

PAIA MANUAL

for

BSI STEEL PROPRIETARY LIMITED

(with registration number 2001/023164/07)

(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

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:
 - (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - (b) information relating to the education or the medical, financial, criminal or employment history of the person;
 - (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - (d) the blood type or any other biometric information of the person;
 - (e) the personal opinions, views or preferences of the person;
 - (f) 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;
 - (g) the views or opinions of another individual about the person; and
 - (h) 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:
- (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - (b) dissemination by means of transmission, distribution or making available in any other form; or
 - (c) 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 as well 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 and all related and/or affiliated companies.

6. THE MAIN ACTIVITIES OF THE COMPANY

Purchase, sale and processing of steel and related products

B APPLICABILITY AND AVAILABILITY OF THIS MANUAL

This Manual is available for inspection, free of charge, at the Company's head offices as stipulated in clause 8 below and is available through the Company's website at www.bsisteel.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.bsisteel.com; or alternatively

7.2.2 on request from:

The Information Officer: Clive Dundraj

ERF 24 Farm Waterval M61, Kliprivier Gauteng 1871, South Africa

E-mail: Clive.Dundraj@BSISteel.com

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

Company Name and Registration	:	BSI Steel Proprietary Limited
Information Officer		Clive Dundraj
Street Address		Erf 24, Waterval, M61, Kliprivier, Gauteng
Postal Address		Erf 24, Waterval, M61, Kliprivier, Gauteng
Telephone		+27 (0) 11 861 7600
Website		www.bsisteel.com
E-mail		Clive.Dundraj@BSISteel.com
Deputy Information Officer Information		

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

The South African Human Rights Commission ("SAHRC") has published a guide as prescribed by Section 10 of PAIA. This guide will be available from the SAHRC until 30 June 2021, in each official language, at the offices of the SAHRC and on its website, listed below. Please direct any queries regarding this guide 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

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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@info regulator.org.za / PAIAComplaints@info regulator.org.za

Website: <https://info regulator.org.za>

Tel: 010 023 5200

Fax: 086 500 3351

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))

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

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 and 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 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 e-mail and/or postal address.
- 13.4 If a Request is made by a Representative Requester, 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, facsimile 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 2 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 that 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. 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)

The Company processes the Personal Information of Data Subjects in the manner set forth in its Privacy Policy.

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 a data subject, employees, service suppliers, and product suppliers in the manner set forth in its Privacy Policy.

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

The Company may supply the Personal Information of Data Subjects to service suppliers, in the manner set forth in its Privacy Policy.

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 it complies with the provisions of POPIA and with its Privacy Policy.

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

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 and shall secure such information in the manner contemplated in its Privacy Policy.

SCHEDULE A

CATEGORIES AND TYPES OF RECORDS HELD BY THE COMPANY

The following categories of records are held by the Company and 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:

Corporate governance records

- Constitutional documents (including incorporation documents, the memorandum of incorporation, incorporation forms and shareholders agreement);
- Share registers, share certificates, registers and details concerning shareholder meetings and resolutions;
- Details concerning the identity of directors;
- Power of attorney agreements, and a list of persons authorised to bind BSI Steel;
- Statutory registers.

Strategic and operational information

- Organisational and business plans;
- Budget reports;
- Minutes of management meetings;
- Minutes of board meetings;
- Minute books and internal resolutions; and
- Annual Reports.

Financial management records

- Accounting records, books and documents;
- Interim and annual financial reports;
- Details of auditors;
- Annual reports in respect of audits conducted;
- Details of actuaries of the pension scheme utilised by BSI Steel;
- Financial reporting;
- Budgets;
- Insurance policies taken out for the benefit of BSI Steel;
- Tax management and tax returns of BSI Steel;
- Management accounting; and
- Other financial records of BSI Steel.

Banking Details of BSI Steel

- Indebtedness to bankers;
- Bank facilities and account details;
- Bank statements;
- The level of overdraft and other borrowings;
- Debt securities issued by BSI Steel;
- Guarantees given by, or in respect of, BSI Steel;
- Other financial commitments of BSI Steel; and
- Other banking records.

Procurement records

- Policies and procedures;
- Tender invitations and process records;
- Documents relating to acquisition of goods and services;
- Supplier agreements and service level agreements; and
- Product catalogues.

Human resources management records

- Schedule of employees;
- Letters or contracts of employment with directors, officers and employees and/or documentation pertaining to arrangements with directors, officers and employees;
- Compensation or redundancy payments;
- Documents and information in respect of a share incentive scheme or trust;
- Collective and recognition agreements with trade unions;
- HR policies and procedures;
- Personnel files;
- Leave records;
- Sick leave records;
- Employment equity records;
- Performance management;
- Documents relating to pension or provident funds;
- Disciplinary records and documentation pertaining to disciplinary proceedings;
- Insurance policies taken out for the benefit of employees;
- Training manuals; and
- Training and skills development records.

Compliance

- BBBEE compliance;
- Legislation compliances;
- Licenses, material permits, consents, approvals, authorisations and certificates;
- Applications for permits, licences and authorisations; and
- Regulatory reports.

Environmental records

- Environmental impact assessments and documents pertaining to studies conducted in this regard;
- Agreements pertaining to environmental issues; and
- Policies regarding environmental issues.

Intellectual Property

- Trade-marks, patents, copyrights and designs held by BSI Steel;
- Licences relating to intellectual property rights; and
- Other agreements relating to intellectual property rights.

Immovable and moveable property

- Title deeds;
- Agreements for the lease or sale of land and/or other immovable property;
- Agreements for the lease or sale of moveable property;
- Mortgage bonds, liens, notarial bonds or security interests on property;
- Credit sale agreements and/or hire purchase agreements; and
- Other agreements for the purchases, ordinary sale, conditional sale, or hire of assets.

Information technology records

- Software support and maintenance agreements;
- Website development, support and maintenance agreements;
- Software licence agreements;
- Agreements in respect of computer hardware;
- Service level agreements;
- Agreements with internet service providers and other telecommunications entities;
- Incidents and service requests;
- System event and performance logs;
- IT policies and procedures; and
- Network maintenance.

Research and scientific or technical information

- Documentation pertaining to research conducted by BSI Steel;
- Research reports prepared by BSI Steel; and
- Scientific and/or technical information in the possession of BSI Steel.

Data subject categories and their personal information

- Employees: records of employee life cycle;
- General public: general enquiries and viewing the company website;
- Industry bodies: membership records;
- Media: records of media interactions; and
- Service providers: record of service provider life cycle.

Recipients of personal information

- Employee pension funds;
- Financial institutions;
- Industry bodies;
- Law enforcement;
- Medical aid schemes;
- Operators (service providers); and
- Statutory authorities.

Expected transnational transfer of personal information

- Transfer of personal information to operators;
- Transfer of personal information through social media platforms; and
- Transfer of personal information to third party document hosting service providers.

Security measures to protect personal information

- Physical security measures:
 - Access control measures;
 - Internal security measures;
- Cyber security measures:
 - Anti-spam measures;
 - Anti-virus measures;
 - Installing security firewalls;
 - Password control;
- Training programmes on information security;
- Information security audits; and

- IT-related company policies.

Miscellaneous agreements

- Structured finance agreements;
- Loans from third parties (including banks);
- Loans to third parties;
- Suretyship agreements;
- Security agreements, guarantees and indemnities, including notarial bond agreements;
- Agreements restricting the trading activities of BSI Steel;
- Agency, management and distribution agreements;
- Royalty agreements;
- Marketing agreements;
- Agreements relating to the import and export of steel and allied products;
- Standard conditions of business and standard-form contracts;
- Agreements in terms of which BSI Steel is a member of a joint venture, consortium, partnership, incorporated or unincorporated association, and shareholders' agreements of another entity which BSI Steel is a party to;
- Agreements with suppliers of BSI Steel, including steel mills;
- Agreements with customers of BSI Steel, including steel merchants, wholesalers, contractors, distributors and end-users;
- Manufacturing agreements;
- Technical consultancy agreements;
- Confidentiality and/or non-disclosure agreements; and
- Any other relevant agreements.

Overseas interests and investments

- Agreements with foreign entities; and
- Documents pertaining to overseas interests and investments.

Correspondence

- Correspondence of BSI Steel, including internal and external memoranda.

SCHEDULE B

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

The Company may retain 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):

Atmospheric Pollution Prevention Act 45 of 1965;

Basic Conditions of Employment Act 75 of 1997;

Broad Based Black Economic Empowerment Act 53 of 2003;

Companies Act 71 of 2008;
Compensation for Occupational Injuries and Diseases Act 130 of 1993;
Competition Act 89 of 1998;
Consumer Protection Act 68 of 2008;
Customs and Excise Act 61 of 1964;
Electronic Communications and Transactions Act 25 of 2002;
Employment Equity Act 55 of 1998;
Financial Intelligence Centre Act 38 of 2001;
Hazardous Substances Act 15 of 1973;
Income Tax Act 58 of 1962;
Labour Relations Act 66 of 1995;
Manpower Training Act 56 of 1981;
National Credit Act 34 of 2005;
National Environmental Management Act 107 of 1998;
National Environmental Management: Waste Act 59 of 2008;
National Environmental Management: Air Quality Act 39 of 2004;
Occupational Health & Safety Act 85 of 1993;
Pension Funds Act 24 of 1956;
Prevention and Combating of Corrupt Activities Act 12 of 2004;
Promotion of Equality and Prevention of Unfair Discrimination Act 52 of 2002;
Protection of Personal Information Act 4 of 2013;
Skills Development Act 97 of 1998;
Skills Development Levies Act 9 of 1999;
Unemployment Insurance Contributions Act 4 of 2002;
Unemployment Insurance Act 30 of 1996; and
Value Added Tax Act 89 of 1991.

Records available without formal requests

Company constitutional documents and MOI

All documents published on the website

SCHEDULE C

REQUEST FORM

FORM 2

REQUEST FOR ACCESS TO RECORD

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 <i>(when made on behalf of another person):</i>			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile:
	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			
<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>			

|

Description of record or relevant part of the record:	

Reference number, if available:	
---------------------------------	--

Any further particulars of record:	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
---	--

Record is in written or printed form	
--------------------------------------	--

Record comprises virtual images (<i>this includes photographs, slides, video recordings, 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	
<p>a) <i>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.</i></p> <p><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></p> <p><i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i></p> <p style="text-align: center;">c)</p> <p style="text-align: center;">d)</p>	
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 (<i>Please specify</i>)

Signed at _____ this ____ day of _____ 20 ____

Signature of requester/person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	

Access fees:	
Deposit (if any):	

Signature of information officer