

**BRETENWOOD MANAGEMENT ASSOCIATION
MANUAL PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)**

Note: This manual is based on “EXAMPLE OF A MANUAL FOR A PRIVATE BODY” issued by the South African Human Rights Commission, amended to meet the needs of Brettenwood Management Association, with further additions to enhance its usefulness and comply with the Protection of Personal Information Act, No. 4 of 2013.

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INTRODUCTION

The aim of this manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documentation from the Brettenwood Management Association as contemplated in the Act.

This manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

Any requester is advised to contact the Information Officer should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documentation from the Brettenwood Management Association.

DEFINITIONS

- “the Act” shall mean the Promotion of Access to Information Act (Act 2 of 2000), together with all relevant regulations published.
- “the/this manual” shall mean this manual together with all annexure thereto as available at the offices of the Brettenwood Management Association from time to time.
- “The Brettenwood Management Association” shall mean the Brettenwood Management Association NPC Registration number 2006/000604/08.
- “SAHRC” shall mean the South African Human Rights Commission.
- “Head of Company” Jon Dreyer has been appointed as the Estate Manager of the Brettenwood Management Association to which requests for information in terms of the Act, should be addressed.

1 INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Designated Head of Brettenwood Management Association: Jon Dreyer

Postal Address of Brettenwood Management Association: PO Box 675, Umhlali, 4390

Street Address of Brettenwood Management Association: 234 Kingfisher Boulevard, Brettenwood Estate, Sheffield Beach

Tel. No of Brettenwood Management Association: 032 5253103

E- Mail address of Brettenwood Management Association: estatemanager@brettenwood.co.za

2 DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10

A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission (SAHRC). It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at The Guide is available for inspection, *inter alia*, at the office of the South African Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg, Gauteng and at www.sahrc.org.za.

For further information please contact the SAHRC:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Email: mnyuswa@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records available in terms of other legislation are as follows:

Arbitration Act No. 42 of 1965
Basic Conditions of Employment Act No. 75 of 1997
Companies Act No 71 of 2008 and Applicable Regulations
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Electronic Communications Act, No. 36 of 2005;
Electronic Communications and Transactions Act No 25 of 2002
Income Tax Act No 58 of 1962
Insurance Act No. 27 of 1943
Intellectual Property Laws Amendment Act No. 38 of 1997
Labour Relations Act No 66 of 1995
National Environmental Management Act 107 1998
National Water Act 36 of 1998.
Occupational Diseases in Mines and Works Act 78 of 1973
Occupational Health and Safety Act No. 85 of 1993
Pension Funds Act No 24 of 1956
Promotion of Access to Information Act No.2 of 2000
Protection of Personal Information Act 4 of 2013
Skills Development Act 97 of 1998
Skills Development Levies Act No 9 of 1999
Trade Marks Act 194 of 1993
Unemployment Insurance Act No. 63 of 2001
Unemployment Insurance Contributions Act No 4 of 2002

4 SUBJECTS AND CATEGORIES OF RECORDS HELD BY BRETENWOOD MANAGEMENT ASSOCIATION

General information about Brettenwood Management Association can be accessed via the internet on www.Brettenwoodestate.co.za, which is available to all persons who have access to the internet.

1. COMPANIES ACT RECORDS

We may (but do not necessarily) hold the following categories of information:

(a) CORPORATE INFORMATION

- (i) A copy of the Association's Memorandum of Incorporation and any amendments or alterations to it.
- (ii) A copy of any rules and/or regulations adopted by the Association.
- (iii) A record of our directors.
- (iv) Copies of reports presented at annual general meetings.
- (v) Copies of Annual Financial Statements, including:
 - (a) the auditor's report, if the Annual Financial Statements are audited; and
 - (b) the director's report.
- (vi) Copies of accounting records.
- (vii) Notices of all members' meetings.
- (viii) Minutes of all members' meetings.

- (ix) All resolutions adopted by members and any documents made available by us to the members in relation to their resolutions.
- (x) Copies of written communications sent generally by us to members.
- (xi) Minutes of all meetings of directors, or directors' committees (if any).
- (xii) Resolutions of directors, or board committees (if any).
- (xiii) Members' register.
- (xiv) A record of our company secretaries and auditors (if any), including:
 - (a) the name of each such person; and
 - (b) the date of each of their appointments.
- (xv) Budget of the Association

(b) ACCOUNTING RECORDS

- (i) Books of account including journals and ledgers.
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.
- (iii) Levy information.

(c) MEMBERS

- (i) Title Deeds.
- (ii) House plans.
- (iii) Utility account details.
- (iv) Levy account details.
- (v) Personal registration details.
- (vi) Access and egress details.
- (vii) Registration of contractors and domestic workers.
- (viii) Ownership details, constitutional documents (in respect of members that are juristic persons) and votes.
- (ix) Litigation and all other legal proceedings (including alternative dispute resolution processes) between members and the Association and debt collection.
- (x) Biometric registration details.
- (xi) Biometric access and egress details.
- (xii) Vehicles, golf cart and motorcycle registration details.
- (xiii) Membership applications and Members' files.
- (xiv) Property sales and leases, clearance information and transfer documents.
- (xv) Proxy appointments.

(d) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations.
- (ii) Time worked by each employee.
- (iii) Remuneration paid to each employee.
- (iv) Date of birth and/or identity number of each employee.
- (v) Wages register.
- (vi) Attendance register.
- (vii) Employment equity plan.
- (viii) Salary and wages register.
- (ix) Records of foreign employees.
- (x) Collective bargaining agreements (if any) and any records required in terms thereof.
- (xi) Arbitration awards (if any) and any records required in terms thereof.
- (xii) Determinations made in terms of the Wage Act (if any) and any records required in terms thereof.
- (xiii) Records of strikes, lockouts or protest action (if any).
- (xiv) Industrial training records.

- (xv) Staff records (after date of employment ceases).
- (xvi) Expense accounts.
- (xvii) Tax returns of employees.
- (xviii) Skills development plan.

(e) OTHER EMPLOYEE RECORDS

- (i) Employee contracts.
- (ii) Incentive schemes.
- (iii) Staff loan schemes.
- (iv) Study assistance schemes.
- (v) Maternity leave policy.
- (vi) Funeral insurance scheme.
- (vii) Code of conduct.

(f) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules.
- (ii) Pension Fund account records.
- (iii) Minutes of meetings of trustees and members.
- (iv) Actuarial valuation reports.
- (v) Contribution reports.
- (vi) Annual accounts.

(g) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records.
- (ii) Water quality monitoring programme records.
- (iii) Waste water assessment and monitoring records.
- (iv) Records of waste water discharges.
- (v) Records of waste water storage and waste water disposal.
- (vi) Employee medical surveillance records in respect of hazardous chemical substances.
- (vii) Records of investigations and tests in respect of hazardous chemicals and substances.
- (viii) Records of risk assessments and monitoring results in respect of hazardous biological agents.
- (ix) Safety management systems, data and audits.
- (x) Employee public health emergency action plans.
- (xi) Emergency response plans.
- (xii) Environmental impact assessments.
- (xiii) Environmental management programs and systems.
- (xiv) Details of aqueous discharges.
- (xv) Details of solid waste discharges.
- (xvi) Details of air emission discharges.
- (xvii) Environmental authorisations.

(h) FIXED PROPERTY

- (i) Title deeds.
- (ii) Leases.
- (iii) Building plans.
- (iv) Mortgage Bonds or other encumbrances to fixed property.
- (v) Management Agreements including information pertaining to managing agents.
- (vi) Sectional title scheme/s statutory and other information.

(i) MOVABLE PROPERTY

- (i) Asset register.
- (ii) Finance and lease agreements.
- (iii) Notarial bonds.
- (iv) Deeds of pledge.

(j) INTELLECTUAL PROPERTY

- (i) Trade marks, trade mark applications, trade names and protected names.
- (ii) Copyright-protected material.
- (iii) Agreements relating to intellectual property such as licence agreements, confidentiality agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- (iv) Documents pertaining to litigation and other disputes involving intellectual property.

(k) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning the provision of services or materials.
- (ii) Agreements with members, officers or trustees.
- (iii) Acquisition or disposal documentation.
- (iv) Agreements with contractors and suppliers.
- (v) Warranty agreements.
- (vi) Sale agreements.
- (vii) Restraint agreements.
- (viii) Agreements with governmental agencies.
- (ix) Purchase or lease agreements.

(l) TAXATION

- (i) Copies of all Income Tax Returns and other tax returns and documents.

(m) LEGAL

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation.
- (ii) Settlement agreements.
- (iii) Material licences, permits and authorisations.

(n) INSURANCE

- (i) Insurance policies.
- (ii) Claim records.
- (iii) Details of insurance coverages, limits and insurers.

(o) TRANSPORTATION

- (i) Permits and licenses.

(p) INFORMATION TECHNOLOGY

- (i) Hardware.
- (ii) Operating systems.
- (iii) Telephone exchange equipment.
- (iv) Telephone lines, leased lines and data lines.
- (v) LAN installations.
- (vi) Software packages.
- (vii) Disaster recovery.

- (viii) Internal systems support and programming / development.
- (ix) Capacity and utilization of current systems.
- (x) Development or investment plans.
- (xi) Agreements.
- (xii) Licenses.
- (xiii) Audits.

(q) SALES AND MARKETING

- (i) Brochures, newsletters and advertising materials.
- (ii) Sales related information.
- (iii) Public relations policies and procedures.
- (iv) Information concerning estate agents and agencies.

(r) BLACK ECONOMIC EMPOWERMENT

- (i) Ratings conducted by accredited rating agencies.
- (ii) Recruitment and employment equity policies.
- (iii) Supplier and preferential procurement information.
- (iv) Skills development policy.

(s) COMMUNITY AND STAKEHOLDER ENGAGEMENT

- (i) Social and labour plan.
- (ii) Charitable initiatives.

(t) SECURITY

- (i) Biometrics registration, access and egress information.
- (ii) CCTV footage.
- (iii) Employment information.
- (iv) Standard Operating Procedures.

(u) MANAGEMENT

- (i) Directors' meetings minutes and resolutions.
- (ii) Management meetings minutes.
- (iii) Staff meetings minutes.
- (iv) Official correspondence with members and residents.
- (v) Official correspondence with debtors and creditors.
- (vi) Official correspondence with service providers.
- (vii) Official correspondence with Auditors, Attorneys and Financial Institutions.
- (viii) Legal proceedings between the Association and second parties, including alternative dispute resolution proceedings.
- (ix) OHS Act File and Reports / findings.
- (x) Maintenance schedules and checklists.
- (xi) Service contracts with service providers.
- (xii) Registration details and contracts with Estate Agents.
- (xiii) Developer agreements and contracts.
- (xiv) Service agreements and related documents.
- (xv) Health and Safety Registers.
- (xvi) Utility records including sewage plant reports, electrical reticulation boxes, water testing reports, water / electricity usage and readings.
- (xvii) Correspondence with Government departments.

5 PURPOSE OF PROCESSING OF PERSONAL INFORMATION

To support the Security functions of the Estate
To ensure communication with members
To support sales and marketing activities
To support recruitment and management of staff
To support engagement with suppliers
To support engagement with members and the media

6 DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

Members: record of customer life cycle
Members family
Employees: record of employee life cycle
Suppliers: record of supplier life cycle
General public: tracking general enquiries and web site visits
Media: records of media interactions

7 PLANNED RECIPIENTS OF PERSONAL INFORMATION

Statutory authorities
Law enforcement
Tax authorities
Financial institutions
Medical schemes
Employee pension and provident funds
Industry bodies

8 SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

Physical security measures
Cyber security measures
Training in information security
Policies in information security
Audits of information security

9 INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying, as the case may be, to those categories of persons recorded below.

In other words those persons entitled to access the documents do not need to request this information in terms of the Promotion of Access to Information Act.

Requests for access to these categories of information must also be made to our information officer, whose contact details appear in Clause 1 of this manual.

	Categories of persons	Information automatically available
1.	Members of the Association	<p>Subject to the Association's Memorandum of Incorporation (as amended from time to time), membership of the Association shall confer upon a member, the following rights:</p> <p>a) the right to inspect and copy, without any charge for any such inspection or upon payment of no more than the prescribed maximum charge for such copy, the information contained in the records of the Company as listed in Section 26 of the Companies Act 71 of 2008, which it is recorded includes the following, namely:</p> <ul style="list-style-type: none"> i. the Company's Memorandum of Incorporation and any amendments to it and any Rules made by the Company; ii. the records in respect of the Company's directors; iii. the reports to annual meetings and annual financial statements; iv. the notices and Minutes of annual meetings and any communications to the members and v. the register of members; and <p>b) the right to view the minutes of the meetings of the board of directors at the office of the Estate Manager after arranging an appropriate time to do so with the Estate Manager.</p>
2.	General Public	<p>Newsletters, booklets, pamphlets / brochures, reports, posters and other literature intended for public viewing, typically those documents disclosed on our website.</p> <p>A right to inspect or copy the members' and directors' register of the Association subject to the provisions of Section 26, read with Section 24 of the Companies Act.</p>

10 PROCESSING OF PERSONAL INFORMATION

The Association is committed to complying with the Protection of Personal Information Act 4 of 2013 (POPI) in relation to the processing of your personal information.

The Association has adopted a POPI Policy which describes how and why we collect, store, use, share or otherwise process your personal information. It also explains your rights in relation to your personal information and how to contact us if you have a question or complaint. A copy of the Association's POPI Policy is available at our website.

Section 51 of PAIA requires that this manual also addresses the following issues insofar as POPI is concerned.

If there is a conflict between any provision of this Manual and a provision of the POPI Policy, the provisions of both documents shall apply concurrently, to the extent that it is possible to apply and comply with one of the inconsistent provisions without contravening the second; and to the extent that it is impossible to apply and comply with one of the inconsistent provisions without contravening the second, the provisions of the POPI Policy prevail, except to the extent that this Manual expressly provides otherwise.

A. Purpose of the processing

In addition to that personal information listed in Clause 4 of this Manual, above, the Association may collect and process the following information for the purposes described below:

Information Type	Reasons why we may use this information
Identification information: such as your name, photograph, passport, national identification, biometric information, gender, date of birth, vehicle registration number, vehicle licence and driving licence, information regarding your employer	To verify your identity to, inter alia, enable you to enter the Estate, to provide services to you, undertake adequate security and monitoring measures, comply with our legal and contractual obligations, and otherwise for our legitimate interests or those of a third party
Contact information: such as, email address; telephone number; physical address; erf number	To contact you with information relevant to you as a resident / service provider / supplier of the Estate and/or its residents; to keep you informed about our activities and updates, to respond to any queries and requests, to manage and resolve any commercial or legal complaints or issues, to carry out planning and forecasting activities, to comply with our legal and contractual obligations, and otherwise for our legitimate interests or those of a third party

<p>Contact and payment information and other information of suppliers / contractors / service providers: such as, name; email; telephone number; address, payment and bank details</p>	<p>To enable us to procure products and services from you, to keep you informed about our activities and updates, to respond to any queries and requests, to carry out market analysis and research, to carry out planning and forecasting activities, for other internal business processes, to comply with our legal and contractual obligations, and otherwise for our legitimate interests or those of a third party</p>
<p>Contact and other information of our directors, trustees, staff (past / present) / prospective employees: contact details, employment history, references, vetting information, financial information including banking details, IT information and other information relating to employment (eg: leave; appraisals etc)</p>	<p>To enable you to carry out your role / duties, to carry out our contract with you, monitor your performance and compliance with our policies / standards / procedures, provide you with training and benefits and provide remuneration, to comply with our legal and contractual obligations, and otherwise for our legitimate interests or those of a third party</p>
<p>Information obtained during entry, exit and whilst inside the Estate : such as, CCTV images; photographs; contact details; incident reports; witness statements; car registration information; access records and registration details.</p>	<p>To allow you access to our Estate in line with our security policies and procedures and to manage and resolve any legal or commercial complaints or issues, including security practices.</p>

B. Categories of data subjects and the information relating thereto

The Association may collect and process the personal information of the following categories of data subjects:

- Members (natural persons), their family members, guests, service providers and employees;
- Members (juristic persons) and their governing bodies, guests, service providers and employees;
- Estate management and employees;
- Service providers, suppliers and advisors;
- Users of the Estate’s website and other social media platforms; and
- Other persons who enter the Estate or otherwise have dealings with the Estate.

Please refer to the table under Clause 1 above for examples of the kinds of information collected from these data subjects.

C. Recipients or categories of recipients to whom the personal information may be supplied

Depending on the circumstances, we may disclose your personal information to the following categories of persons:

- Auditors, legal and other professional advisers and consultants of the Estate or other third parties who help us deliver our services, including the Estate's managing agents and all committees of the Association;
- Information Technology service providers and other service providers who help us run the Estate or otherwise manage or store the personal information;
- Government and law enforcement authorities;
- Financial institutions;
- Other third parties where disclosure is required by law or otherwise required for us to perform our obligations and provide our services; and
- To any other person with your consent to the disclosure.

D. Planned transborder flows of personal information

The Association may transfer data outside of South Africa in certain circumstances (for example: in order to store data with third party cloud storage providers). The Association will only transfer personal information to other countries if required to perform our obligations and/or provide our services or if required in the circumstances (for example: where members of the Association do not reside in South Africa). In this case the Association will only do so in accordance with POPI and other relevant legislation, or if the data subject consents to the transfer of personal information to another country.

E. Information security measures

The Association employs several means to ensure the confidentiality, integrity and availability of your personal information in its possession, including but not limited to the following security measures:

- Limiting access to information to those persons who require access to the information in accordance with the purpose for the processing of that information
- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure
- Outsourced Service Providers who process Personal Information on behalf of the Association are contracted to implement security controls.

11 DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

The requester must complete Form C and submit this form together with a request fee, to the head of Brettenwood Management Association. The form must be submitted to the head of Brettenwood Management Association at his address, fax number, or electronic mail address as stated earlier in this manual.

Form of request:

- The requester must use the prescribed form, as attached in terms of Article 8 of this manual, to make the request for access to a record. This must be made to the designated head. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the designated head to identify the record and the requester.
- The requester should indicate which form of access is required.
- The requester should indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the designated head of the private body [s 53(2)(f)].
- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- Every other requester, who is not a personal requester, must pay the required request fee.
- The designated head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is currently R50,00. The requester may lodge an application to the court against the tender or payment of the request fees 54(3)(b)].
- After the designated head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

Grounds for refusing a request

Brettenwood Management Association has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

12 AVAILABILITY OF THE MANUAL

This manual is available for inspection at the office of Brettenwood Management Association free of charge; from the SAHRC.



Signature of Designated Head of the Private Body

Jon Dreyer

Name of Designated Head of the Private Body

(Note: each page should be initialled to complete the signing process).

Date of signature 13/08/2024

Publication date of this manual: 13/08/2024

Next revision date of this document: 31/07/2024

13 FEES IN RESPECT OF PRIVATE BODIES

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated:

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002:

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 fees for reproduction referred to in regulation 11(1) are as follows:
 - a. (a) For every photocopy of an A4-size page or part thereof R1,10
 - b. (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R0,75
 - c. (c) For a copy in a computer-readable form on - (i) stiffy disc R 7,50; (ii) compact disc R 70,00
 - d. (d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00, (ii) For a copy of visual images R 60,00
 - e. (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (ii) For a copy of an audio record R 30,00
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) are as follows:
 1.
 - 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) stiffy disc R 7,50; (ii) compact disc R 70,00
 - d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00; (ii) For a copy of visual images R 60,00
 - e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (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.
 2. 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 a deposit by the requester.
 3. The actual postage is payable when a copy of a record must be posted to a requester.

14 FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
[Regulation 10]

A. Particulars of private body

The Head (name of body): _____

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: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

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: _____

Identity number: _____

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 requester must sign all the additional folios.

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

2. Reference number, if available: _____

3. Any further particulars of record: _____

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.

Reason for exemption from payment of fees: _____

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: _____

Form in which record is required: _____

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate choice with an X.

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.):

- view the images copy of the images
- transcription of the images

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

- listen to the soundtrack (audio file)
- transcription of soundtrack (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

- printed copy of record
- printed copy of information
- derived from the record
- copy in computer readable form
- (stiffy or compact disc)

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

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____

**SIGNATURE OF REQUESTER / PERSON ON WHOSE
BEHALF REQUEST IS MADE**

15 FORM E: AUTOMATICALLY AVAILABLE RECORDS

FORM E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
.....
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
.....
FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii):	
.....
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	
.....