

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)****1. Company Overview**

AllLife's vision is our belief in pioneering life insurance for people with HIV and diabetes. Our innovative products use a continuous underwriting approach to deliver affordable cover to people who manage their health appropriately. We routinely remind our policyholders of their health commitments, and alert them to potential health concerns. This unique approach to life insurance means we can offer competitively priced life cover to individuals who the wider life insurance industry may regard as "uninsurable".

**2. Introduction**

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

AllLife (Pty) Ltd falls within the definition of a "private body" as defined in the Act and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

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Accordingly, this manual provides a reference to the records held by AllLife (Pty) Ltd and the process that needs to be adopted to access such records.

**3. Business and Contact Details Managing Director of AllLife (Pty) Ltd**

- Name & Surname: Steph Bester
- Postal Address: PO Box 787159 Sandton 2146
- Street Address: 13th Floor, Rennie House, 19 Ameshoff Street,  
Braamfontein 2001
- Business phone: 0861 555 559



- E-mail address: [customercarequeries@alllife.co.za](mailto:customercarequeries@alllife.co.za)  
[compliance@alllife.co.za](mailto:compliance@alllife.co.za)  
[complaints@alllife.co.za](mailto:complaints@alllife.co.za)

The company has appointed an Information Officer in terms of the Protection of Personal Information Act No. 4 of 2013 ("POPI Act").

- Name & Surname: Steph Bester
- E-mail address: [informationofficer@alllife.co.za](mailto:informationofficer@alllife.co.za)

The duties of the Information Officer include the following:

- Supervision;
- Collecting data processing inventories;
- Administration of data processing notifications;
- Handling complaints;
- Preparing annual reports;
- Developing internal regulations and providing advice on technology and protection;
- Ensuring that the rights and freedoms of the data subjects are unlikely to be adversely affected by the processing operations;
- Raising awareness and provide training on data protection issues and encourage a culture of protecting personal data within his/her organizations;
- Informing controllers of their obligations and making data subjects aware of their rights;
- Ensuring that controllers and data subjects are informed of their rights and obligations pursuant to the local POPI Act and cross border considerations;
- Making recommendations for the practical improvement of information and data protection to the FSP;
- Advising the controller concerned on matters concerning the application of data protection provisions; and
- Communicating with the Information Regulator and discussing any issues.



#### 4. Human Rights Commission Guideline

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. The guide is intended to assist users in the interpretation of the Act. The contact details of the Human Rights Commission are as follows:

##### **The South African Human Rights Commission**

- Postal Address: Private Bag 2700 Houghton 2041
- Telephone: 011 484 8300
- Fax: 011 484 1360
- Website: [www.sahrc.org.za](http://www.sahrc.org.za)

Who may request information in terms of the Act?

Any person, who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that:

- (a) That the record is required for the exercise or protection of any rights;
- (b) That the person complies with the procedural requirements in this Act 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.

The subjects on which the Company holds records and the categories of records are listed below. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act.

#### 5. Categories of records

##### 5.1 Human Resources

Records found in this division contain information of employees that include the following:

- 5.1.1 Any personal records provided to AllLife by the employee/personnel; 5.1.2 any records a third party has provided to AllLife about its personnel;
- 5.1.3 Conditions of employment and other personnel-related contractual and quasilegal records;
- 5.1.4 Internal evaluation records;
- 5.1.5 Other internal records and correspondence related to the particular employee.

##### 5.2 Client related records

Clients include both juristic and natural entities that receive a service from AllLife. This information includes:

- 5.2.1 Any records a client has provided to a third party acting on behalf of AllLife;
- 5.2.2 Any records a Third Party has provided to AllLife and



- 5.2.3 Records generated by or within AllLife pertaining to the client, including transactional records.

### **5.3 AllLife Records**

This category of records relates, but is not limited to, the following information:

- 5.3.1 Financial records
- 5.3.2 Operational records
- 5.3.3 Databases
- 5.3.4 Information Technology
- 5.3.5 Marketing records
- 5.3.6 Internal correspondence
- 5.3.7 Product records
- 5.3.8 Statutory records
- 5.3.9 Internal policies and procedures
- 5.3.10 Treasury related records
- 5.3.11 Securities and equities
- 5.3.12 Records held by officials of AllLife

### **5.4 Other Parties**

AllLife may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records that can be said to belong to AllLife.

The following records fall under this category:

- 5.4.1 Personnel, client or AllLife records which are held by another party as opposed to being held by AllLife; and
- 5.4.2 Records held by AllLife pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

### **5.5 Records available in terms of other legislation**

The requestor may also request information that is available in terms of legislation, such as the following:

- 5.5.1 Basic Conditions of Employment Act (Act No 75 of 1997);
- 5.5.2 Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993);
- 5.5.3 Employment Equity Act (Act No. 55 of 1998);
- 5.5.4 Labour Relations Act (Act No. 66 of 1995);



- 5.5.5 Occupational Health and Safety Act (Act No. 85 of 1993);
- 5.5.6 Promotion of Equality and Prevention of Unfair Discrimination Act (Act No. 4 of 2000);
- 5.5.7 Skills Development Act (Act No. 97 of 1998); 5.5.8 Skills Development Levies Act (Act No. 9 of 1999);
- 5.5.8 South African Qualifications Authority Act (58 of 1995); Information relating to personnel may be requested in terms of the above legislation
- 5.5.9 Companies Act (Act No. 61 of 1973);
- 5.5.10 Short-Term Insurance Act (Act No. 53 of 1998); 5.5.12 Financial Markets Control Act (55 of 1989);
- 5.5.11 Financial Services Board Act (97 of 1990). Records relating to company reporting and Company related records as far as is allowed in terms of these Acts may be requested.
- 5.5.12 Income Tax Act (Act No. 58 of 1962 as amended); and
- 5.5.13 VAT Act (89 of 1991)

Records relating to tax, employees and the company may be requested in terms of the above Acts.

The information officer will take into consideration section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

## 6. Decision making process

- 6.1. In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requester by way of affidavit or affirmation, that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requester must be given access if the requester would otherwise have been granted.
- 6.2. Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request; notify the requester of the decision as to whether or not to grant the request. If the request is:
  - 6.2.1. Granted: the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.
  - 6.2.2. Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.
- 6.3. The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
  - 6.3.1. The requester is for a large number of records or requires a search through a large number of records;



- 6.3.2. Consultation between divisions of AllLife, or with another private body is required; or
- 6.3.3. The requester consents to the extension AllLife (Pty) Ltd is an Authorised Financial Service Provider

The requester must be notified within the initial 30-day period in writing of the extension, together with reasons therefore, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requester within the 30-day period constitutes a deemed refusal of the request.

- 6.4. Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.
- 6.5. If access is granted, access must be given in the form that is reasonably required by the requester, or if the requester has not identified a preference, in a form reasonably determined by the information officer.

## **7. Third Parties**

If the request is for record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representations to AllLife as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

## **8. Grounds for Refusal of a Request**

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1. Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons.
- 8.2. Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
  - 8.2.1. Trade secrets;
  - 8.2.2. Financial, commercial, scientific, or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
  - 8.2.3. Information, supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.



The information must, however, be released if it pertains to the results of products or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.3. Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4. In terms of Section 66, AllLife must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
  - 8.4.1. Endanger the life or physical safety of an individual;
  - 8.4.2. Prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property;
  - 8.4.3. AllLife may also refuse a request for access to information that would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5. Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6. Section 68 pertains to records containing information about AllLife itself and unlike the other provisions pertaining to declination of a request, is not mandatory, but rather discretionary. AllLife may refuse access to a record if the record:
  - 8.6.1. Contains trade secrets of AllLife;
  - 8.6.2. Contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of AllLife;
  - 8.6.3. Contains information which, if disclosed, could reasonably be expected to put AllLife at a disadvantage in contractual or other negotiations, or prejudice AllLife in commercial competition; or
  - 8.6.4. Consists of a computer program owned by AllLife.
  - 8.6.5. Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.7. Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to AllLife itself.
- 8.8. Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:
  - 8.8.1. Reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety, or environmental risk; and
  - 8.8.2. If the public interest in the disclosure clearly outweighs the harm.



- 8.9. The Information Officer will as a general rule refuse requests for copies of voice recordings unless AllLife is instructed to do so by the Ombudsman, or a court as envisaged by Rights of Appeal below. The Information Officer may instead in his or her discretion grant access to listen to voice recordings at AllLife's premises or release of relevant portions of the transcript of a call recording to be provided if all other requirements are met.

## **9. Rights of Appeal**

- 9.1. A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.
- 9.2. It should be noted that notwithstanding any provision in this Act, the court may examine the record (s) in question. No record may be withheld from the court in any grounds. The court may not, however, disclose the contents of the record (s).
- 9.3. The court is empowered to grant any order that is just and equitable, including:
- 9.3.1. Confirming, amending or setting aside the information officer's decision;
- 9.3.2. Requiring the information officer to take any action, or refrain from taking any action as identified by the court within a specified period;
- 9.3.3. Granting an interdict, interim or special relief, declaratory order or compensation; or an order as to costs.



## ANNEXURE A

### FORM C

#### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 200 (Act No.2 of 2000)

[Regulation 10]

#### A. REQUEST PROCEDURES

The Head:

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#### B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

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

Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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Email address:

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

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#### **C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE**

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

Full Names and Surname:

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Identity number:

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#### **D. PARTICULARS OF RECORD**

- a) **Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.**
- b) **If the provided space is inadequate, please continue on a separate folio and attach it to this form. The request master must sign all additional folios.**



1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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#### **E. FEES**

- a) **A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.**
- b) **You will be notified of the amount required to be paid as the request fee.**
- c) **The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.**
- d) **If you qualify for exemption of the payment of any fee, please state the reason for exemption.**

#### **F. FORM OF ACCESS TO RECORD**

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

Disability :

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Form in which record is required:

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Mark the appropriate box with an X

**NOTES:**

- a) **Compliance with your request is specified form may depend on the form in which the record is available.**
- b) **Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.**
- c) **The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.**

**1. If the record is in written or printed form:**

Copy of record\*

☐ Inspection of record

**2. If record consists of visual images This includes photographs, slides, video recordings, computer- generated images. Sketches, etc.)**

Copy of images\*

☐ Transcription of images\*

**3. If record consists of recorded words or information which can be reproduced in sound:**

Listen to the soundtrack (audio cassette)

☐ Transcription of soundtrack  
\* (Written or printed document)

**4. If record is held on computed or in an electronic or machine – readable form:**

Printed copy of record\*

☐ Printed copy of information derived from the record\*

☐ Copy in computer readable form\*

**\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.**

**YES**

**NO**

**E. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

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



1. Indicate which right is to be exercised or protected:

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

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## ANNEXURE B

### FEES IN RESPECT OF PRIVATE BODIES

|   |                                                                                                                                                       |         |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1 | The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4- size page or part thereof.              |         |
| 2 | The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4- size page or part thereof.              |         |
|   | The fees for reproduction referred to in regulation 11(1) are as follows:                                                                             |         |
|   | a) For every photocopy of an A4- size page or part thereof:                                                                                           | R 1.10  |
|   | b) For every printed copy of an A4-size page or part thereof held on a computer or in machine readable form                                           | R 0.75  |
|   | c) For a copy in a computer – readable form on –                                                                                                      |         |
|   | i. USB                                                                                                                                                | R 70.00 |
|   | ii. Compact disc                                                                                                                                      | R 70.00 |
|   | d) For a transcription of visual images, for an A4-size page of part thereof                                                                          |         |
|   | i. For a copy of visual images                                                                                                                        | R 40.00 |
|   | ii. For a copy                                                                                                                                        | R 60.00 |
|   | e) For a transcription of an audio record, for an A4-size page or part thereof                                                                        |         |
|   | i. For a copy of an audio record                                                                                                                      | R 20.00 |
|   | ii. For a copy                                                                                                                                        | R 30.00 |
| 3 | The request fee payable by a requester, other than a personal requester referred to in regulation 11(2) is                                            | R 50.00 |
| 4 | The access fees payable by a requester referred to in regulation 11(3) are as follows:                                                                |         |
|   | (a) For every photocopy of an A4-size page or part thereof                                                                                            | R 1.10  |
|   | (b) For every printed copy of an A4 –size page or part thereof held on a computer or in electronic or machine-readable form                           | R 0.75  |
|   | (c) For a copy in a computer readable form on –                                                                                                       |         |
|   | i. USB                                                                                                                                                | R 70.00 |
|   | ii. compact disc                                                                                                                                      | R 70.00 |
|   | (d) (i) For a transcription of visual images, for an A4-size page of part thereof                                                                     | R 40.00 |
|   | (ii) For a copy of visual images                                                                                                                      | R 40.00 |
|   | (e) (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                   | R 40.00 |
|   | (ii) For a copy of an audio record                                                                                                                    | R 30.00 |
|   | (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. |         |
| 5 | For purposes of section 54(2) of the Act, the following applies:                                                                                      |         |
|   | a) Six hours as the hours to be exceeded before a deposit is payable; and                                                                             |         |
|   | b) One third of the access fee is payable as deposit by the requester.                                                                                |         |
| 6 | The actual postage is payable when a copy of a record must be posted to requester.                                                                    |         |



## 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

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(Address)

E-mail address: 

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Fax number: 

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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: |  |
|                                                                           | 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 |           |
| <b>PARTICULARS OF RECORD REQUESTED</b><br><br><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<br>(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                                                                                    |  |
| Records are held on a computer or in an electronic, or machine-readable form                                                                                         |  |
| FORM OF ACCESS<br>(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                                                                                                                         |  |

| MANNER OF ACCESS<br>(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                                                                                                                                                                                                                             |  |
| Preferred language<br><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

*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.*

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<br>(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:<br>(State Rank, Name And Surname of Information Officer) |  |
| Date received:                                                                |  |
| Access fees:                                                                  |  |
| Deposit (if any):                                                             |  |

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

**FORM 3**  
**OUTCOME OF REQUEST AND OF FEES PAYABLE**  
[Regulation 8]

**Note:**

- If your request is granted the—
  - amount of the deposit, (if any), is payable before your request is processed; and
  - requested record/portion of the record will only be released once proof of full payment is received.
- Please use the reference number hereunder in all future correspondence.

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference number: \_\_\_\_\_

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information at registered address of public/private body (*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*) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.

**OR**

**2. You requested:**

|                                                                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Printed copies of the information ( <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 information on flash drive ( <i>including virtual images and soundtracks</i> )                                                                                            |  |
| Copy of information on compact disc drive ( <i>including virtual images and soundtracks</i> )                                                                                     |  |
| Copy of record saved on cloud storage server                                                                                                                                      |  |



3. To be submitted:

|                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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:<br><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> |  |

Kindly note that your request has been:

Approved

☐

Denied, for the following reasons:

☐

4. To be submitted:

| Item                                                  | Cost per A4-size page or part thereof/item                                     | Number of pages/items | Total |
|-------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------|-------|
| Photocopy                                             |                                                                                |                       |       |
| Printed copy                                          |                                                                                |                       |       |
| For a copy in a computer-readable form on:            |                                                                                |                       |       |
| (i) Flash drive                                       | R40.00                                                                         |                       |       |
| • To be provided by requestor                         |                                                                                |                       |       |
| (ii) Compact disc                                     | R40.00                                                                         |                       |       |
| • If provided by requestor                            | R60.00                                                                         |                       |       |
| • If provided to the requestor                        |                                                                                |                       |       |
| For a transcription of visual images per A4-size page | Service to be outsourced. Will depend on the quotation of the service provider |                       |       |
| Copy of visual images                                 |                                                                                |                       |       |
| Transcription of an audio record, per A4-size         | R24.00                                                                         |                       |       |
| Copy of an audio record                               |                                                                                |                       |       |
| (i) Flash drive                                       | R40.00                                                                         |                       |       |
| • To be provided by requestor                         |                                                                                |                       |       |
| (ii) Compact disc                                     | R40.00                                                                         |                       |       |
| • If provided by requestor                            | R60.00                                                                         |                       |       |
| • If provided to the requestor                        |                                                                                |                       |       |
| Postage, e-mail or any other electronic transfer:     | Actual costs                                                                   |                       |       |
| <b>TOTAL:</b>                                         |                                                                                |                       |       |



5. Deposit payable (if search exceeds six hours):

Yes ☐

No ☐

| Hours of search |  | Amount of deposit<br>(calculated on one third of total amount per request) |  |
|-----------------|--|----------------------------------------------------------------------------|--|
|-----------------|--|----------------------------------------------------------------------------|--|

*The amount must be paid into the following Bank account:*

Name of Bank: \_\_\_\_\_

Name of account holder: \_\_\_\_\_

Type of account: \_\_\_\_\_

Account number: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Reference Nr: \_\_\_\_\_

Submit proof of payment to: \_\_\_\_\_

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

\_\_\_\_\_  
Information officer



## FORM 4

### INTERNAL APPEAL FORM

[Regulation 9]

Reference Number: .....

| PARTICULARS OF PUBLIC BODY                                                                                                                                                          |          |     |           |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|-----------|----|
| Name of Public Body                                                                                                                                                                 |          |     |           |    |
| Name and Surname of Information Officer:                                                                                                                                            |          |     |           |    |
| PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL                                                                                                                           |          |     |           |    |
| Full Names                                                                                                                                                                          |          |     |           |    |
| Identity Number                                                                                                                                                                     |          |     |           |    |
| Postal Address                                                                                                                                                                      |          |     |           |    |
| Contact Numbers                                                                                                                                                                     | Tel. (B) |     | Facsimile |    |
|                                                                                                                                                                                     | Cellular |     |           |    |
| E-Mail Address                                                                                                                                                                      |          |     |           |    |
| Is the internal appeal lodged on behalf of another person?                                                                                                                          |          | Yes |           | No |
| If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: (Proof of the capacity in which appeal is lodged, if applicable, must be attached.) |          |     |           |    |
| PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED<br>(If lodged by a third party)                                                                                 |          |     |           |    |
| Full Names                                                                                                                                                                          |          |     |           |    |
| Identity Number                                                                                                                                                                     |          |     |           |    |
| Postal Address                                                                                                                                                                      |          |     |           |    |
| Contact Numbers                                                                                                                                                                     | Tel. (B) |     | Facsimile |    |
|                                                                                                                                                                                     | Cellular |     |           |    |
| E-Mail Address                                                                                                                                                                      |          |     |           |    |



DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

(mark the appropriate box with an "X")

|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| Refusal of request for access                                                                                                   |  |
| Decision regarding fees prescribed in terms of section 22 of the Act                                                            |  |
| Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act |  |
| Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester                           |  |
| Decision to grant request for access                                                                                            |  |

GROUND FOR APPEAL

(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)

|                                                                             |  |
|-----------------------------------------------------------------------------|--|
| State the grounds on which the internal appeal is based:                    |  |
| State any other information that may be relevant in considering the appeal: |  |

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

| Postal address | Facsimile | Electronic communication (Please specify) |
|----------------|-----------|-------------------------------------------|
|                |           |                                           |

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

\_\_\_\_\_  
Signature of Appellant/Third party



**FOR OFFICIAL USE**  
**OFFICIAL RECORD OF INTERNAL APPEAL**

|                                                                                                                                                                                                               |     |     |                                    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------------------------------------|--|
| Appeal received by:<br>(state rank, name and surname of Information Officer)                                                                                                                                  |     |     |                                    |  |
| Date received:                                                                                                                                                                                                |     |     |                                    |  |
| Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer: |     | Yes |                                    |  |
|                                                                                                                                                                                                               |     | No  |                                    |  |
| <b>OUTCOME OF APPEAL</b>                                                                                                                                                                                      |     |     |                                    |  |
| Refusal of request for access. Confirmed?                                                                                                                                                                     | Yes |     | New decision<br>(if not confirmed) |  |
|                                                                                                                                                                                                               | No  |     |                                    |  |
| Fees (Sec 22). Confirmed?                                                                                                                                                                                     | Yes |     | New decision<br>(if not confirmed) |  |
|                                                                                                                                                                                                               | No  |     |                                    |  |
| Extension (Sec 26(1)). Confirmed?                                                                                                                                                                             | Yes |     | New decision<br>(if not confirmed) |  |
|                                                                                                                                                                                                               | No  |     |                                    |  |
| Access (Sec 29(3)). Confirmed?                                                                                                                                                                                | Yes |     | New decision<br>(if not confirmed) |  |
|                                                                                                                                                                                                               | No  |     |                                    |  |
| Request for access granted. Confirmed?                                                                                                                                                                        | Yes |     | New decision<br>(if not confirmed) |  |
|                                                                                                                                                                                                               | No  |     |                                    |  |

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

\_\_\_\_\_  
Relevant Authority