



PORTFOLIO/METRIX

## PAIA MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to  
Information Act, No 2 of 2002



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## 1 INTRODUCTION

The Promotion of Access to Information Act No. 2 of 2000 (“**PAIA**”), enacted on 3 February 2000, seeks, *inter alia*, to give effect to the constitutional right of access to certain information held by the state, or by any other person, where such information is required for the exercise or protection of any right. When a request is made in terms of PAIA, there is an obligation to release the information, except in circumstances whereby PAIA expressly provides that the information must not be released or may be withheld. PAIA stipulates the requisite procedures in order to process any request for information.

Section 51(2) of PAIA also requires public and private bodies to compile and publish manuals that provide information on both the types and categories of records held by such public and private bodies. PortfolioMetrix SA (Pty) Ltd (“**PMXSA**”), PortfolioMetrix Asset Management SA (Pty) Ltd (“**PMXAMSA**”) and PortfolioMetrix Operations (Pty) Ltd (“**PMXOPS**”), collectively (“**PortfolioMetrix**”) is defined as private bodies under paragraph (b)(ii) of the definition of “private body” in section 1 of PAIA. This document serves as PortfolioMetrix’s manual with regard to information or records in relation to which a PortfolioMetrix entity is a private body.

It should similarly be noted that the Protection of Personal Information Act 4 of 2013 (“**POPIA**”) which serves to promote the protection of personal information processed by public and private bodies, has come into effect and as a consequence, any prohibitions on the release of certain information or particulars (as defined in POPIA) of a third party, who is either an identifiable natural person, or an identifiable existing juristic person, in terms of POPIA, will be adhered to.

## 2 PURPOSE

The purpose of PAIA is to:

- foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information, and to
- actively promote a society in which the people of South Africa have effective access to information to enable them to fully exercise and protect all their rights.

PortfolioMetrix recognises everyone’s right to access to information and is committed to provide access to the organisation’s records where the proper procedural requirements as set out by PAIA and POPI have been met.

## 3 GENERAL OVERVIEW OF THE PORTFOLIOMETRIX BUSINESS

PortfolioMetrix provides discretionary portfolio management services to independent financial advisers and private wealth managers. Our services include the delivery of leading-edge client profiling tools, the design, optimisation and management of individual portfolio solutions, as well as institutional-level client reporting.

PMXAMSA is authorised, in terms of the Financial Services & Intermediary Act No. 37 of 2002 to render discretionary financial services in the certain product categories. PMXAMSA’s FSP licence number is FSP 42383. PMXSA and PMXOPS are entities established to perform support to PMXAMSA.

## 4 INFORMATION OFFICERS OF PORTFOLIOMETRIX – SECTION 51 OF PAIA

The Managing Director of PMXAMSA, Mr Philip Bradford, is the designated Information Officer of PMXAMSA. The contact details of the Information Officer are as follows:

Name	Contact number	Email address
Mr. Philip Bradford	+27 82 333 4893	philip.bradford@portfoliomatrix.com

The Managing Director of PMXSA, Mrs. Kathryn van Dongen, is the designated Information Officer of PMXSA. The contact details of the Information Officer are as follows:

Name	Contact number	Email address
Mrs. Kathryn van Dongen	+27 82 899 6698	kathryn.vandongen@portfoliomatrix.com

The CEO of PMXOPS, Mr Brandon Zietsman, is the designated Information Officer of PMXOPS. The contact details of the Information Officer are as follows:

Name	Contact number	Email address
Mr. Brandon Zietsman	+27 82 773 0581	brandon.zietsman@portfoliomatrix.com

The Information Officers has, in terms of section 17 of PAIA, and in terms of section 56 of POPIA, delegated their powers under PAIA to the following Deputy Information Officer:

Name	Contact number	Email address
Ms. Sharné Sanders	+44 7950 959 429	sharne.sanders@portfoliomatrix.com

PortfolioMetrix's physical and postal address and contact details are shown below:

Physical Address	Postal Address
Corner Main Office Park 2 Payne Road Bryanston Johannesburg South Africa 2196	P.O. Box 786444 Sandton Johannesburg South Africa 2146
Email address	Website
<a href="mailto:info@portfoliomatrix.co.za">info@portfoliomatrix.co.za</a>	<a href="https://www.portfoliomatrix.com/za/">https://www.portfoliomatrix.com/za/</a>

Requests for information and access to records not readily available, may be made by contacting the Deputy Information Officer.

## 5 SECTION 10 GUIDE ON HOW TO USE PAIA

The Information Regulator ("**The Regulator**") has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("**Guide**"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The Guide is available in each of the official languages and in braille.

The Guide contains the description of:

- the objects of PAIA and POPIA;
- the postal and street address, phone and fax number and, if available, electronic mail address of:
  - the Information Officer of every public body, and
  - every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
- the manner and form of a request for:

- access to a record of a public body contemplated in section 11; and
- access to a record of a private body contemplated in section 50;
- the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- the assistance available from The Regulator in terms of PAIA and POPIA;
- all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging:
  - an internal appeal;
  - a complaint to The Regulator; and
  - an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by The Regulator or a decision of the head of a private body;
- the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- the regulations made in terms of section 92.

Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of The Regulator, during normal working hours.

The Guide can also be obtained:

- upon request from the Information Officer;
- from the website of The Regulator (<https://www.justice.gov.za/infoereg/>).

## 6 APPLICABLE AND RELEVANT LEGISLATION

Information is available in terms of the following legislation, where applicable: (Note that this list is not exhaustive)

- No 61 of 1973** Companies Act
- King IV Report** on Corporate Governance
- No 55 of 1998** Employment Equity Act & Regulations
- No 95 of 1967** Income Tax Act
- No 66 of 1995** Labour Relations Act
- No 26 of 2000** Protected Disclosures Act
- No 89 of 1991** Value Added Tax Act
- No 37 of 2002** Financial Advisory and Intermediary Services Act
- No 75 of 1997** Basic Conditions of Employment Act
- No 25 of 2002** Electronic Communications & Transactions Act
- No 2 of 2000** Promotion of Access of Information Act
- Act 4 of 2013** Protection of Personal Information Act
- No 38 of 2001** Financial Intelligence Centre Act
- No 28 of 2001** Financial Institutions (Protection of Funds)
- No 45 of 2002** Collective Investment Schemes Control Act

**No 97 of 1990** Financial Services Board Act  
**No 36 of 2004** Securities Services Act  
**No 24 of 1956** Pension Funds Act  
**No. 85 of 1993** Occupational Health and Safety Act  
**No 9 of 1999** Skills development Levies Act  
**No 97 of 1998** Skills development Act  
**No 63 of 2001** Unemployment Insurance Act  
**No 4 of 2002** Unemployment Contributions Act  
**No 130 of 1993** Compensation for Occupational Injuries and Diseases Act  
**No 68 of 2008** Consumer Protection Act  
**No 89 of 1998** Competition Act  
**No 12 of 2004** Prevention and Combating of Corrupt Activities Act  
**No 121 of 1998** Prevention of Organised Crime Act  
**No 90 of 1989** South African Reserve Bank Act

## 7 RECORDS – SECTION 52

### 7.1 Requirements and notice in terms of Section 52(2)

No notice(s), particulars or information have been published by PortfolioMetrix on the categories of records that are automatically available without a person having to request access in terms of PAIA. As a consequence, the Minister has not been required to publish a description of any such records, particulars or information in terms of Section 52(2).

### 7.2 Subjects and categories of records held by PortfolioMetrix – Section 51(1)(e)

This section sets out the categories of records which may be held by PortfolioMetrix at any specific time. (Note that this list is not exhaustive)

The inclusion of the subject matter contained in the categories of records below should not be taken as an indication that these records are either automatically available under PAIA and certain grounds for refusal under PAIA, and other legislation intended to protect personal information, are likely to be applicable to a request for certain categories of such records and information.

#### Regulatory & Administrative

Category of information held:

1. Documents of incorporation
2. Memorandum and Articles of Association
3. Minutes and Resolutions of Board of Directors meetings
4. Records relating to the appointment of directors/auditor/secretary/public officer and other officers
5. Share Register and other statutory registers
6. Delegation of authority & statutory returns

#### Human Resources

Category of information held:

1. Policies and procedures

2. Employee information
3. Employment agreements
4. Forms and applications
5. Standard letters and notices
6. Payroll reports
7. Payslips
8. IRP5 certificates
11. Employee benefits arrangements, rules, schemes and records
12. Safety, health and environmental records
13. Labour disputes
14. Disciplinary code and grievance procedure
15. Employee training

#### Financial

##### Category of information held:

1. Annual Financial Statements
2. Accounting Records
3. Banking Records
4. Asset Register
5. Reconciliations
6. Policies and Procedures
7. Income Tax Returns
8. VAT Returns
9. PAYE & SDL Returns
10. UIF Returns

#### Marketing

##### Category of information held:

1. Market Information
2. Advertisements and Articles
3. Marketing Strategies

#### Clients

##### Category of information held:

1. All client related records & those records provided by a third party
2. Records generated by or within PortfolioMetrix which relate or are applicable to any of its clients, including any transactional records

#### Procurement

##### Category of information held:

1. Policies and procedures;
2. Reports and supporting documentation;
3. Standard terms and conditions for supply of services, products and software
4. Contractor, client and supplier agreements and information

<b>Intellectual Property</b>
Category of information held:
1. Patents
2. Copyright
3. Designs
4. Know-how
5. Licenses
6. Information of a confidential and proprietary nature
<b>Insurance</b>
Category of information held:
1. Policies
2. Insurance claims files;

## 8 FORM OF REQUEST FOR ACCESS

To facilitate the processing of a request, kindly complete and submit the Form C included in Annexure A to the e-mail address of the Deputy Information Officer indicated in Section 4.

The Deputy Information Officer will notify the requester that a request for access has been received and that the prescribed fee (if any) is payable prior to processing the request. Please refer to Annexure F for a full breakdown of fees payable. Personal requesters will not be charged a request fee.

Once the request has been processed, the Deputy Information Officer will inform the requester of the outcome of the request and any additional fees that may fall due.

Please be advised that PAIA provides a number of grounds on which a request for access to information must be refused. These grounds mainly comprise instances where:

- the privacy and interests of other individuals are protected;
- where such records are already otherwise publicly available;
- instances where public interest are not served;
- the mandatory protection of commercial information of a third party; and
- the mandatory protection of certain confidential information of a third party.

When completing the form below please:

- indicate the identity of the person seeking access to the information;
- provide sufficient particulars to enable the deputy information officer to identify the information requested;
- specify the format in which the information is required;
- indicate the contact details of the person requiring the information;
- indicate the right to be exercised and/or to be protected, and
- specify the reasons why the information required will enable the person to protect and/or exercise the right.

Where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed; and if the request for information



is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so.

## 9 NOTICE

Where a request for access has been received the Information Officer and/or Deputy Information Officer will notify the requester of receipt.

*If the request for access is granted, the notice must state:*

- the access fee (if any) to be paid upon access
- the form in which access will be given, and
- that the requester may lodge a complaint with The Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint with The Regulator or the application.

*If the request for access is refused, the notice must:*

- state adequate reasons for the refusal, including the relevant provision of PAIA that was relied on;
- exclude, from any such reasons, any reference to the content of the records; and
- state that the requester may lodge a complaint with The Regulator or an application with a court against the refusal of the request, and the procedure (including the period) for lodging a complaint with The Regulator or the application.

Except to the extent that the provisions regarding third party notification may apply, the Information Officer and/or Deputy Information Officer to whom the request is made, must as soon as reasonably possible, but in any event within 30 days, after the request has been received in the prescribed format:

- Decide in accordance with PAIA whether to grant the request, and
- Notify the requester of the decision and, if the requester stated that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner, if it is reasonably possible.

*Should all reasonable steps have been taken to find a record requested, and there are reasonable grounds for believing that the record:*

- is in the organisation's possession, but cannot be found, or
- simply does not exist,

the Information Officer must, by way of affidavit or affirmation, notify the requester that it is not possible to provide access to that record. The affidavit or affirmation must provide full account of all steps taken to find the record in question or to determine whether the record exists, as the case may be, including all communication with every person who conducted the search on behalf of the Information Officer.

## 10 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The Information Officer and/or Deputy Information Officer must assess whether there are any grounds for refusing a request for access. Where any grounds for refusal are found, a request for access will not be granted.

However, despite finding any grounds for refusal, access to the record(s) will be provided where:

- the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with the law or imminent and serious public or environmental risk, and
- the public interest in disclosing record, will clearly outweigh the harm contemplated in the provision in question.

Where there are no grounds for refusal, request for access will be granted.

If a request for access is made with regards to a record containing information that would justify a ground for refusal, every part of the record which

- does not contain, and
- can reasonably be severed from any part that contains, any such information must, despite any other provision of PAIA, also be disclosed.
- 

The grounds for refusal, or absence thereof, are set out below:

<b>A: Mandatory Protection of privacy of a Third Party who is a Natural Person</b>	
<b>Grounds for Refusal:</b>	
<ul style="list-style-type: none"> <li>• The disclosure would involve the unreasonable disclosure of personal information about a third party that is a natural person (including a deceased individual).</li> </ul>	
<b>No Grounds for Refusal:</b>	
<ul style="list-style-type: none"> <li>• The record consists of information that concerns an individual who has already consented in writing to its disclosure to the requester concerned.</li> <li>• The record consists of information that is already publicly available.</li> <li>• The record consists of information that was given to the organisation by the individual whom it relates to and the individual was informed by or on behalf of the organisation, before it is given, that the information belongs to a class of information that would or might be made available to the public.</li> <li>• The record consists of information about an individual's physical or mental health, or well-being, who is under the care of the requester and who is under the age of 18; or incapable of understanding the nature of the request, and if giving access would be in the individual's best interest.</li> <li>• The record consists of information about a deceased individual and the requester is the individual's next of kin or making the with the written consent of the individual's next of kin.</li> <li>• The record consists of information about an individual who is or was an official of the organisation and which relates to the position or functions of the individual, including, but not limited to the title, work address, work phone number, the classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual and the name of the individual on a record prepared by the individual in the course of employment.</li> </ul>	
<b>B: Mandatory Protection of Commercial Information of a Third Party</b>	
<b>Grounds for Refusal</b>	
<ul style="list-style-type: none"> <li>• The record consists of information that contains trade secrets of a third party.</li> <li>• The record consists of information that contains financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party.</li> <li>• The record consists of information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations or to prejudice that third party in commercial competition.</li> </ul>	
<b>No Grounds for Refusal</b>	

- The record consists of information about a third party who has consented in writing to its disclosure to the requester concerned.
- The record consists of information about the results of any product or environmental testing or other investigation supplied by a third party or the results of any such testing or investigation carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk (the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation).

#### **C: Mandatory Protection of certain Confidential Information of a Third Party**

##### **Grounds for Refusal**

- The record consists of information the disclosure of which would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement.

#### **D: Mandatory Protection of Safety of Individuals and Protection of Property**

##### **Grounds for Refusal**

- The record consists of information that if disclosed could reasonably be expected to endanger the life or physical safety of an individual.
- The record consists of information that if disclosed would likely prejudice or impair the security of a building, a structure or system, a computer or communication system, a means of transport, any other property.
- The record consists of information that if disclosed would likely prejudice or impair the security of methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public, or the security of property.

#### **E: Mandatory Protection of Records privileged from Production in Legal Proceedings**

##### **Grounds for Refusal**

- The record consists of information privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

#### **F: Commercial Information of the Organisation**

##### **Grounds for Refusal**

- The record consists of information that contains trade secrets of the organisation.
- The record consists of information that contains financial, commercial, scientific or technical information, other than trade secrets, of the organisation, the disclosure of which would likely cause harm to the commercial or financial interests of the organisation.
- The record consists of information, the disclosure of which, could reasonably be expected to put the organisation at a disadvantage in contractual or other negotiations or prejudice the organisation in commercial competition.
- The record is a computer program as defined in section 1(1) of the Copyright Act (Act 98 of 1978), owned by the organisation, except insofar as it is required to give access to a record to which access is granted in terms of PAIA.

##### **No Grounds for Refusal**

- The record consists of information about the results of any product or environmental testing or other investigation supplied by the organisation or the results of any such testing or investigation carried out by or on behalf of the organisation and its disclosure would reveal a serious public safety

or environmental risk (the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation).

#### **G: Mandatory Protection of Research Information of a Third Party and the Organisation**

##### **Grounds for Refusal**

- The record consists of information that contains information about research being carried out by or on behalf of a third party, the disclosure of which would be likely to expose the third party, a person that is carrying out the research on behalf of the third party, or the subject matter of the research to serious disadvantage.
- The record consists of information about research being carried out by or on behalf of the organisation, the disclosure of which would be likely to expose the organisation, a person that is or will be carrying out the research on behalf of the organisation, or the subject matter of the research to serious disadvantage.

## **11 AVAILABILITY OF THE MANUAL**

This manual has been drafted in an effort to show PortfolioMetrix's commitment to leading by example in the compliance with, our Constitution, laws and regulations of the Republic of South Africa. The availability of this manual is not only in compliance with the requirements of PAIA, but also is an effort to truly run a transparent institution which is compliant and promotes the constitutional right of access to information.

The manual is available in electronic and hard copies in English. The manual is also available on the website of PortfolioMetrix (<https://www.portfoliometrix.com/za/>) and can be made available to any person or The Regulator upon request.

## **12 UPDATING THE MANUAL**

In terms of section 51(2) of PAIA, the head of a private body, being the CEO, or the delegated person as contemplated by PAIA, must on a regular basis, update this manual. PortfolioMetrix will and does when it is deemed necessary or required by statutory amendments, update, amend and/or supplement this manual.

## **13 PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA**

PortfolioMetrix must collect and use information, including Personal Information as defined in POPIA, to the extent that it is necessary to properly perform the functions, obligations and duties referred to in Section 3.

PortfolioMetrix processes Personal Information of the following data subject categories:

- Investors
- Financial advisers and employees and contractors of financial advisers
- Prospective and existing clients of financial advisers and wealth managers
- PortfolioMetrix employees and job applicants
- PortfolioMetrix shareholders
- Suppliers
- Contractors
- Distribution agents

The following categories of Personal Information are processed to fulfil the functions outlined in Section 3:

- Personal details (including names and date of birth);
- Contact details including residential and/or business address, telephone numbers and postal address;
- Financial history;
- Employment details including remuneration, job title and employer's details;
- Banking details including investment bank account details, holdings, transaction history and balances
- Beneficiaries' details;
- Income tax and estate planning details;
- Financial details including details of data subject's assets and liabilities, cash flows;
- Results of financial personality assessments and investment risk profiling conducted by the independent financial advisers and wealth managers;
- Details of investors' existing portfolios and investments; and
- Relationship details including marital status.

Personal Information is only disclosed if it is necessary to fulfil our legislative mandate, for business purposes, where there is a legal obligation, if there is a public duty to disclose the information, if the legitimate interests of the data subject require disclosure or consent was provided by data subject to disclose the information.

The recipients of Personal Information may include regulators (including foreign regulators), law enforcement agencies, verification agents and other PortfolioMetrix entities.

Personal Information may be processed in other jurisdictions outside of South Africa for business purposes, sharing with foreign regulators for fulfilling a legislative mandate or law enforcement agencies for investigation purposes.

Where appropriate, we request the third parties with whom we share information with, to take adequate measures and comply with applicable data protection laws and protect the Personal Information we are disclosing to them. We also take internal measures to ensure that the third parties we appoint have appropriate measures to protect the Personal Information we provide to them.

PortfolioMetrix employs appropriate electronic and physical security controls that are designed to maintain confidentiality, prevent loss of information and prevent unauthorized access and damage to information by unauthorised parties. The cyber security strategy of PortfolioMetrix is aligned to industry standard frameworks to ensure effective cyber security risk management for the organisation.

If you feel that the data protection legislation applicable to you has been contravened by PortfolioMetrix, you can lodge a complaint with PortfolioMetrix's Deputy Information Officer by contacting [complaints@portfoliometrix.com](mailto:complaints@portfoliometrix.com). Where unsatisfied, lodge the complaint with The Regulator in the prescribed manner and form.

The contact details of The Regulator are as follows:

#### **The Information Regulator**

Ms Mmamoroke Mphelo

SALU Building

316 Thabo Sehume Street

Pretoria

**Email:** [inforreg@justice.gov.za](mailto:inforreg@justice.gov.za)

**Website:** <http://www.justice.gov.za/inforeg/index.html>

For more information on our processing activities, please refer to the PortfolioMetrix Privacy Policy on <https://www.portfoliometrix.com/za/privacy-policy/>.

**Duly authorised by the Head of Organisation**

*Brandon Zietsman*

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**Brandon Zietsman**

CEO: PortfolioMetrix

## ANNEXURE A: FORM C

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

<b>A. Particulars of Private Body</b>	
The Head:	
<b>B. Particulars of person requesting access to the record</b>	
(i) The particulars of the person who requests access to the record must be recorded below	
(ii) Furnish an address and/or fax number in the Republic to which information must be sent	
(iii) Proof of the capacity in which the request is made, if applicable, must be attached	
Full names & surname:	
Identity number:	
Postal address:	
Fax number:	
Telephone number:	
Email address:	
Capacity:	
<b>C. Particulars of person on whose behalf request is made</b>	
This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person	
Full names & surname:	
Identity number:	
<b>D. Particulars of Record</b>	
(i) Provide full particulars of the record to which access is requested, including the reference number if that is	
(ii) If the provided space is inadequate, please continue on a separate page and attach to this form. Please sign any additional pages	
Description of record:	
Reference number:	
Any further particulars:	
<b>E. Fees</b>	
(i) 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	
(ii) You will be notified of the amount required to be paid as the request fee	

(iii) 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

(iv) If you qualify for exemption of the payment of any fee, please state the reason therefor

Reason for exemption:	

#### F. Form of access to record

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

Disability:	
Form in which required:	

Mark the appropriate box with an "X"

(i) Your indication as to the required form of access depends on the form in which the record is available

(ii) Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form

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

1) If the record is in written or printed form:	
▪ copy of record	
▪ inspection of record	
2) If record consists of visual images:	
▪ view the images	
▪ copy of the images	
▪ transcription of the images	
3) If the record consists of recorded words or information which can be reproduced in sound:	
▪ listen to the soundtrack	
▪ transcription of the	
4) If the record is held on computer or in an electronic or machine-readable form:	
▪ printed copy of record	
▪ copy in computer readable	

Please indicate the preferred method of delivery

▪ By hand	
▪ Email	
▪ Post	
▪ Fax	

#### 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 additional folios.



Indicate which right is to be exercised or

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

#### H. Notice of decision regarding the request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof 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?

#### I. Signature page

Signed at:

Date:

Signature of Requester / Person on whose behalf request is made:

## ANNEXURE B: FEES

Please refer to the website of The Regulator at <http://www.justice.gov.za/infoereg/index.html> for a guideline of the fees payable as part of a properly made request for a record or information.