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Policy Owner	Jaco Beukes	Division	Corporate Services
Implemented by	Siphehile Linda Nyoka	Developed by	Chantelle Nicole Fellingner

APPROVAL RECORD

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1st Review	Chantelle Nicole Fellingner	 Chantelle Fellingner (Jul 1, 2021 13:54 GMT+2)	Jul 1, 2021
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RECORD OF REVISIONS

Revision No	Date Approved	Nature of Revision	Prepared By
1	30 June 2020	Inclusion of POPIA in PAIA Manual	Chantelle Fellingner & Ariana Maraj

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Directors: D.Vinokur, S.Singh, A.J.Beukes (CEO)
(Registration number: 2005/036384/07)



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Use of all SAIL Rights Commercialisation (Pty) Limited policies and procedures on all its divisions constitutes your agreement to the following:

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Client request for policies and procedures must be addressed through the HR/ Legal Division of SAIL where there is doubt as to what to distribute to a client. When in doubt, e-mail policy@sail.co.za.

Employee queries and clarification regarding policies to e-mail HR or policy@sail.co.za

Agreement between employee and SAIL

Use of this document is conditional on acceptance by the employee of SAIL's terms, conditions, and notices contained herein together with any additional policies or procedures on SAIL's Policy and Procedure Document Repository and elsewhere in the business from time to time by SAIL. By assessing and using this document, the employee is deemed to have agreed to all such terms, conditions and notices.



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1. INTRODUCTION

1.1 Purpose and Objectives

The purpose of this policy is to set out the requirements and procedures of the Promotion of Access to Information Act 2 of 2000 ("the Act") regarding a request for access to information in order to ensure full compliance thereto by all divisions of SAIL through the appointed Information Officer.

1.2 Scope/Field/Application

The policy shall apply to all SAIL staff in the relevant divisions from which the information is being requested. To ensure widespread understanding, SAIL executive managers and all operational/business unit managers shall be familiar with, and all other staff members aware of, the principles set out in this document.

1.3 Responsibility and Authority

The Chief Executive Officer of SAIL is responsible for authorising and implementing this policy.

1.3.1 Chief Executive Officer (CEO)

The CEO is responsible for implementing and enforcing this policy and in turn insuring that all relevant persons comply with the policy as well as the requirements and procedures of the Act.

1.3.2 Divisions

Each division has the responsibility to make available, in a reasonable time and manner, the document(s) which have been requested in terms of the Act.

1.3.3 Information Officer/ Corporate Services



The Information Officer(s) have the responsibility to attend to each request received within the time periods and in the manner stipulated by the Act.

1.4 Definitions, Acronyms and Abbreviations

- 1.4.1 **The Act** shall mean the Promotion of Access to Information Act 2 of 2000, together with all relevant regulations published;
- 1.4.2 **The Information Officer** shall mean the person/ those persons duly appointed by the CEO to attend to the requests for information received by the company in terms of the Act;
- 1.4.3 **The/ this Manual** shall mean the manual below in Appendix A together with all annexures thereto.

1.5 References

The Promotion of Access to Information Act 2 of 2000.

The Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 and all annexures attached thereto.

Form C prepared in accordance with Section 53(1) of the Promotion of Access to Information Act 2 of 2000 and all annexures attached thereto.

1.6 Laws and Regulations

Compliance with applicable Laws and Regulations for which SAIL operates would be ensured at all times. It is the responsibility of management of SAIL, or any other person appointed by management, to ensure such compliance and it is up to him/her to seek legal advice as deemed necessary.

1.7 Document Review

The Policy shall be reviewed in January every 3 years or when required.



2. POLICY

The appointed Information Officer shall be responsible to assist any potential requesters using the procedures as set out in the Manual and the Act. All executives and divisions are responsible to assist with any approved requests for information. The Manual shall set out and guide the procedures to be followed in order to effect compliance with this policy.

2.1 Request for Information

Any private or public person will be given opportunity to approach SAIL through the Information Officer, whose details are set out below, in order to request available company information as set out in the Manual.

2.2 Information Officer

The following person(s) are duly appointed as information Officers and may be contacted by potential requesters for assistance in terms of the Act;

Contact Person: Siphesihle Linda Nyoka

Physical Address: 13 Riverview Office Park
Janadel Avenue
Midrand

Telephone: 011 347 1362
e-mail address: linda@sail.co.za

2.3 The Manual

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information or documentation from the company as contemplated in terms of the Act.



The manual is followed by Form C which is to be completed by the requester when requesting access to information or documentation in terms of the Act.

The Manual may be amended from time to time, and when finalised, the latest version thereof will be made public.

3. DEVIATIONS FROM COMPANY POLICY

The documented Access to Information Policy should be adhered to at all times. Any non-conformance will be reported to the relevant EXCO member for inclusion in exception reports.

Any deviation from this procedure or related procedure should be communicated to the Quality Coordinator who will report it to the Management Review Committee. The communication should be in writing and should detail the reason for the deviation and should contain clear instructions of the alternate process to follow.

4. APPENDIXES

Appendix A - Manual Prepared in terms of S51 of the Promotion of Access to Information Act 2 of 2000

Appendix B - Form C: Request for Access to Record in terms of S53(1) of the Promotion of Access to Information Act 2 of 2000.


Jaco Beukes (Jul 1, 2021 14:01 GMT+2)

JACO BEUKES
CHIEF EXECUTIVE OFFICER

APPENDIX A

THE PURPOSE

The purpose of this document, together with SAIL's Access to Information Policy, Protection of Personal Information Policy, is to serve as a Manual of SAIL Rights Commercialisation (Pty) Ltd, and its subsidiaries ("SAIL") as required in terms of the ("PAIA") as well as the Protection of Personal Information Act 4 of 2013 ("POPIA") and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

INTRODUCTION

SAIL specialises in, *inter alia*, sports and entertainment, commercialisation, hospitality, events management and sponsorship.

SECTION I:

CONTACT PERSON AND ADDRESS DETAILS

(as required by Section 51(1)(a))

The Chief Executive Officer of SAIL has duly authorised the Information Officer below to ensure that the Act is complied with:

Contact Person: Chantelle Nicole Fellingner
Physical Address: 13 Riverview Office Park
Janadel Avenue
Midrand
Telephone: 011 347 1362
e-mail address: chantellef@sail.co.za



**SECTION II:
GUIDE ON HOW TO USE THE ACT**

(as required by Section 51(1)(b), as read with Section 10)

The Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and access to it, and to any amended versions thereof can be found on the website of the South African Human Rights Commission at www.sahrc.org.za, or a hard copy can be obtained directly from the South African Human Rights Commission.

The Human Rights Commission's contact details are as follows:

Physical Address: The South African Human Rights Commission
EAIA Unit
The Research and documentation Department
29 Princess of Wales Terrace
Cnr York and St Andrews Street
Parktown, Johannesburg

Postal address: Private Bag 2700
Houghton
2041

Telephone: 011 484 8300

Fax: 011 484 0582



e-mail address: PAIA@sahrc.org.za

Web site: www.sahrc.org.za

SECTION III:

CATEGORIES OF RECORDS AVAILABLE

(as required by Section 51(1)(c))

The following categories of records are automatically available without a person having to request access in terms of this Act:

1. Statutory records

- Memorandum of association
- Articles of association
- Certificate of incorporation
- Certificate to commence business
- Register of directors
- Declarations of Directors' Interests
- CIPC Public Forms

2. Human Resources

- Employment Equity returns to the Dept of Labour
- Work skills development plans submitted to relevant Sector Education and Training Authority (SETA)
- Standard Terms and Conditions of Employment applicable to all Staff



3. Employee benefits

- SAIL Group Provident Fund

As the above are separate entities, information pertaining to these entities must be requested direct from those funds themselves.

The actuaries of the retirement funds are Alexandra Forbes.

- Medical Aid

As the above are separate entities, information pertaining to these entities must be requested direct from those funds themselves.

The actuaries of the medical aid are Discovery.

4. Auditors

The company's auditors are PWC.

SECTION IV:

RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

(as required by Section 51(1)(d))

Records are available, where applicable, in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):



- The Occupational Health and Safety Act No. 29 of 1996;
- The Health Act No. 63 of 1977;
- The Compensation for Occupation Injuries and Diseases Act No. 130 of 1993;
- The Value Added Tax Act No. 89 of 1991;
- The Income Tax Act No. 58 of 1962;
- The Companies Act No. 61 of 1973;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- The Labour Relations Act No. 66 of 1985;
- Skills Development Act No. 97 of 1998;
- The Pension Funds Act No. 24 of 1956.

SECTION V:

DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS

(as required by Section 51(1)(e))

Any request for access to records should be submitted on the prescribed form C (a copy of which is attached) which should be sent to the Information Officer whose name and address details appear in Section I hereof.

SAIL has in its possession the following categories of records on the subject matters referred to hereunder:



CHIEF EXECUTIVE OFFICER'S DEPARTMENT

- General correspondence
- Internal reports and communications
- Policy documents
- Strategy documents

ACCOUNTING DEPARTMENT

The Accounting department maintains financial and management accounts for SAIL.

The Accounting department records comprise the following main categories:

- Accounting records (including bank details of companies & individuals)
- Credit Details
- Supplier Application Details
- ID copies of directors and clients
- Statutory Documents
- BB-EEE certificates
- Tax Clearance Certificates
- Financial reports
- General correspondence
- Management reports
- VAT records
- PAYE records
- Consolidation records
- Internal reports and communications
- Technical records



- Departmental administration records
- Risk management records
- General administration records
- Audit reports and supporting working papers

COMPANY SECRETARY

The Company Secretarial functions are provided by **Corporate Services**. The Company Secretary records held by them comprise of the following main categories:

- Property records
- Intellectual property rights records (trademarks, patents, registered designs and copyright)
- General correspondence
- Investment records
- Share registration records
- Statutory records
- Minute books
- Internal reports and communications

HUMAN RESOURCE (HR) DEPARTMENT

The Human Resource Department's primary objective is to develop and implement a competitive human resource strategy that will support SAIL. The Human Resource records comprise the following main categories:

- General correspondence



- Employee records (ID, qualifications, physical address and contact details for next of kin)
- General HR policies and procedures
- Training records
- Pension records
- SETA Records
- Employee benefit records
- Labour relations records
- Statutory records
- Employment equity records
- Employment Contracts
- Payroll records
- Standard Letters and Notices
- Medical Aid records

CORPORATE SERVICES DEPARTMENT

The Corporate Services department provides assistance with all corporate legal matters material to SAIL and its operating divisions. Legal department records comprise the following categories:

- Working files
- General correspondence
- Standard Letters and Notices
- Agreements and licenses
- Client and supplier information (Names, registration numbers, identity numbers, addresses, email addresses)



- Statutory records
- Litigation records
- Legal records
- Legal opinions
- Internal reports and communications

DIVISIONAL OPERATIONS

The Operational Division records comprise of the following:

- General Correspondence
- Project Management Records
- Project Budgets
- Client and supplier information (Names, registration numbers, identity numbers, addresses, email addresses)
- Contracts
- Project Reports & Project Plans
- Service Level Agreements
- Supplier Records
- Occupational Health and Safety Records

IT DEPARTMENT

The IT department records comprise of the following:

- Computer/mobile device usage policy documentation
- Disaster recovery plans



- Hardware asset registers
- Information security policies/procedures
- Information technology system and user manuals
- Software Licensing
- System documentation and manuals

SECTION VI:

ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES

A request for access to records must be made in the prescribed Form C (a copy of which is attached) which should be sent to the address, fax number or electronic mail address.

Please note that an initial, non-refundable request fee of R50.00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves. Further unmarried persons who earn less than R14 712.00 per annum and married or persons with a life partner who earn less than R27 192.00 are exempt from paying the request fees.

In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record. The access fees are set out on the Human Rights Commission website and can be viewed at PAIA@sahrc.org.za.



Request for information will be evaluated and the applicant will be notified within 30 days after receipt of the request in the prescribed format of the following:

Notification of extension period (if required)

Applicants must take note that in terms of the Act the 30 (thirty) days period mentioned above may be extended for a further period of not more than 30 (thirty) days under certain circumstances (details will be provided together with the notification of such extension);

The access fee and/or deposit

The applicant will be informed of the access fee (*if any*) which is payable for having access to the records. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

Decision on request

The applicant will be informed whether or not the application for access has been denied, or granted. In the event that it is granted the information referred to above pertaining to the access fee, any deposit payable and any other relevant matters will be advised. In the event that the applicant is refused the applicant will be given adequate reasons for the refusal and will be informed that the applicant may lodge an application with a Court against the refusal of the application, as well as the procedure (including the period) for lodging such application.

Grounds for refusal



The Company may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Company may refuse include:

- Protecting personal information that the Company holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Company holds about a third party or the Company (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Company or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Company;
- Disclosure of the record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the Company.



Records that cannot be found or do not exist

If the Company 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 by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Third party information

If access is requested to a record that contains information about a third party, the Company 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 of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

POPIA

The right to privacy is an integral human right recognised and protected in the South African Constitution and in POPIA. POPIA aims to promote the protection of privacy through providing guiding principles that are intended to be applied to the processing of personal information in a context-sensitive manner.

Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.



SAIL needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is Processed and the purpose for which it is Processed is determined by SAIL. SAIL is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:

- is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by SAIL, in the form of privacy or data collection notices. SAIL must also have a legal basis (for example, consent) to process Personal Information;
- is processed only for the purposes for which it was collected;
- will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
- is adequate, relevant and not excessive for the purposes for which it was collected;
- is accurate and kept up to date;
- will not be kept for longer than necessary;
- is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by SAIL, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage; and
- is processed in accordance with the rights of Data Subjects, where applicable.



**SECTION I:
PURPOSE OF PROCESSING PERSONAL INFORMATION**

As set out in the SAIL POPIA Policy and the Act, personal Information may only be processed for a specific purpose. The purposes for which SAIL processes or will process Personal Information is set out below:

For consumers:

- a. Performing duties in terms of any agreement with consumers
- b. Providing products or services to consumers
- c. Operate and manage consumers' accounts and manage any application, agreement (including payment plan applications) or correspondence consumers may have with SAIL
- d. Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about SAIL's products and services, unless consumers indicate otherwise
- e. To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers
- f. Carrying out market research, business and statistical analysis
- g. Recovering any debt consumers may owe SAIL
- h. Complying with SAIL's regulatory and other obligations
- i. Any other reasonably required purpose relating to SAIL's business

For prospective consumers:

- a. Verifying and updating information
- b. Direct marketing



c. Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to SAIL's business.

For employees:

- a. The same purposes as for consumers (above)
- b. Verification of applicant employees' information during recruitment process
- c. General matters relating to employees: i. Pension ii. Medical aid iii. Payroll iv. Disciplinary action v. Training
- d. Any other reasonably required purpose relating to the employment or possible employment relationship.

For vendors /suppliers /other businesses:

- a. Verifying information and performing checks;
- b. Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- c. Payment of invoices;
- d. Complying with SAIL's regulatory and other obligations; and
- e. Any other reasonably required purpose relating to SAIL's business.

SECTION II

CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION RELATING THERETO

As per section 1 of POPI, a Data Subject may either be a natural or a juristic person. Below sets out the various categories of Data Subjects that SAIL Processes Personal Information on and the types of Personal Information relating thereto:



Employees

- a. Name and contact details**
- b. Identity number and identity documents including passports**
- c. Employment history and references**
- d. Banking and financial details**
- e. Details of payments to third parties (deductions from salary)**
- f. Employment contracts**
- g. Employment equity plans**
- h. Medical aid records**
- i. Pension Fund records**
- j. Remuneration/salary records**
- k. Performance appraisals**
- l. Disciplinary records**
- m. Leave records**
- n. Training records**

Consumers and prospective consumers (which may include employees)

- a. Postal and/or street address**
- b. title and name**
- c. contact numbers and/or e-mail address**
- d. gender**
- e. language**
- f. financial information**
- g. identity or passport number**
- h. Meal preference details.**

Vendors /suppliers /other businesses:

- a. Name and contact details**



- b. Identity and/or company information and directors' information
- c. Banking and financial information
- d. Information about products or services
- e. Other information not specified, reasonably required to be processed for business operations

RECIPIENTS OF PERSONAL INFORMATION:

Below outlines the recipients to whom SAIL may provide a Data Subjects Personal Information to:

- a. Any firm, organisation or person that SAIL uses to collect payments and recover debts or to provide a service on its behalf;
- b. Any firm, organisation or person that/who provides SAIL with products or services;
- c. Any payment system SAIL uses;
- d. Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where SAIL has a duty to share information;
- e. Third parties to whom payments are made on behalf of employees;
- f. Financial institutions from whom payments are received on behalf of data subjects;
- g. Any other operator not specified;
- h. Employees, contractors and temporary staff; and
- i. Agents.

CROSS-BORDER FLOWS OF PERSONAL INFORMATION

Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:



- a. recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPI; or
- b. Data Subject consents to the transfer of their Personal Information; or
- c. transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
- d. transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- e. the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.

Personal Information may be transmitted transborder to SAIL’s suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. SAIL will endeavour to ensure that its dealers and suppliers will make all reasonable efforts to secure said data and Personal Information.

SECTION III

SECURITY MEASURES TO BE IMPLEMENTED BY SAIL

Below sets out the types of security measures to implemented by SAIL in order to ensure that Personal Information is respected and protected.

A preliminary assessment of the suitability of the information security measures implemented or to be implemented by SAIL may be conducted in order to ensure that the Personal Information that is processed by SAIL is safeguarded and Processed in accordance with the Conditions for Lawful Processing.



1. Access Control of Persons

SAIL shall implement suitable measures in order to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.

2. Data Media Control

SAIL undertakes to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by SAIL and containing personal data of Customers.

3. Data Memory Control

SAIL undertakes to implement suitable measures to prevent unauthorized input into data memory and the unauthorised reading, alteration or deletion of stored data.

4. User Control

SAIL shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.

5. Access Control to Data

SAIL represents that the persons entitled to use SAIL's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorisation).

6. Transmission Control

SAIL shall be obliged to enable the verification and tracing of the locations / destinations to which the personal information is transferred by utilisation of SAIL's data communication equipment / devices.



7. Transport Control

SAIL shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.

8. Organisation Control

SAIL shall maintain its internal organisation in a manner that meets the requirements of this Manual and its POPIA Policy.

SECTION IV

INFORMATION OFFICER DETAILS

The Information Officer, together with the Deputy Information Officer is responsible for ensuring SAIL's compliance with POPIA. The Information Officer and Deputy Information Officer have been registered with the South African Information Regulator established under POPIA.

The Information Officer and Deputy Information Officer are set out below:

Abraham Jacobus Beukes | Information Officer | jaco@sail.co.za

Chantelle Nicole Fellingner | Deputy Information Officer | chantellef@sail.co.za

SECTION V

REQUESTING ACCESS TO YOUR PERSONAL INFORMATION CORRECTION/DELETION & COMPLAINTS

Any request for access to personal information records kept by SAIL should be submitted on the Personal Information Request Form (a copy of which is attached



hereto as **Annexure A**) which should be sent to the Information Officer whose name and address details appear in POPIA, Section II hereof.

Any complaints regarding POPIA and the compliance of SAIL with the Act should be submitted on the POPIA Complaints Form (a copy of which is attached hereto as **Annexure B**) which should be sent to the Information Officer whose name and address details appear in POPIA, Section II hereof.

Where we are unable to resolve your complaint, to your satisfaction you have the right to complaint to the Information Regulator.

The Information Regulator: Ms Mmamoroke Mphelo

Physical Address: SALU Building, 316 Thabo Sehume Street, Pretoria

Email: inforeg@justice.gov.za

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

APPENDIX B

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))
[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: _____

D. PARTICULARS OF RECORD

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located
*(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

Description of record and relevant part of record: _____

Reference number, if available: _____

Other particulars of record: _____

E. FEES:

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request** fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption of payment for the fee: _____

F. FORM OF ACCESS TO THE 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 _____

- 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.

If the record is in written or printed form:

Copy of record*		Inspection of record	
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If the record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

view the images		copy the images*		transcription of the images*	
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If the record consists of recorded words or information which can be reproduced in sound:

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

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

Printed copy of record*		Printed copy of information derived from record		Copy in computer readable form* (compact disc)	
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* If you request a copy or transcription of a record (above), do you wish the copy or transcript to be posted to you? Postage is payable	Yes	No
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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.

Indicate which right is to be exercised or protected: _____

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

Other particulars of record: _____

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 _____ 200_____

Signature of requester/person on whose behalf request is made










PAIA POLICY - Revised - (010721)

Final Audit Report

2021-07-01

Created:	2021-07-01
By:	Chantelle Fellingner (chantellef@sail.co.za)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtOuGmG92rX0TrwG3vrg7uxloov8Yi3H9

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-  Document created by Chantelle Fellingner (chantellef@sail.co.za)
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-  Document emailed to Ariana Maraj (ariana@sail.co.za) for signature
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-  Agreement completed.
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