

# BID CORPORATION LIMITED

Registration Number: 1995/008615/06

## PROMOTION OF ACCESS TO INFORMATION ACT ('PAIA') MANUAL

for Bid Corporation Ltd and its subsidiaries, most notably those registered in South Africa, being: Bidfood (Pty) Ltd, Crown Food Group (Pty) Ltd and Chipkins Puratos (Pty) Ltd and their respective subsidiaries (collectively referred to as 'Bidcorp')

### 1. INTRODUCTION

- 1.1. The South African Promotion of Access to Information Act of 2000, as amended (herein after referred to as "*PAIA*") was enacted with the purpose of addressing Section 32 (2) of the South African Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.
- 1.2. Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.
- 1.3. This manual constitutes Bidcorp's PAIA manual which is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 (herein after referred to as "*POPIA*"), which gives effect to everyone's Constitutional right to privacy.
- 1.4. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing –
  - 1.4.1. for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA;
  - 1.4.2. for the issuing of sector specific codes of conduct; and
  - 1.4.3. for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information,and for matters concerned therewith.
- 1.5. This PAIA manual also includes information on the submission of objections to the processing of personal information; and requests to delete or destroy personal information or records in terms of POPIA.

### 2. COMPANY OVERVIEW

Bid Corporation Limited (Registration number: 1995/008615/06), is a South African registered company, listed on the Johannesburg Stock Exchange (JSE).

Bidcorp is an international broad-line foodservice group operating in developed and developing economies globally, on five continents. The business employs an entrepreneurially

decentralised business model and operates as “Bidfood” in many geographies, grouped into four geographically defined divisions being:

- Australasia
- United Kingdom
- Europe
- Emerging Markets

Bidcorp’s corporate centre provides strategic direction, financial, risk and sustainability management, marketing, investor relations, corporate communications, corporate finance, houses investments and provides executive training to the group. The corporate centre adds value by identifying opportunities and implementing Bidcorp’s decentralised entrepreneurial business model.

Further details on the Bidcorp group structure are available on the group website: [www.bidcorpgroup.com](http://www.bidcorpgroup.com).

Bidcorp operates through a number of legal entities. A detailed list is contained in the annually published Annual Integrated Report, updated at financial year end, 30 June, and can be viewed via this link:- [www.bidcorpgroup.com/integrated-reports.php](http://www.bidcorpgroup.com/integrated-reports.php)

### 3. ADMINISTRATION OF THE ACT

The details of the Information Officer and Deputy Information Officer who will administer all requests made in terms of PAIA for Bidcorp are as follows:

<b>Information Officer:</b>	<b>David Edward Cleasby</b>
Deputy Information Officer:	Leigh Roos
Postal address:	Postnet Suite 136, Private Bag X9976, Sandton, 2146
Physical address:	2 <sup>nd</sup> Floor, North Wing, 90 Rivonia Road, Sandton, 2196
Phone number:	+27 10 592 2150
Email:	<a href="mailto:PAIA@bidcorp.co.za">PAIA@bidcorp.co.za</a>
Website:	<a href="http://www.bidcorpgroup.com">www.bidcorpgroup.com</a>

### 4. INFORMATION REGULATORS GUIDE

The Regulator has made available a PAIA Guide to assist persons wishing to exercise a right contemplated in terms of PAIA and POPIA.

Copies of the Guide are available in each of the official languages and can be obtained from the website of the Information Regulator <https://inforegulator.org.za/paia-guidelines/> or from the Information Officer.

Copies of the English and isiZulu guides are available for inspection at the office of the Information Officer during normal office hours.

## 5. OBJECTIVES OF THIS MANUAL

The objectives of this manual are:

- 5.1. to provide a list of all records held by Bidcorp and its subsidiaries;
- 5.2. to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- 5.3. to define the manner and form in which a request for information must be submitted; and
- 5.4. to comply with the additional requirements imposed by POPIA.

## 6. ENTRY POINT FOR REQUESTS

- 6.1. PAIA provides that a person may only make a request to Bidcorp for recorded information in its possession or under its control, if the information is required for the exercise or protection of a legitimate right.
- 6.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable Bidcorp to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of any data subject's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.
- 6.3. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
- 6.4. The Information Officer will facilitate the liaison internally on all of these requests.
- 6.5. All requests in terms of PAIA and this manual must be addressed to the Information Officer using the details in paragraph 3 above.

## 7. RECORDS HELD BY BIDCORP

### 7.1. Automatically available information

Information about Bidcorp on the group website, [www.bidcorpgroup.com](http://www.bidcorpgroup.com), is automatically available and need not be formally requested in terms of this manual.

### 7.2. Business records of Bidcorp

These records would include, amongst others, the following key topics -

- 7.2.1. financial records;
- 7.2.2. minutes of meetings;
- 7.2.3. strategic plans and other operational policies;
- 7.2.4. annual reports and other statutory reports; and
- 7.2.5. press releases and other publications.

*(This list of business records is non-exhaustive.)*

### 7.3. Personnel information

These records would include director and employment contracts, policies and remuneration details, as well as other records required to ensure the smooth functioning of the business operations.

### 7.4. Records held in accordance with other legislation

7.4.1. Bidcorp, being a foodservice company registered in South Africa, processes information in accordance with certain provisions of local legislation, most notably to persons or entities as specified in the following legislated acts:

- 7.4.1.1. Basic Conditions of Employment Act No. 75 of 1997
- 7.4.1.2. Board Based Black Economic Empowerment Act No. 53 of 2003
- 7.4.1.3. Carbon Tax Act No. 800 of 2019
- 7.4.1.4. Companies Act No. 71 of 2008
- 7.4.1.5. Compensation for Occupational Injuries and diseases Act No. 130 of 1993
- 7.4.1.6. Competition Act No. 89 of 1998
- 7.4.1.7. Consumer Protection Act No. 68 of 2008
- 7.4.1.8. Credit Agreements Act No. 75 of 1980
- 7.4.1.9. Customs and Excise Act No. 91 of 1964
- 7.4.1.10. Electronic Communications Act of 2005
- 7.4.1.11. Employment Equity Act No. 55 of 1998
- 7.4.1.12. Financial Intelligence Centre Act No. 38 of 2001
- 7.4.1.13. Financial Markets Act No. 19 of 2012 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof)
- 7.4.1.14. Foodstuff, Cosmetic & Disinfectants Act No. 54 of 1972
- 7.4.1.15. Income Tax Act No. 58 of 1962
- 7.4.1.16. Labour Relations Act No. 66 of 1995
- 7.4.1.17. Liquor Act of 2003
- 7.4.1.18. Meat Safety Act No. 40 of 2000
- 7.4.1.19. National Credit Act No. 34 of 2005
- 7.4.1.20. Occupational Health and Safety Act No. 85 of 1993
- 7.4.1.21. Pension Funds Act No. 24 of 1956
- 7.4.1.22. Preferential Procurement Policy Framework Act, 2000
- 7.4.1.23. Promotion of Access to Information Act No. 2 of 2000
- 7.4.1.24. Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- 7.4.1.25. Protection of Personal Information Act No. 4 of 2013
- 7.4.1.26. Regulation of Interception of Communications and Provision of Communication-related Information Act No. 70 of 2002
- 7.4.1.27. Securities Transfer Tax Act No. 25 of 2007
- 7.4.1.28. Skills Development Act No. 97 of 1998
- 7.4.1.29. Skills Development Levies Act No. 9 of 1999

7.4.1.30. South African Revenue Services Act No. 34 of 1997

7.4.1.31. Standards Act No. 8 of 2008

7.4.1.32. Value Added Tax Act No. 89 of 1991

*(This list of legislation and regulations is non-exhaustive.)*

7.4.2. Bidcorp, with its global reach, may also be required to hold information in terms of certain provisions of applicable foreign legislation.

## 8. INFORMATION AVAILABLE IN TERMS OF POPIA

### 8.1. Categories of personal information collected by Bidcorp

Bidcorp may collect information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- 8.1.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- 8.1.2. information relating to the education or the medical, financial, criminal or employment history of the person;
- 8.1.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 8.1.4. the biometric information of the person;
- 8.1.5. the personal opinions, views or preferences of the person;
- 8.1.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 8.1.7. the views or opinions of another individual about the person; and
- 8.1.8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Bidcorp will ensure that all information gathered and stored will be done with the prior consent of the data subject.

### 8.2. The purpose of processing personal information

- 8.2.1. In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by Bidcorp will depend on the nature of the personal information and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.

### 8.3. A description of the categories of data subjects

Bidcorp holds information and records on the following categories of data subjects, which may be located locally or internationally, and may include, amongst others:

- 8.3.1. directors, employees / personnel of Bidcorp;
- 8.3.2. any third party with whom Bidcorp conducts business;
- 8.3.3. contractors of Bidcorp;
- 8.3.4. suppliers and customers of Bidcorp; and

8.3.5. charities and community projects.

*(This list of categories of data subjects is non-exhaustive.)*

#### 8.4. The recipients or categories of recipients to whom the personal information may be supplied

Depending on the nature of the personal information, Bidcorp may supply information or records to the following categories of recipients:

- 8.4.1. statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information;
- 8.4.2. any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules;
- 8.4.3. South African Revenue Services, or another similar authority;
- 8.4.4. anyone making a successful application for access in terms of PAIA or POPIA; and
- 8.4.5. subject to the provisions of POPIA and other relevant legislation, Bidcorp may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which Bidcorp operates.

#### 8.5. Planned transborder flows of personal information

As Bidcorp is an international foodservice business, transborder information flows do take place. Bidcorp will adhere to South African data protection legislation and wherever possible, Bidcorp will ensure compliance with relevant in-country data privacy legislation.

#### 8.6. A general description of information security measures to be implemented by Bidcorp

Bidcorp takes information security measures to ensure the confidentiality, integrity and availability of personal information in its possession. Bidcorp takes appropriate technical and organisational measures designed to ensure that personal information remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

## 9. REQUEST PROCEDURE

### 9.1. Completion of the prescribed form

- 9.1.1. Any **request for access to records** from a private body in terms of PAIA must substantially correspond with the form included in **Appendix A** hereto.
- 9.1.2. A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
- 9.1.3. POPIA provides that a data subject may, upon proof of identity, request Bidcorp to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 9.1.4. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Bidcorp must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

- 9.1.5. Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- 9.1.6. POPIA provides that a data subject may **object to the processing of personal information** by Bidcorp, at any time, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as **Appendix C** and submit it to the Information Officer at the postal or physical address or electronic mail address set out above.
- 9.1.7. A data subject may also request Bidcorp to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Bidcorp is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 9.1.8. A data subject that wishes to request a **correction or deletion of personal information** or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address or electronic mail address set out above on the form attached hereto as **Appendix D**.

## 9.2. Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

## 9.3. Payment of the prescribed fees

- 9.3.1. The **access fee** is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in **Appendix B**.
- 9.3.2. Section 54 of PAIA entitles Bidcorp to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.
- 9.3.3. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

## 9.4. Timelines for consideration of a request for access

- 9.4.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.
- 9.4.2. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## 9.5. Grounds for refusal of access and protection of information

- 9.5.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:
  - 9.5.1.1. the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
  - 9.5.1.2. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
  - 9.5.1.3. if disclosure would result in the breach of a duty of confidence owed to a third party;



- 9.5.1.4. if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- 9.5.1.5. if the record was produced during legal proceedings, unless that legal privilege has been waived;
- 9.5.1.6. if the record contains trade secrets, financial or sensitive information or any information that would put Bidcorp at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- 9.5.1.7. if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Bidcorp.
- 9.5.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 9.5.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

## 10. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

- 10.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.
- 10.2. There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.
- 10.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

## 11. AVAILABILITY OF THIS MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Bidcorp and it is available for download on Bidcorp's website: [www.bidcorpgroup.com/paia.php](http://www.bidcorpgroup.com/paia.php).

## 12. UPDATING OF THE PAIA MANUAL

The Information Officer will, regularly review and update, as and when necessary, this manual.



**FORM 2****REQUEST FOR ACCESS TO RECORD**

[Regulation 7]

**NOTE:**

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

**TO:** The Information Officer

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Address)

E-mail address: \_\_\_\_\_

Fax number: \_\_\_\_\_

*Mark with an "X"*☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: _____
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center"><b>PARTICULARS OF RECORD REQUESTED</b></p> <p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center"><b>TYPE OF RECORD</b></p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

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

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

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

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

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

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

Postal address	Facsimile	Electronic communication (Please specify)

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

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

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**FOR OFFICIAL USE**

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

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

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

Note:

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

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

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

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

**1. You requested:**

Personal inspection of information 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> ) 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.	
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**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: (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)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

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**4. Fees payable with regards to your request:**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy	R2.00 per page or part thereof		
Printed copy	R2.00 per page or part thereof		
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 (calculated on one third of total amount per request)	
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The amount must be paid into a Bank account, details of which will be provided by the IO / DIO.

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

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

## FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION  
11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.  
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017**  
[Regulation 2(1)]

**Note:**

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>	
Name and surname of data subject:		
Residential, postal or business address:		
	Code (    )	
Contact number(s):		
Fax number:		
E-mail address:		
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>	
Name and surname of responsible party (if the responsible party is a natural):		
Residential, postal or business address:		
	Code (    )	
Contact number(s):		
Fax number:		
E-mail address:		



Name of public or private body( <i>if the responsible party is not a natural person</i> ):	
Business address:	
	Code (      )
Contact number(s):	
Fax number:	
E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION</b> ( <i>Please provide detailed reasons for the objection</i> )

Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject (applicant)*

## FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING  
OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF  
THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.  
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017**  
[Regulation 3(2)]

*Note:*

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

Mark the appropriate box with an "X".

**Request for:**

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

<b>A</b>	<b>DETAILS OF THE DATA SUBJECT</b>
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code (      )
Contact number(s):	
Fax number:	
E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
	Code (      )
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code (      )
Contact number(s):	
Fax number:	
E-mail address:	
<b>C</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)</b>

\*      *Delete whichever is not applicable*

Signed at ..... this ..... day of .....20.....

.....  
*Signature of Data subject*