. • Inquiries, inspections, examinations by environmental authorities. 	Occupational Health and Safety Act No. 85 of 1993
	Pensions Funds Act No. 24 of 1956
	Prevention and Combating of Corrupt Activities Act No. 12 of 2004
	Prevention of Organised Crime Act No. 121 of 1998
<ul style="list-style-type: none"> • PAIA Manual and Guide • PAIA Reporting (where applicable) • Subject Access requests 	Promotion of Access to Information Act No. 2 of 2000
	Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2020
Whistle Blowing Policy	Protected Disclosures Act No. 26 of 2000

<ul style="list-style-type: none"> • POPIA Policy • PAIA Manual and Guide 	Protection of Personal Information Act No. 4 of 2013
	Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
	Regulation of Interception of Communication and Provision of Communications Act, No.2 of 2000
	Regulation of Interception of Communications and Provisions of Communication Related
	Information Act No. 70 of 2002
	Skills Development Act 97 of 1998
	Skills Development Levies Act No 9 of 1999
	South African Reserve Bank Act No. 90 of 1989
	Supreme Court Act No. 59 of 1959
	Unemployment Insurance Act No. 63 of 2001
	Unemployment Insurance Contributions Act No 4 of 2002
	Value Added Tax Act No 89 of 1991

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY Semper

Category of records	Types of the Record	Available on Website	Available upon request
Companies Act Records	<ul style="list-style-type: none"> • All trust deeds. • Documents of Incorporation. • Memorandum of Incorporation. • Minutes of meeting of the Board of Directors. • Minutes of meetings of Shareholders. • Proxy forms. 		X

	<ul style="list-style-type: none"> • Register of debenture-holders. • Register of directors' shareholdings. • Research and development. • Share certificates; and • Share Register and other statutory registers and/or records and/or documents. • Special resolutions/Resolutions passed at General and Class meetings. • Records relating to the appointment of: <ul style="list-style-type: none"> ○ Auditors. ○ Directors. ○ Prescribed Officer. ○ Public Officer; and ○ Secretary 		
Financial records	<ul style="list-style-type: none"> • Accounting Records • Annual Financial Reports. • Annual Financial Statements • Asset Registers. • Bank Statements • Banking details and bank accounts. • Banking Records • Debtors / Creditors statements and invoices. • General ledgers and subsidiary ledgers. • General reconciliation. • Invoices. • Paid Cheques • Policies and procedures. • Rental Agreements; and • Tax Returns. 		X
Income Tax records	<ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes. • Records of payments made to SARS on behalf of employees. 		X

	<ul style="list-style-type: none"> • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Regional Services Levies ○ Skills Development Levies ○ UIF ○ Workmen's Compensation 		
Personal documents and records	<ul style="list-style-type: none"> • Accident books and records. • Address Lists. • Disciplinary Code and Records. • Employee benefits arrangements rules and records. • Employment Contracts. • Employment Equity Plan. • Forms and Applications. • Grievance Procedures. • Leave Records. • Medical Aid Records. • Payroll reports/ Wage register. • Pension Fund Records. • Safety, Health and Environmental records. • Salary Records. • SETA records. • Standard letters and notices. • Training Manuals. • Training Records. • Workplace and Union agreements and records. 		X
Procurement records	<ul style="list-style-type: none"> • Standard Terms and Conditions for supply of services and products. • Contractor, client and supplier agreements. • Lists of suppliers, products, services and distribution; and • Policies and Procedures. 		X
Sales records	<ul style="list-style-type: none"> • Customer details. 		X

	<ul style="list-style-type: none"> • Insurance proposals/quotations. • Information and records provided by a third party/intermediary. 		
Marketing Records	<ul style="list-style-type: none"> • Advertising and promotional material 		X
Risk Management and Audit	<ul style="list-style-type: none"> • Audit reports. • Risk management frameworks; and Risk management plans 		
Safety , Health and Environment	<ul style="list-style-type: none"> • Complete Safety, Health and Environment Risk Assessment. • Environmental Managements Plans. • Inquiries, Inspections, examinations by environmental authorities. 		
IT Records	<ul style="list-style-type: none"> • Computer / mobile device usage policy documentation. • Disaster recovery plans. • Hardware asset registers. • Information security policies/standards/procedures. • Information technology systems and user manuals. • Information usage policy documentation. • Project implementation plans. • Software licensing; and • System documentation and manuals. 		

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

- To support the administration of residents
- To support the administrators of visitors
- To support the administration of contractors
- To support the administration of suppliers
- To support the administration of staff
- To support engagement with suppliers

- To support engagement with the general public
- To support engagement with investors and the media

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Residents	Record of residents' life cycle
Visitors	Record of visitors' life cycle
Employees	Record of employee life cycle
General public	Tracking general enquires and web site visits
Media	Record of media interactions

8.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Customer/member information, visitor information, employee Information	Service Providers
Returns e.g. Employment Equity returns	Statutory authorities
Income tax information	Tax Authorities

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Financials information relating to NUANGLE]'s business	Financial institutions

8.4 Planned transborder flows of personal information

- Flows service providers /operators /reinsurers

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- Physical security measures
- Cyber security measures
- Training in information security
- Policies in information security
- Audit of information security
- Any particular security framework implemented

9. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

9.1. PAIA FORM 02: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation (7), Form 02 should be used to request access to a record held by a Public or Private body in terms of PAIA. Form 02 can be downloaded from the Information Regulator website under Documents/Forms. It can also be downloaded using the link below.

[Form 02: Request for Access to Record](#)

Please note: Do not use Form 02 for personal information requests (Data Subject Requests). The appropriate form for these requests is described in point 14.2 below.

9.2. POPIA 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)

In terms of the Protection of Personal Information Act of 2013, Section 24 and the Regulations relating to the Protection of Personal information, 2017, [Regulation 3(2)] Form 2 should be used to raise requests for the correction or deletion of personal information, or destroying or deletion of record of personal information. Form 2 is available on the Information Regulator website under Documents/Forms. It can be downloaded using the link below:

[Form 2: Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information](#)

10. AVAILABILITY OF THE MANUAL

10.1 A copy of the Manual is available- On <https://semperpms.com>

10.1.1 Semper Systems International SA office for public inspection during normal business hours;

10.1.2 to any person upon request and upon the payment of a reasonable prescribed fee; and

10.1.3 to the Information Regulator upon request.

10.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

11. UPDATING OF THE MANUAL

The Semper Systems International SA management team will on a regular basis update this manual.

Issued by

BC Potgieter

Information Officer

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)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [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 authorized 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 (if the responsible party is a natural person):	
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 *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

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			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>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.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
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			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <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>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for	

the exercise or protection of the aforementioned right:	

FEES	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.
c)	The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
d)	If you qualify for exemption of the payment of any fee, please state the reason for exemption
Reason	

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

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

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