

**KELLOGG COMPANY OF SOUTH AFRICA (PTY) LIMITED (PROPRIETARY)  
LIMITED  
(A PRIVATE BODY)**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 IN RESPECT OF KELLOGG  
COMPANY OF SOUTH AFRICA (PROPRIETARY) LIMITED**



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## 1 INTRODUCTION

- 1.1 This Manual has been prepared in accordance with section 51 of the Promotion of Access to Information Act No.2 of 2000 ("**PAIA**").
- 1.2 The aim of the Manual is to assist potential Requesters to request access to information (documents, records and/or Personal Information) from Kellogg Company of South Africa (Proprietary) Limited ("**Kellogg**") as contemplated under PAIA.
- 1.3 The Manual may be amended from time to time and as soon as any amendments have been affected, the latest version of the Manual will be published and distributed in accordance with PAIA.
- 1.4 A Requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
- 1.5 The definitions provided in this Manual are solely for the purpose of this Manual and are not to be taken as applicable to PAIA.

## 2 DEFINITIONS

The following words or expressions will bear the following meanings in this Manual –

- 2.1 "**Customer**" means a natural or juristic person who or which receives services and/or products from Kellogg;
- 2.2 "**Data Subject**" means the natural or juristic person to whom Personal Information relates;
- 2.3 "**Employee**" means any person who works for, or provides services to, or on behalf of Kellogg, and receives or is entitled to receive remuneration;
- 2.4 "**Government**" means the Government of the Republic of South Africa;
- 2.5 "**Information Officer**" means Kellogg's designated information officer described in paragraph 6 of this Manual;
- 2.6 "**Information Regulator**" shall bear the meaning ascribed thereto in POPIA;
- 2.7 "**Kellogg**" means the Kellogg Company of South Africa (Proprietary) Limited, registration number 1948/030259/07, with its registered address at 7 Woodmead Estate, Woodmead Drive, Woodmead, Johannesburg, 2146;
- 2.8 "**Manual**" means this manual, together with all annexures thereto as amended and made available on the website of Kellogg located at

[https://www.kelloggs.co.za/en\\_ZA/home.html](https://www.kelloggs.co.za/en_ZA/home.html) ("**Website**") and at the offices of Kellogg from time to time;

- 2.9 "**PAIA**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;
- 2.10 "**POPIA**" means the Protection of Personal Information Act No. 4 of 2013, together with any regulations published thereunder;
- 2.11 "**Personal Information**" has the meaning ascribed thereto under POPIA;
- 2.12 "**Processing**" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including –
- 2.12.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- 2.12.2 dissemination by means of transmission, distribution or making available in any other form by electronic communications or other means; or
- 2.12.3 merging, linking, blocking, degradation, erasure or destruction. For the purposes of this definition. "**Process**" has a corresponding meaning;
- 2.13 "**Requester**" means any person or entity (including any Data Subject) requesting access to a record that is under the control of Kellogg; and
- 2.14 "**Third-Party**" means any independent contractor, agent, consultant, sub-contractor or other representative of Kellogg.

### 3 **SCOPE OF THE MANUAL**

This Manual has been prepared in respect of and applies to Kellogg.

### 4 **HOW TO USE PAIA TO ACCESS INFORMATION**

*(Information provided in terms of section 51(1) of PAIA)*

- 4.1 PAIA grants a 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 in terms of PAIA, the public body must be acting in the public interest.
- 4.2 Requests in terms of PAIA shall be made in accordance with the prescribed procedures, and at the prescribed fees.

- 4.3 A guide on how to use PAIA is required to be compiled by the Information Regulator and when same is available, will be accessible (in various official languages) on the Information Regulator's website and on our website or you may request a copy of the guide from us by contacting our Information Officer. You may also direct any queries to:

**The Information Regulator of South Africa**

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

E-mail: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za) / [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

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

Tel: 012 406 4818

Fax: 086 500 3351

**5 OVERVIEW OF THE STRUCTURE AND FUNCTIONS OF KELLOGG**

- 5.1 Kellogg is incorporated and registered in the Republic of South Africa under registration number 1948/030259/07.
- 5.2 Kellogg is part the food manufacturing industry, specifically the breakfast cereal manufacturing industry.
- 5.3 Kellogg is a subsidiary of Kellogg Group S.a.r.l. an American multinational food manufacturing company headquartered in The Kellogg Building, Talbot Road, Manchester, M160PU, United Kingdom.
- 5.4 Kellogg has over [300] employees across all of its locations.

**6 KELLOGG'S CONTACT DETAILS**

*(Information required under section 51(1)(a) of PAIA)*

<b>Name of Body:</b>	Kellogg Company of South Africa Proprietary Limited
<b>Physical &amp; Postal Addresses:</b>	<b>Physical:</b> Building 7 Woodmead Estate, 1 Woodmead Drive, Woodmead, Johannesburg, 2146 <b>Postal:</b> Private Bag x 16, Gallo Manor, 2052
<b>Head of Body</b>	<b>Name:</b> Anthony Holme <b>T:</b> 011 233 6600 <b>E:</b> <a href="mailto:Anthony.Holme@kellogg.com">Anthony.Holme@kellogg.com</a>
<b>Information Officer</b>	<b>Name:</b> Zandile Mposelwa

	<b>T:</b> 011 233 6600 <b>E:</b> zandile.mposelwa@kellogg.com
<b>Deputy Information Officer</b>	<b>Name:</b> Dana Smith <b>T:</b> 011 233 6600 <b>E:</b> Dana.Smith@kellogg.com

## 7 KELLOGG'S PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

*(Information required under section 51(1)(c) of PAIA)*

### 7.1 Purpose of Kellogg's Processing of Personal Information

- 7.1.1 Kellogg will process Personal Information only in ways that are for, or compatible with, the business purposes for which the data was collected or that are subsequently authorised by the relevant Data Subject.
- 7.1.2 Kellogg will retain Personal Information only for as long as is necessary to accomplish Kellogg's legitimate business purposes or for as long as may be permitted or required by applicable law or required by a Government authority.
- 7.1.3 We use the Personal Information we collect to (i) serve our customers, and market and promote our products or services; and (ii) generally to enable us operate and manage our normal operations and these purposes include the following non-exhaustive purposes –
- 7.1.3.1 for the purposes of providing its products or services to customers and where relevant, for purposes of doing appropriate customer onboarding and credit vetting
- 7.1.3.2 for purposes of onboarding suppliers or service providers as approved suppliers/service providers of Kellogg. For this purpose, Kellogg will also Process a service provider's/supplier's Personal Information for purposes of performing the necessary due diligence checks;
- 7.1.3.3 as part of the "Know Your Customer" / "KYC" process as per the requirements of the Financial Intelligence Centre Act, No. 38 of 2001;
- 7.1.3.4 generally for procurement and supply purposes;
- 7.1.3.5 for purposes of monitoring the use of Kellogg's electronic systems and online platforms by Data Subjects. Kellogg will, from time to time, engage third party

service providers (who will Process the Data Subject's Personal Information on behalf of Kellogg) to facilitate this;

- 7.1.3.6 for purposes of preventing, discovering and investigating violations of this Policy, the applicable law and other Kellogg policies;
- 7.1.3.7 in connection with the execution of payment processing functions, including payment of Kellogg's suppliers'/service providers' invoices;
- 7.1.3.8 for employment-related purposes such as recruiting staff, administering payroll, background checks, etc.;
- 7.1.3.9 in connection with internal audit purposes (i.e. ensuring that the appropriate internal controls are in place in order to mitigate the relevant risks, as well as to carry out any investigations where this is required);
- 7.1.3.10 in connection with external audit purposes. For this purpose, Kellogg engages external service providers and, in so doing, shares Personal Information of the Data Subjects with third parties;
- 7.1.3.11 for company secretarial related purposes. For this purpose, Kellogg will, from time to time, collect information relating to Data Subjects from third parties such as the Companies and Intellectual Property Commission, an agency of the Department of Trade and Industry in South Africa (CIPC);
- 7.1.3.12 for such other purposes to which the Data Subject may consent from time to time;
- 7.1.3.13 for such other purposes as authorised in terms of applicable law; and
- 7.1.3.14 to comply with any applicable law or request/query from the Government.

7.2 Kellogg will not use the Personal Information which we collect for any purposes other than those purposes specified in paragraph 7.1.2 above.

### 7.3 **Categories of Data Subjects and of the Personal Information relating thereto**

7.3.1 Kellogg collects Personal Information directly from the Data Subject and/or from Third Parties, and where Kellogg obtains Personal Information from Third Parties, Kellogg will ensure that it obtains the consent of the Data Subject to do so or will only Process the Personal Information without the Data Subject's consent where Kellogg is permitted to do so in terms of the applicable laws.



7.3.2 Data Subjects in respect of which Personal Information is Processed include Customers, employees and candidates, customers and service providers.

7.3.3 Examples of Third Parties from whom Personal Information is collected include regulatory bodies; other companies providing services to Kellogg; and where Kellogg makes use of publicly available sources of information.

7.4 **Recipients or categories of recipients to whom Personal Information may be supplied**

7.4.1 Kellogg may share your Personal Information with companies within the Kellogg group of companies, third parties engaged by us, or our business partners, to assist us to provide information, goods or services to you. Such third parties or business partners may include –

7.4.1.1 distributors of our products;

7.4.1.2 logistics providers;

7.4.1.3 hosting, data storage or archiving service providers, payment processing and debt collection services;

7.4.1.4 professional advisors; and

7.4.1.5 marketing, research and advertising agencies.

7.4.2 Further, Kellogg may be required to disclose Personal Information in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law as per statutory authorities and/or the lawful order of any Court or Tribunal or in response to any query/request from the Government. We may disclose Personal Information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of Kellogg, our Customers, or others.

7.4.3 Kellogg will comply with POPIA before transferring Personal Information to a Third-Party who is a contractor of Kellogg. Before transferring Personal Information to a Third-Party contractor, such as an authorised service provider, Kellogg will obtain assurances from the Third-Party that it will process Personal Information in a manner consistent with POPIA. Where Kellogg learns that a Third-Party contractor is using or disclosing Personal Information in a manner contrary to POPIA, Kellogg will take reasonable steps to prevent such use or disclosure.

7.4.4 We reserve the right to disclose and transfer a Data Subject's information, including their Personal Information in connection with a corporate merger, consolidation, the sale of substantially all of our membership interests and/or assets or other corporate change, including to any prospective purchasers.

#### 7.5 **Planned Transborder Flows of Personal Information**

In carrying out any cross-border transfers, Kellogg shall adhere to the provisions of POPIA.

#### 7.6 **Information Security Measures**

7.6.1 The security and confidentiality of Personal Information is important to Kellogg. We have implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorised access or disclosure and improper use.

7.6.2 We are committed to ensuring that our security measures which protect your Personal Information are continuously reviewed and updated where necessary.

7.6.3 In Processing any Personal Information, Kellogg shall comply with the following minimum technical and organisational security requirements –

7.6.3.1 **Physical Access** – Access to Personal Information is, where practically possible, restricted in our offices (in senior Employees' offices), under lock and key, and only to those Employees who need the Personal Information to perform a specific job / task.

7.6.3.2 **Unique User Identification** – Employees each have a unique user ID assigned to them, subject to strict confidentiality undertakings in terms of Kellogg's password, access control and confidentiality policies.

7.6.3.3 **Passwords** – Kellogg shall ensure that there are passwords required for any access to Personal Information in line with its password policy.

- 7.6.3.4 **Physical access and privileges** – Kellogg ensures that access to Personal Information is limited to Employees on a "need to know" basis, and Kellogg Employees are required to strictly utilise their unique user ID and applicable passwords to access same.
- 7.6.3.5 **Systems Review** – Kellogg conducts regular reviews of its technical and organisational security measure system in order to ensure that all of the above security measures are functioning effectively and applied consistently.

## 8 **INFORMATION HELD BY KELLOGG IN TERMS OF PAIA**

*(Information required under section 51(1)(e) of PAIA)*

- 8.1 This section of the Manual sets out the categories and descriptions of records held by Kellogg. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under PAIA. In particular, certain grounds of refusal as set out in PAIA may be applicable to a request for such records.
- 8.2 **Company records**
- 8.2.1 Company name documents
- 8.2.2 Company registration documents
- 8.2.3 Founding statement or Memorandum of Incorporation
- 8.2.4 Minutes of meetings
- 8.2.5 Licenses
- 8.2.6 Certification, professional qualifications and registration
- 8.3 **Accounting records**
- 8.3.1 Details of accounting officer or auditors
- 8.3.2 Formal books of account and financial statements
- 8.3.3 Source documents
- 8.3.4 Customs, excise and logistics
- 8.3.5 Banking records
- 8.3.6 Management reports

8.3.7 Company tax returns

8.4 **Customer records** including Financial Intelligence Centre Act 38 of 2001 onboarding (KYC) documents

8.5 **Human Resources records**

8.5.1 Employee policies

8.5.2 Pension funds

8.5.3 Recruitment

8.5.4 Health and safety documentation

8.5.5 Workplace Skills Plans (WSP)

8.5.6 Annual Training report

8.6 **Operations records**

8.6.1 Specifications

8.6.2 Procedures

8.6.3 Plans

8.6.4 Stock records

8.6.5 Asset register

## 9 **INFORMATION KEPT BY KELLOGG IN ACCORDANCE WITH OTHER LEGISLATION**

*(Information required under section 51(1)(b)(iii) of PAIA)*

9.1 Records are kept in accordance with legislation applicable to Kellogg, which includes but is not limited to, the following:

9.1.1 Basic Conditions of Employment Act 75 of 1997

9.1.2 Companies Act 71 of 2008

9.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993

9.1.4 Competition Act 89 of 1998

9.1.5 Constitution of the Republic of South Africa, 1996

- 9.1.6 Consumer Protection Act 68 of 2008
  - 9.1.7 Electronic Communications and Transactions Act 25 of 2002
  - 9.1.8 Employment Equity Act 55 of 1998
  - 9.1.9 Income Tax Act 58 of 1962 (Section 75)
  - 9.1.10 Insolvency Act 24 of 1936
  - 9.1.11 Labour Relations Act 66 of 1995
  - 9.1.12 Occupational Health and Safety Act 85 of 1993
  - 9.1.13 Promotion of Access to Information Act 2 of 2000
  - 9.1.14 Pension Funds Act 24 of 1956
  - 9.1.15 Protection of Personal Information Act 4 of 2013
  - 9.1.16 Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
  - 9.1.17 Skills Development Act 97 of 1998
  - 9.1.18 Tax Administration Act 28 of 2011
  - 9.1.19 Tax on Retirement Funds Act 38 of 1996
  - 9.1.20 Trademarks Act 194 of 1993
  - 9.1.21 Value Added Tax Act 89 of 1991
- 9.2 Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of PAIA.

## 10 **REQUEST PROCEDURES**

- 10.1 Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of PAIA.
- 10.2 **Form of request**
  - 10.2.1 The Requester must use the prescribed form to make the request for access to a record, which form is attached hereto as Annexure "A". This must be made to the

Information Officer at the address or electronic mail address of the body concerned (see s 53(1) of PAIA).

10.2.2 The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed (see s 53(2)(a) and (b) and (c) and (e) of PAIA).

10.2.3 The Requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right (see s 53(2)(d) of PAIA).

10.2.4 If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the private body (See s 53(2)(f) of PAIA).

### 10.3 Fees

#### 10.3.1 Request fees:

10.3.1.1 The Information Officer must by notice require the Requester to pay the prescribed request fee (if any) before further processing the request (see s 54(1) of PAIA).

10.3.1.2 The fee that the Requester must pay to a private body is [R50]. The Requester may lodge an application to the court against the tender or payment of the request fee (See section 54(3)(b) of PAIA).

#### 10.3.2 Access fees and fees for reproduction:

10.3.2.1 If access to a record/s is granted by Kellogg, the Requester may be required to pay an access fee for the search for and preparation of the records and for reproduction of the record/s. (See section 54(6) of PAIA)

10.3.2.2 The access fees which apply are set out below. Kellogg can refuse access until such access fees have been paid. (See section 54(5) of PAIA)

	<b>Reproduction</b>	<b>Fee (Rand)</b>
1.	Photocopy of an A4-size page or part thereof provided in hard copy or via scanned copy sent via email	R1.10 per page
2.	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75 per page
3.	A copy of, in a computer readable form on compact disc	R70.00
4.	Transcription of visual images on an A4-size page or part thereof	R40.00 per page
5.	Copy of visual images	R60.00
6.	Transcription of an audio record on an A4-size page or part thereof	R20.00
7.	Copy of an audio record	R30.00

#### 10.4 **Decision on request**

10.4.1 After the Information Officer has made a decision on the request, the Requester will be notified using the required form. (*See section 56(1)(b) of PAIA*)

10.4.2 If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure (*see s 54(6) of PAIA*).

## 11 TIMELINES FOR CONSIDERATION OF A REQUEST

*(See section 56 and 57 of PAIA)*

- 11.1 Requests for access by a Requestor will be processed within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is necessary. Such considerations include –
- 11.1.1 where the request is for a large number of records or requires a search through a large number of records (including where records that have been archived electronically need to be restored);
  - 11.1.2 where the request requires a search for records in, or collection of such records from, an office of Kellogg located far away from Johannesburg;
  - 11.1.3 consultation among divisions of Kellogg or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original 30-day period;
  - 11.1.4 more than one of the circumstances contemplated in paragraphs 11.1.1, 11.1.2 and 11.1.3, exist in respect of the request making compliance with the original period not reasonably possible; or
  - 11.1.5 the Requester consents in writing to such extension.
- 11.2 If an extension is necessary, the Requester will be notified with reasons for the extension. If the Information Officer fails to communicate a decision on a request, such a request is then deemed to have been refused.

## 12 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

*(See chapter 4 of Part 3 of PAIA)*

- 12.1 Requests for access by a Requestor **must** be refused by the Information Officer if –
- 12.1.1 the disclosure would involve the unreasonable disclosure of personal information about a third party (natural person), including a deceased individual (*See section 63 of PAIA*);
  - 12.1.2 the record contains (a) trade secrets of a third party, (b) 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, or (c) 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 (*See section 64 of PAIA*);

12.1.3 the disclosure of the record would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement (*See section 65 of PAIA*);

12.1.4 the disclosure could reasonably be expected to endanger the life or physical safety of an individual (*see section 66(a) of PAIA*);

12.1.5 the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege (*See section 67 of PAIA*); or

12.1.6 the record contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose: (a) the third party; (b) a person that is or will be carrying out the research on behalf of the third party; or (c) the subject matter of the research, to serious disadvantage (*See section 69 of PAIA*).

12.2 Requests for access by a Requestor may be refused by the Information Officer if –

12.2.1 the disclosure would be likely to prejudice or impair: (i) the security of: (aa) a building, structure or system, including, but not limited to, a computer or communication system; (bb) a means of transport; or (cc) any other property; or (ii) methods, systems, plans or procedures for the protection of: (aa) an individual in accordance with a witness protection scheme; (bb) the safety of the public, or any part of the public; or (cc) the security of property contemplated in subparagraph (i) (aa), (bb) or (cc) (*See section 66(b)*);

12.2.2 the record:

(a) contains trade secrets of Kellogg;

(b) contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of Kellogg;

(c) contains information, the disclosure of which could reasonably be expected:

(i) to put Kellogg at a disadvantage in contractual or other negotiations; or

(ii) to prejudice Kellogg in commercial competition; or

(d) is a computer program, as defined in section 1(1) of the Copyright Act No. 98 of 1978, owned by Kellogg, except insofar as it is required to give access to a record to which access is granted in terms of PAIA; (*See section 68(1) of PAIA*), or

- 12.2.3 the record contains information about research being or to be carried out by or on behalf of Kellogg, the disclosure of which would be likely to expose: (a) Kellogg; (b) a person that is or will be carrying out the research on behalf of Kellogg; or (c) the subject matter of the research, to serious disadvantage. (See *section 69(2) of PAIA*)

### 13 REMEDIES AVAILABLE TO A REQUESTOR ON REFUSAL OF ACCESS

- 13.1 Kellogg does not have any internal appeal procedures that may be followed once a request to access information has been refused.
- 13.2 The decision of the Information Officer or deputy information officer is final.
- 13.3 If the Requestor is not satisfied with the outcome of his/her request, the Requester is entitled to apply to a court of competent jurisdiction to take the matter further. (See *section 78 of PAIA*)

### 14 OTHER INFORMATION HELD BY KELLOGG AS PRESCRIBED

*(Other information as may be prescribed under section 51(1)(a)(ii))*

The Minister of Justice and Constitutional Development has to date not made any regulations regarding disclosure of other information.

### 15 AVAILABILITY OF THE MANUAL

*(Availability of Manual under section 51(3))*

- 15.1 This Manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Kellogg. Copies of the Manual may be made, subject to the prescribed fees.
- 15.2 Copies may also be requested from the Information Regulator.
- 15.3 The Manual is also posted on Kellogg's Website referred to above.

### 16 PRESCRIBED FORMS AND FEE STRUCTURE

*(Prescribed forms and fee structure in respect of private bodies)*

The forms and fee structure prescribed under PAIA are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)), under the 'regulations' section as well as the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)).

ANNEXURE "A" – FORM C – PRESCRIBED FORM TO MAKE REQUEST FOR ACCESS

**Form C**  
**Request for access to record of private body**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))  
[Regulation 10]

**A Particulars of private body**

The Head:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B Particulars of person requesting access to the record**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

**C Particulars of person on whose behalf request is made**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

---

---

**B Particulars of person requesting access to the record**

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

---

Full names and surname: \_\_\_\_\_

---

**E Fees**

- |   |
|---|
| <ul style="list-style-type: none"><li>(a) <i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a <b>request fee</b> has been paid.</i></li><li>(b) <i>You will be notified of the amount required to be paid as the request fee.</i></li><li>(c) <i>The <b>fee payable for access</b> 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></li><li>(d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i></li></ul> |
|---|

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F Form of access to record**

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

Disability: _____ _____ _____	Form in which record is required: _____ _____ _____
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*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 is requested.*

<b>1 If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2 If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	Copy the images*	<input type="checkbox"/>	transcription of the images*
<b>3 If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4 If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

**G Particulars of right to be exercised or protected**

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

1 Indicate which right is to be exercised or protected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**H Notice of decision regarding request for access**

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

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

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

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE

