



1. OVERVIEW

1.1. PURPOSE

- 1.1.1. Purpose of the Promotion of Access to Information Act, 2000 is to; promote the right of access to information and, to foster a culture of transparency and accountability in South Africa. Furthermore PAIA details the procedure that would need to be followed by a requester and the manner in which a request for access will be facilitated.
- 1.1.2. The aim of this Manual is to assist potential requesters in requesting access to information (Documents or records) from Fair Price. This manual is prepared in terms of section 51 of PAIA and the Protection of Personal Information Act, 2013 (“POPIA”). It is available for inspection on the Fair Price website at www.fairprice.co.za or upon request at the premises of Fair Price during normal business hours.
- 1.1.3. Words and phrases used in this manual and which are defined in either PAIA or POPIA have meanings assigned to them in those statutes. In particular, but without limiting the generality, “personal information”, “special personal information” and “processing” have the meanings assigned to them in POPIA.

1.2. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The legislation listed may create rights and procedures in terms of which records kept may be obtained by a requestor. Where applicable and insofar as the requester complies with the requirements of the relevant act, and subject to the provisions of PAIA and POPIA, the requester may request access to such records.

Basic Conditions of Employment Act 75 of 1997	Broad Based Black Economic Empowerment Act 53 of 2003
Companies Act 71 of 2008	Compensation for Occupational Injuries and Diseases Act 130 of 1993
Competition Act 89 of 1998	Constitution of the republic of South Africa 108 of 1996
Consumer Protection Act 68 of 2008	Tax Administration Act, 2011
Customs and Excise Act No 91 of 1964	Electronic communications and transactions Act 25 of 2005
Employment Equity Act 55 of 1998	Pension Funds Act, 1956
Income Tax Act 58 of 1962	Labour Relations Act 66 of 1995
National Credit Act 34 of 2005	National Buildings Regulation & Building Standards Act 103 of 1997
Value Added Tax Act 89 of 1991	Occupational Health and Safety Act 85 of 1993
Prevention of Organised Crime Act 121 of 1998	Prevention and combating of corrupt Activities Act 12 of 2004
Protection of Personal Information Act 4 of 2013	Promotion of Access to Information Act 2 of 2000

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Prevention of organised Crime Act 121 of 1998	Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999	South African Revenue Services Act 34 of 1997
SA Reserve Bank Act No. 90 of 1989	Securities Services Act 36 of 2004
Unemployment Contributions Act 4 of 2002	Unemployment Insurance Act 30 of 1966

Although we used our best endeavours to supply a list of applicable legislations, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislations allow a requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a requester believes that a right of access to a record exists in terms of other legislations than listed above or, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request in light thereof.

1.3. COMPANY DETAILS

The details of the company are as follows;

OPERATING SUBSIDIARIES AND/OR DIVISIONS	REGISTRATION NUMBER
Fair Discounters (PTY) LTD	2006/023282/07
Fair Price Furnishers (PTY) LTD	2013/139574/07
PHYSICAL ADDRESS	POSTAL ADDRESS
8 Rente Street Ormonde Johannesburg 2091	P.O. BOX 10386 Johannesburg Gauteng 2000
6 Pendoring Road Brits North West 0250	P.O. BOX 10386 Johannesburg Gauteng 2000
TELEPHONE NUMBER	FAX NUMBER
087 740 2101	011 496 1059

1.4. CONTACT DETAILS OF INFORMATION OFFICER

As defined permitted by POPI Act, the CEO of Fair Price has duly authorised the Information officer below to ensure that the obligation in terms of PAIA and POPIA are complied with vis-à-vis the group.

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**1.4.1. INFORMATION OFFICER****FAIR DISCOUNTERS (PTY) LTD & FAIR PRICE FURNISHERS (PTY) LTD**

NAME	MOHAMMED HANSA
PHYSICAL ADDRESS	POSTAL ADDRESS
8 Rente Street Ormonde Johannesburg Gauteng 2091	P.O. BOX 10386 Johannesburg Gauteng 2000
TELEPHONE NUMBER	087 740 2130
FAX NUMBER	011 496 1189
EMAIL ADDRESS	informationofficer@fairprice.co.za

1.5. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICERS**1.5.1. FAIR DISCOUNTERS (PTY) LTD**

PHYSICAL ADDRESS		POSTAL ADDRESS
8 Rente Street Ormonde Johannesburg Gauteng 2091		P.O. BOX 10386 Johannesburg Gauteng 2000
NAME		
BILAL KARDAME	MUHAMMED VALLY	ZAAKIR CASSIM
087 740 2296	087 740 2255	087 740 2111
informationofficer@fairprice.co.za	informationofficer@fairprice.co.za	informationofficer@fairprice.co.za

**1.5.2. FAIR PRICE FURNISHERS (PTY) LTD**

NAME	ZAYD WADEE
PHYSICAL ADDRESS	POSTAL ADDRESS
6 Pendoring Road Brits North West 0250	P.O. BOX 10386 Johannesburg Gauteng 2000
TELEPHONE NUMBER	087 740 2120
FAX NUMBER	011 496 1189
EMAIL ADDRESS	informationofficer@fairprice.co.za

1.6. REVIEW HISTORY

1.6.1. The company reserves the right to review, amend or update this policy and procedure periodically, in accordance with legislative changes and the operational needs of the business.

Drafted: June 2021
Implemented: 1 July 2021
Amended: _____

2. PAIA

PAIA grants the requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the interest of the public. For the purposes of PAIA, Fair Price and all its Subsidiaries are private bodies.

This Manual provides and outlines types of records held by Fair Price and explains how requesters must submit requests to these records in terms of PAIA. Requests in terms of PAIA must be made in accordance with the prescribed procedures, at the rates provided. *The forms and tariffs are dealt with in the Appendixes of the Manual.*

Section 23 of POPIA (read with sections 18 and 53 of PAIA), grants a data subject (a customer employee and/or third party) a right to request confirmation of records containing their personal information being

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held by the group. The requester can subsequently request a copy of the record or a description of the personal information contained within the record, subject to the fees prescribed by PAIA.

Requesters are referred to the Guide in terms of Section 10 of PAIA which has been compiled by the South African Human Rights Commission (SAHRC), which contains information for the purpose of exercising Constitutional rights. It describes

- What the objects of PAIA are
- The process that needs to be followed in order to request a record
- The fees that may be payable for accessing a record
- How to get copies of the Guide at no charge
- How to get access to the manual of a private body;
- The assistance that is available from the Commission and all the remedies available in law to a requester

No notice in terms of section 52(2) of PAIA has been published.

The guide is available from [SAHRC](#). The contact details of the [SAHRC](#) are:

PHYSICAL ADDRESS	POSTAL ADDRESS
Braampark Forum 3 33 Hoofd Street Braamfontein, Johannesburg 2000	Private Bag X2700 Houghton Gauteng 2041
TELEPHONE NUMBER	011 877 3600
FAX NUMBER	011 403 0625
WEBSITE	<u>www.sahrc.org.za</u>

2.1. RIGHTS OF ACCESS

Fair Price will not grant any access to any records unless:

- That record is required for the exercise or protection of any rights;
- The requester complies with the procedural requirements in PAIA and in this manual relating to a request for access to that record;
- Access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of Part 3 of PAIA as described in paragraph 2.2.5 of this manual; and
- The processing of that record does not contravene any of the provisions of POPIA

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This manual must at all times be read subject to the provisions of PAIA and POPI. Where it is silent on any question or where it is inconsistent with either of those statutes, the provisions of PAIA and POPIA will prevail.

Records are subject to the Fair Price Policies, Processes and Procedures, and will be access controlled depending on the classification. Fair Price has in its possession the following categories of records on the subject matters referred hereunder and for which a request for access needs to be made in terms of PAIA.

ACCOUNTS DEPARTMENT	
<ul style="list-style-type: none"> ✓ Accounting Records ✓ Internal Reports and Communications ✓ PAYE Records ✓ Asset Register ✓ Electronic Bank Records ✓ Rental Agreements ✓ Annual Financial Statements 	<ul style="list-style-type: none"> ✓ Tax Records ✓ Transactional Records ✓ Vat Records ✓ Bank Statements ✓ Debtors/Creditors Statements ✓ Invoices ✓ Insurance Documents
HR DEPARTMENT	
<ul style="list-style-type: none"> ✓ Employee Tax Records (IRP5's) ✓ Employment Equity Records ✓ Employment Equity Returns to the Department of Labour ✓ Payroll Reports ✓ Employee Benefit Records ✓ UIF ✓ Workmen's Compensation ✓ Employee Medical Records ✓ Salary Records ✓ General HR Policies and Procedures 	<ul style="list-style-type: none"> ✓ Disciplinary Records ✓ Employee Records ✓ Health and Safety Records ✓ Labour Relations Records ✓ Leave Records ✓ SETA Records ✓ Skills Development Levies ✓ Training Records ✓ Policies and procedures ✓ Union Agreements ✓ MIE - Credit & Criminal Checks
INFORMATION MANAGEMENT AND TECHNOLOGY	
<ul style="list-style-type: none"> ✓ IT Usage Register ✓ Repair and Maintenance Records ✓ Assets Register – IT related hardware and software ✓ Standards, Procedures and Information Policy Records ✓ Configuration Setups 	<ul style="list-style-type: none"> ✓ Disaster Recovery Plans ✓ General Correspondence ✓ Software Licences ✓ Agreements ✓ VoIP Phone registrations ✓ Access Control Records



✓ System Performance Records	✓ User Manuals ✓ Project Plans
RETAIL	
✓ Pricing Information ✓ Sales Forecasts ✓ Product Sales Records ✓ Customer information ✓ Customer Complaints ✓ Store Records ✓ Verification packs for refunds ✓ Lay-Bye details ✓ Customers TV Licenses	✓ Permits ✓ Licenses ✓ Standard trading terms ✓ Conditions of supply of services and goods ✓ Budget Reports ✓ Monthly Sales Reports ✓ Business Plan ✓ Annual Reports
PROCUREMENT & MARKETING	
✓ Service Level Agreement ✓ Procurement agreements and documentation ✓ Purchase Information ✓ Information on products, Promotions and suppliers ✓ Travel Documentation	✓ Communication Plans ✓ Copyrights and Designs ✓ Strategic Marketing Campaign Documents
FLEET & LOGISTICS/IMPORTS & EXPORTS	
✓ Vehicle Registration Documents ✓ Copies of drivers Licenses ✓ Service Level Agreements ✓ Vehicle travel Documentations ✓ Inventory Reports ✓ Delivery Plans	✓ Information relating to Freight Agents ✓ Shipping Information ✓ Customs Documentation
PROPERTY & MAINTENANCE	
✓ Health and Safety	✓ Title Deeds ✓ Lease Agreements ✓ Rental Agreements
MANUFACTURING	
✓ Health and Safety ✓ Shipping Information ✓ Procurement agreements and documentation ✓ Environment Assessment	✓ Machinery Tests records ✓ Information on products ✓ Service Level Agreement



2.2.1. CATEGORIES OF REQUESTORS

There are four categories of requestors;

1. **A Data Subject** – An individual who requests information about themselves
2. **A Representative** – An individual who requests on behalf of the Data Subject
3. **A Third Party** – An individual who requests information about a Data Subject
4. **A Public Body** – An individual who request information in the public’s interest.

2.2.2. REQUEST PROCESS

Records held by Fair Price may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of Fair Price. The request for access to records held by Fair Price must be made by the requester using a prescribed **Form C: Request for Access to record of private body** available on the SAHRC website or the department of justice and Constitutional Development website (**Appendix 1**). Address the request to the Information Officer at the address provided for in section 1.5.1 above.

In lodging the request, the requester must:

- ✓ Provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester, including the identity of the requester, the record held and the form of access required
- ✓ Indicate which form of access is required and specify a postal address, fax number and/or email address within the republic
- ✓ Indicate whether, in addition to a written response, the requester requests to be informed in any other manner and state the necessary particulars to be so informed
- ✓ Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of such right
- ✓ If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the information officer.
- ✓ If the 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 information officer.
- ✓ If an individual is unable to complete the prescribed forms because of illiteracy or disability, such a person may make the request orally to the information officer.

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2.2.3. DECISION ON REQUEST

All requests to Fair Price will be evaluated and considered in accordance with the provisions of PAIA. Publication of this Manual and describing the categories and subject matter of records held by Fair Price does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of PAIA.

The information officer, will process the request within 30 (Thirty) days, after the request has been received, and shall decide whether or not to grant the request and inform the requestor in writing whether access is granted or denied. The 30-day period within which the information officer is required to reply to a request, as stipulated in PAIA, shall commence only once a requester has complied with all the requirements of PAIA in requesting access to a record, to the satisfaction of the information officer. In terms of PAIA this 30-day period may be extended for a further 30-day period should more time be required to gather the requested record. If such extension is required, the information officer will notify the requester accordingly.

Appeal of a decision

In the event that the requester is not satisfied with the decision by the information officer relating to the request, the requester may submit a written appeal to the Board of Directors for consideration.

The appeal must include the original request and all supporting documentation, as well as the reason as to why the requester is not satisfied with the information officer’s decision, and the relief sought. The appeal must be submitted within 10 days of the information officer’s decision.

Once submitted, the appeal will be considered by the board at its next meeting. The chairperson will then advise the requester in writing of the Board’s decision relating to the appeal, as well as the reasons for the decision.

If the requestor remains aggrieved by the refusal of the information officer to grant a request for access to a record, or has any other grounds of complaint, the requester may, in terms of section 78 of PAIA, and within 180 days of notification of the information officer’s decision to apply to court for appropriate relief.

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2.2.4. THIRD PARTY INFORMATION

If access is requested to a record that contains information about a third party, Fair Price is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event that the third party furnishes reasons for the support or denial of access, our designated Information Officer will consider these reasons in determining whether access should be granted or refused.

2.2.5. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Requests may be refused on the following grounds as set out in Chapter 4 of part 3 of PAIA:

- ✓ Mandatory protection of the safety of individuals and the protection of property
- ✓ Mandatory protection of the privacy of a third party who is a natural person.
- ✓ Mandatory protection of commercial information of a third party
- ✓ Mandatory protection of confidential information of third parties
- ✓ Mandatory protection of records which would be regarded as privileged in legal proceedings
- ✓ Mandatory protection of research information of a third party, and protection of research information of Fair Price

A request may also be refused where it requires the processing of personal information in contravention of any of the provisions of POPIA.

2.2.6. RECORDS THAT CANNOT BE FOUND OR DOES NOT EXIST

If Fair Price has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified. This will include the steps that were taken to try and locate the record.

2.2.7. CATEGORIES OF RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED;

- ✓ Statutory oversight bodies, regulators or judicial commission of enquiry making a request for data.
- ✓ Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data in terms of applicable rules
- ✓ South African Revenue Services, or other similar authority
- ✓ Anyone making a successful application for access in terms of PAIA or POPIA

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2.2.8. PRESCRIBED REQUEST FEES

- ✓ When the Request for access is received by the information officer, the information officer will by notice require the requester to pay the prescribed request fee (if any), before further processing of the request for access. Circumstances in which fees may be payable are set out in Section 54 of PAIA and in Appendix 2 of this manual.
- ✓ If the request is granted then a further access fee may be payable for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure.
- ✓ No fee will be charged if a requester is seeking access to a record containing personal information about himself or herself. For every other request, fees, as prescribed by the Act, will be charged for replying to a request, as well as for reproducing the record being requested. The prescribed fee and the method of payment will be notified to the requester on the receipt of a request. The information officer of Fair Price may withhold a reply to a request, or the record requested, until the prescribed fee has been paid off.

2.2.9. AUTOMATICALLY AVAILABLE INFORMATION

Information that is obtainable via the Fair Price website about Fair Price is automatically available and need not be formally requested in terms of this manual.

The following categories of records are automatically available for inspection, purchasing or photocopying.

- ✓ Store Information (Location & Contact Details)
- ✓ Marketing and promotional material
- ✓ Customer Lay-by information
- ✓ Brochures
- ✓ Fair Price POPI Policy
- ✓ This manual

3. POPIA

POPIA promotes the protection of personal information of individuals and businesses and gives effect to their right to privacy as provided for in the Constitution of the Republic of South Africa. Fair Price needs personal information in relation to both individual and juristic persons in order to carry out its business, organisational functions and meet its legal requirements. The manner in which this information is processed and the purpose for which it is processed is determined by Fair Price in accordance with the

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conditions for lawful processing. Fair Price is accordingly a responsible party for the purpose of POPIA and will ensure that the personal information of a data subject;

- ✓ Is processed Lawfully
- ✓ Processed only for the purpose it was collected
- ✓ Will not be processed for secondary purposes unless it is compatible with the original purpose
- ✓ It is not excessive for the purpose for which it was collected
- ✓ Information is accurate

3.1.1. PURPOSE OF PROCESSING PERSONAL INFORMATION

Fair Price will be processing personal information which includes but is not limited to the following purposes;

- ✓ Rendering of services to our customers
- ✓ Providing/Managing information on products
- ✓ Maintaining customer records
- ✓ Financial and Tax Purposes
- ✓ Health and Safety Purposes
- ✓ Managing premises and facilities
- ✓ Debt recovery
- ✓ Employee Administration
- ✓ Transacting with our suppliers
- ✓ Recruitment purposes
- ✓ Legal Purposes
- ✓ Visitor access monitoring purposes
- ✓ Investigating and preventing fraud
- ✓ Responding to website queries

3.1.2. CATEGORIES OF DATA SUBJECTS

The description of categories of Data Subject and the main categories of Personal Information processed is as follows;

CUSTOMERS	
Main Categories of Personal Information Processed	Purpose of processing information
<ul style="list-style-type: none"> ✓ Name and Contact details ✓ Identification Information including passports ✓ Biometrics (Special Personal Information) ✓ Address for Delivery Purposes ✓ Banking details ✓ TV License Information ✓ Other information required to carry out a legal duty or contractual obligation. 	<ul style="list-style-type: none"> ✓ Performing duties in terms of any agreement with Customers. ✓ Performing administrative functions ✓ Communicating ✓ Manage customers Lay-byes ✓ To verify the identity of Customers with regards to closures of lay-byes ✓ Manage company relationship with customers



EMPLOYEES

Main Categories of Personal Information Processed	Purpose of processing information
<ul style="list-style-type: none"> ✓ Name and Contact Details ✓ Identification Information including passports ✓ Biometrics (Special Personal Information) ✓ Employment information ✓ Employee Number ✓ Banking details ✓ Employment History and references ✓ MIE and Criminal Checks ✓ Disciplinary Records ✓ Leave Records ✓ Disability Status ✓ Criminal Records (Special Personal Information) ✓ Gender ✓ Race (Special Personal Information) ✓ Other information required to carry out a legal duty or contractual obligation. 	<ul style="list-style-type: none"> ✓ Performing duties in terms of any agreement with Employees. ✓ Performing administrative functions ✓ Communicating ✓ Garnishees ✓ Verification of applicant employees information during recruitment process ✓ General Matters relating to employees <ul style="list-style-type: none"> ○ Pension ○ Medical Aid ○ Payroll ○ Disciplinary Action ○ Training ✓ Any other reasonably required purpose relating to the employment or possible employment relationship

SUPPLIERS, SERVICE PROVIDERS, AND THIRD PARTIES

Main Categories of Personal Information Processed	Purpose of processing information
<ul style="list-style-type: none"> ✓ Name or Company information ✓ Contact Details ✓ Banking details ✓ Registration Number ✓ Tax Information ✓ FICA Information ✓ Information about the products/Services ✓ Other information required to carry out a legal duty or contractual obligation 	<ul style="list-style-type: none"> ✓ Verifying information and performing checks ✓ Purposes relating to the agreement or business relationships ✓ Payments of invoices ✓ Complying with the groups regulatory and other obligations ✓ Other reasonably required purpose relating to the Groups Business

VISITORS

Main Categories of Personal Information Processed	Purpose of processing information
<ul style="list-style-type: none"> ✓ Physical Access Records ✓ Contact Number ✓ CCTV Records ✓ Driver’s License ✓ License disc information 	<ul style="list-style-type: none"> ✓ Crime detection, prevention, investigation and prosecution



Cross boarder flows of personal

No transborder flows of personal information presently take place or are planned. If the need for a transborder flow of personal information arises, Fair Price will deal with such need in accordance with the provisions of POPIA.

3.1.2. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

Fair Price takes reasonable, appropriate, technical and organisational measures to protect all information from loss, damage, unauthorised access, processing, destruction or manipulation.

Fair Price has implemented the following security measures:

- The information officer whose details are set out in this manual is responsible for the compliance with the conditions of the lawful processing of personal information and other provisions of POPIA.
- The information officer is assisted by three deputy information officers.
- This manual has been put in place and training of the responsible managers and all employees on this policy and on Fair Price’s protection of personal information policy under POPIA takes place.
- Each new employee is required to sign an employment contract containing relevant consent clauses for the processing of the employee’s personal information, or any other action so required, in terms of POPIA and a confidentiality clause.
- Employees who are employed at the time that Fair Price implements this manual are required to sign an addendum to their existing employment contracts giving consent to the processing of the employees’ personal information for the purpose of, inter alia, implementing the employee’s terms and conditions of employment, benefits provided to the employee and complying with legislative requirements.
- The service providers of Fair Price are required to sign an addendum to the relevant Service Level Agreement guaranteeing their commitment to the protection of personal information.
- The information officer and IT identify all reasonably foreseeable internal and external risks to personal information, and have established and will maintain appropriate safeguards against the risks identified. They regularly verify that the safeguards are effectively implemented, and will ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.
- Data subjects will be informed should their personal information be accessed or acquired by any unauthorised person.

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Further, the following safeguards have been implemented:

- ✓ Access Control Measures
- ✓ Cyber Security Measures
- ✓ Security Firewalls
- ✓ Password Control
- ✓ Policies
- ✓ Physical Security Measures
- ✓ Anti-virus Measures
- ✓ Encryption Measures
- ✓ Employee Training and awareness

DOCUMENT APPROVAL

ACTIVITY	NAME	TITLE	SIGNATURE	DATE
Requested by	M. Hansa	Group Services Manager		
Created by	J. Adao	Talent Manager		
Approved by	D. Vally	CEO		
NOTE:	<i>Only the master of this document shall have approval signatures</i>			



APPENDIX 1

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Section 53 (1) of the Promotion of Access to information Act 2000 (Act no.2 of 2000)

A. PARTICULARS OR PRIVATE BODY

Name of Private Body: _____

The Head: _____

Physical Address: 8 Rente Street
Ormonde
Johannesburg
2091

Postal Address: P.O. Box 10386
Johannesburg
Gauteng
2000

Telephone: 087 740 2101

Email _____

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- | | |
|-----|--|
| (a) | The full 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: _____ Telephone Number: _____

Email 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. PARTICULAR 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.

Description of record or relevant part of the record:

Reference Number, if available:

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 depend 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 read is required:

Mark the appropriate box with an X.

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 requested.

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

Copy of Record* Inspection of Record

2. If the 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 Cassette) Transcription of soundtrack* (written or printed document)

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

Print copy of Record Printed copy of Copy in computer readable f
 information derived from record (Stiffy or Compact disc)

*If you requested a copy of transcription of a record (Above), do you wish the copy or transcription to be posted to you?

Yes No

Postage is payable

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.

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

Explain why the record requested is required for exercises 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 20_____

SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF REQUEST IS MADE

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APPENDIX 2

FEES

The **“Request Fee”** payable by every requester, other than a personal requester, referred to in Section 54(1) of the act, is **R50 (excl. VAT)**.

The **“Fees for reproduction”** referred to in Regulation 11(1) are as follows:

1. For every photocopy of an A4-Size Page or part thereof **R1,10**
2. 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**
3. For a copy in a computer readable form on:
 - 3.1. Stiffy Disc **R7,50**
 - 3.2. Compact Disc **R70.00**
4. Visual Images
 - 4.1. For a transcript of visual images, for an **A4 – Size Page** or part thereof **R40**
 - 4.2. For a copy of visual images **R60**
5. Audio Record
 - 5.1. For transcription of an audio record, for an **A4 - Size Page** or part thereof **R20**
 - 5.2. For a copy of an Audio Record **R30**
6. To search for the record for disclosure, **R30** for each hour or part of an hour reasonably required for such search.

The access fees (excl VAT) payable by a requester referred to in Regulation 11(3) are as follows:

		R
1.	(a) For every photocopy of an A4-size page or part thereof	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	0.75
	(c) For a copy in a computer-readable form on -	
	(i) Stiffy Disc	7.50
	(ii) Compact Disc	70.00



- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40.00
- (d) (ii) For a copy of visual images 60.00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20.00
- (e) (ii) For a copy of an audio record 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. Deposit – For purposes of Section 54 (2) of the Act, the following applies;

- (a) Where Fair Price received a request for access to a record relating to a person other than the requestor and the Information Officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3rd) of the amount of the applicable access fee, is payable.

3. Where a copy of the record needs to be posted the actual postal fee is payable in addition to the applicable fees