

SUMITOMO RUBBER SOUTH AFRICA (PTY) LTD

REGISTRATION NUMBER: 1997/021619/07

(“the Company”)

**ACCESS TO INFORMATION MANUAL (“Manual”) PREPARED IN
ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

(“Act”)

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1. Introduction

SUMITOMO RUBBER SOUTH AFRICA (PTY) LTD conducts business as a manufacturer, imported and supplier of tyres.

2. Purpose of the Manual in terms of the Act

The purpose of this Manual is to assist people wishing to access information in terms of the Act from **SUMITOMO RUBBER SOUTH AFRICA (PTY) LTD**. The Manual provides details of the nature of records and personal information held by the Company and provides guidance on how to request access to these records in terms of the Act. The Manual also serves to provide guidance with regard to the accessing, correction and/or objection to personal information held by the Company in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA").

3. Information required in terms of section 51 (1) (a) of the Act:

Chief Executive Officer: Mr. Riaz Haffejee

Company Secretary: Advocate Seama Govender

Directors:

- 1) Mr Riaz Haffejee
- 2) Mr Ryutaro Ota
- 3) Ms Sherry Wessels
- 4) Ms Thembisa Skweyiya
- 5) Mr Yutaka Kuroda

Postal & street addresses:

P O Box 925	892 Umgeni Road
Durban	Durban
4000	4000

Tel no: 031-242 1111

Fax no: 031-242 1605

E-Mail address: legal@srigroup.co.za

4. Details of the Information Officer:

Mr. Riaz Haffejee

5. The Act (Section 51 (1) (b))

The Act 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, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

6. Applicable Legislation (Information on subjects and categories of records required in terms of section 51(1)(c) of the Act)

Where applicable to our operations, the Company keeps records in accordance with the following legislation including but not limited to:

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad Based Black Economic Empowerment Act, No.53 of 2003
- Companies Act, No.71 of 2008 (as amended)
- Compensation for Occupational Injuries and Disease Act, No. 130 of 1993
- Competition Act, No. 89 of 1998
- Consumer Protection Act, No.68 of 2008

- Copyright Act No 98 Of 1978
- Customs and Excise Act, No. 91 of 1964
- Customs Control Act No. 31 of 2014
- Customs Duty Act No. 30 of 2014
- Employment Equity Act, No.55 of 1998
- Environment Conservation Act No. 73 of 1989
- Income Tax Act, No. 58 of 1962
- International Trade Administration Act No. 71 of 2002
- Labour Relations Act, No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Environmental Management: Air Quality Act No. 39 of 2004
- National Environmental Management: Biodiversity Act No. 10 of 2004
- National Environmental Management: Waste Act No. 59 OF 2008
- National Regulator For Compulsory Specifications Act No. 5 of 2008
- Skills Development Levies Act, No. 97 of 1998
- Skills Development Act, No. 97 of 1998
- South African Revenue Services Act, No.34 of 1997
- Tax Administration Act no. 28 of 2011
- Unemployment Contributions Act, No.4 of 2002
- Unemployed Insurance Act, 30 of 1966
- Value Added Tax Act, No.89 of 1991.

7. Schedule of Records (Information in terms of section 51(1)(d) of the Act)

The following include but are not limited to the subjects and categories of records held:

7.1. Web page:

The Company's website is accessible to anyone who has internet access and has the following categories:

- About the Company
- Dunlop Zone Channel (dealers) information
- Tyre manufacturing and tyre ranges
- Advice and safety hints
- Current Issues

- Advertising information
- Promotion of Access to Information Act – Manual

7.2. Other Records:

Where applicable to our operations, the Company keeps the following records in including but not limited to:

- **Companies Act:**
 - Documents of Incorporation
 - Constitution of the Company
 - Various registers, minute books and internal resolutions
 - Company documents including the Memorandum of Incorporation, and any amendments thereto.
- **Financial Records:**
 - Accounting records
 - Debtors and creditors information
 - Fixed assets register(s)
 - Inventories
 - Invoices and vouchers
- **Taxation:**
 - VAT Registration certificate
 - Company Tax records
 - STC, PAYE and Capital Gains records
- **Intellectual Property:**
 - Records relating to trade marks, patents, designs, licenses
 - Licensing agreements
- **Insurance:**
 - Records relating to insurance arrangements, policies and claims
- **Moveable and Immovable Property:**
 - Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property
- **Agreements:**
 - Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities and guarantees, acquisitions and disposals of assets and with service providers
- **Human Resources:**

- Employee Records
- Conditions of employment
- Payroll Records
- Registrations with Department of Labour
- Arrangements with service providers
- Dealings with Unions
- Labour related matters and benefit funds
- Disciplinary Records
- Training Records, manuals and reports
- **Operational Records:**
 - Technical, procurement, production and marketing information, quality and product claims
 - Customer related records
 - Management records
 - Data bases, correspondence, policies & procedures
 - Banking records & legal proceedings
- **Computer and Communication Information:**
 - Procurement, maintenance and data communication arrangements.

8. Processing of personal information

The Company views the protection of personal information in a very serious light and will only process personal information in accordance with applicable laws and regulations. Accordingly, principles entrenched in POPIA relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any personal information processed by the Company.

9. The purpose of processing of personal information

We process personal information for a variety of purposes, including but not limited to the following:

- to provide or manage any information, products and/or services requested by data subjects;
- to help us identify data subjects;
- to maintain customer records;
- for recruitment purposes;

- for employment purposes;
- for travel purposes;
- for general administration, financial and tax purposes;
- for legal or contractual purposes;
- for health and safety purposes;
- to monitor access, secure and manage our premises and facilities;
- to transact with our suppliers, franchisees and business partners;
- to help us improve the quality of our products and services;
- to help us detect and prevent fraud and money laundering;
- to help us recover debts;
- to carry out analysis and customer profiling; and
- to identify other products and services which might be of interest to data subjects and to inform them about our products and services.

10. Categories of Data Subjects and their Personal Information

A Data Subject may either be a natural or a juristic person. The Company may possess records relating to suppliers, contractors, service providers, employees, visitors, franchisees, independent dealers and customers including but not limited to:

Categories of Data Subjects	Personal Information processed
Employees and job applicants	Employee personal information Employee medical information Employee disability information Employee Pension and Provident Fund Information Employee contracts Employee performance records Payroll records Electronic access records Physical access records Surveillance records Health and safety records Training records Employment history Time and attendance records Curriculum vitae and application forms Criminal checks

	Background checks
Franchisees and independent dealers	Franchisee/Dealer personal information Franchisee/Dealer performance information Personal information Franchisee/Dealer employees
Customers	Customer personal information Contracts and warranties Customer vehicle information
Suppliers	Supplier personal information Personal information of supplier representatives
Visitors	Physical access records Electronic access records and scans Surveillance records

11. Recipients or categories of recipients with whom personal information is shared

We may share the personal information of our data subjects for any of the purposes outlined above as per Clause 9 with the following, including but not limited to:

- Sumitomo Rubber Industries Group in Japan and other countries;
- our authorised agents and business partners who perform services on our behalf.

We do not share the personal information of our data subjects with any third parties, except if:

- we are obliged to provide such information for legal or regulatory purposes;
- we are required to do so for purposes of existing or future legal proceedings,
- we are involved in the prevention of fraud, loss, bribery or corruption;
- they perform services and process personal information on our behalf;
- this is required to provide or manage any information, products and/or services to data subjects; or
- needed to help us improve the quality of our products and services.

We will send our data subjects notifications or communications if we are obliged by law, or in terms of our contractual relationship with them. We will only disclose personal information to government authorities if we are required to do so by law. Our employees, agents and suppliers are required to adhere to data privacy and confidentiality principles.

12. Information security measures to protect personal information

Reasonable technical and organisational measures have been implemented for the protection of personal information processed by the Company and its operators. The Company undertakes to continuously implement and monitor technical and organisational security measures to protect the personal information held, against unauthorised access, as well as accidental or wilful manipulation, loss or destruction. The Company may use different otherwise-suitable measures and adapt to technological security development, as needed, provided that the level of data protection achieved meets the Company's Information Security requirements, as may be updated from time to time.

- **Access Control of Persons**

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

- **Data Media Control**

The Company shall implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by the Company and containing personal information of its data subjects.

- **User Control**

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

- **Access Control to Data**

The Company shall implement suitable measures to ensure that only persons entitled to use the Company's data processing system are only able to access the data within the scope and to the extent covered by their respective access authorization levels.

13. Trans-border flows of personal information

The Company will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing, and will do so only in accordance with South African legislative requirements; or if the data subject consents to transfer of their personal information to third parties in foreign countries.

14. Form of Request (How to request a record from the company in terms of Section 51 (e)): -

The requester must complete the prescribed form (available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za) and submit this together with the request fee to the Company Secretary at the Company's address, fax number or electronic mail address.

The requester must provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of the prescribed form does not automatically allow the requester access to the requested record.

15. Prescribed Fees (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.

- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

16. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of third parties who are natural persons (section 63).
- Information for the protection of commercial information of third parties and certain confidential information of third parties (sections 64 and 65).
- Information for the protection of the safety of individuals and the protection of property (section 66).
- Information privileged from production in legal proceedings (section 67).
- Commercial information of the Company (section 68).
- Research information of third parties, and protection of research information of the Company (section 69).

17. Access to prescribed forms and fees

Prescribed forms and fees are can be requested from the Company's Legal Services Department or via email to legal@srigroup.co.za.

18. Availability of the Manual

The manual is also available for inspection at the offices of the Company; on the Company's website and a copy is also available at the South African Human Rights Commission.

19. Remedies

The Company does not have an internal appeals procedure regarding requests made in terms of this manual or the applicable legislation. Accordingly, the decision made by the Information Officer is final. If a request is denied, the requestor is entitled to apply to a

court with the appropriate jurisdiction or the Information Regulator for relief.

REVISION / CHANGE	DATE
0. Manual Released	01 January 2014
1. Updated Directors	01 December 2015
2. Updated Directors and POPIA provisions	19 February 2019

GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information

as amended by

Notice	Government Gazette	Date
R.1244	25411	22 September 2003
R.990	29278	13 October 2006
R.466	29914	1 June 2007

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Minister for Justice and Constitutional Development has, under [section 92](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), made the regulations in [the Schedule](#).

SCHEDULE

ARRANGEMENT OF REGULATIONS

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- [Form E](#) Automatically available records and access to such records: ([Section 52](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))) [[Regulation 9A](#)]

CHAPTER 1

GENERAL PROVISIONS

1. Definition.-In these Regulations any word or expression to which a meaning has been assigned in the Act bears that meaning and, unless the context otherwise indicates-

"the Act" means the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)).

2. Availability of guide.-(1) The Human Rights Commission must, as soon as possible after the guide has been compiled in terms of [section 10 \(1\)](#) or updated in terms of [section 10 \(3\)](#) of the Act-

- (a) make available a copy of the guide, in each official language-
 - (i) to the head of the national department responsible for Government communications and information services;
 - (ii) to every place of legal deposit as defined in [section 6](#) of the Legal Deposit Act, 1997 (Act [No. 54 of 1997](#)), and every tertiary education institution established by or under any law; and
 - (iii) upon request, to the head of a private body;
- (b) make available, in each official language-
 - (i) to the information officers of public bodies such number of copies of the guide as the information officer concerned has indicated in order to comply with [regulation 3 \(1\)](#) or [\(2\)](#); and
 - (ii) to the Director-General: Communications such number of copies of the guide as the Director-General has indicated in order to comply with [regulation 3 \(3\)](#);
- (c) publish the guide in each official language in the *Gazette*;
- (d) make available a copy of the guide in each official language for public inspection during office hours at the offices of the Human Rights Commission; and
- (e) make available the guide on the website of the Human Rights Commission.

(2) The Human Rights Commission may, on request, make available to the persons and the institutions referred to in [subregulation \(1\) \(a\)](#) additional copies of the guide in the official languages requested.

(3) (a) Subject to [paragraph \(b\)](#), the Human Rights Commission may not charge any fee for a copy of the guide made available in terms of [subregulation \(1\)](#) or [\(2\)](#) or for inspection of a copy of the guide in terms of [subregulation \(1\) \(d\)](#).

(b) In respect of a copy of the guide made available in a manner other than that contemplated in [paragraph \(a\)](#), the Human Rights Commission may charge the fee prescribed in Item 1 of Part I of [Annexure A](#).

3. (1) The information officer of the Department of Justice and Constitutional Development must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(i\)](#), provide-

- (a) every Magistrate's Office with at least one copy of the guide in each official language; and
- (b) all other offices of the Department of Justice and Constitutional Development with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(2) The information officer of a public body must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(i\)](#), provide every office of that public body with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(3) The Director-General: Communications must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(ii\)](#), provide every post office, as defined in [section 1](#) of the Postal Services Act, 1998 (Act [No. 124 of 1998](#)), with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such post office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(4) The head of an office referred to in [subregulations \(1\)](#) and [\(2\)](#) and the person in charge of a post office referred to in [subregulation \(3\)](#)-

- (a) must, during office hours and upon request, make available for public inspection a copy of the guide in the official languages available;
- (b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and
- (c) may, in respect of a copy of the guide or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part I of [Annexure A](#).

3A. Offences and penalties.-(1) An information officer of a public body or a head of an office referred to in [regulation 4 \(1\) \(a\) \(i\) \(bb\)](#), who wilfully or in a grossly negligent manner-

- (a) fails to comply with a provision of [regulation 4 \(1\) \(a\)](#) or [5 \(a\)](#), as the case may be; or
- (b) contravenes [regulation 4 \(3\)](#) or [5 \(b\)](#), as the case may be; or
- (c) charges any fee other than the fee prescribed in terms of these regulations,

is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

(2) A head of a private body who wilfully or in a grossly negligent manner-

- (a) fails to comply with a provision of [regulation 9 \(1\) \(a\)](#) or [\(2\) \(a\)](#); or
- (b) contravenes [regulation 9 \(2\) \(b\)](#); or
- (c) charges any fee other than the fee prescribed in terms of these regulations,

is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

[[Reg. 3A](#) inserted by GNR.990 of 2006.]

CHAPTER 2 ACCESS TO RECORDS OF PUBLIC BODIES

4. Availability of manual: Public body.- (1) Immediately after the manual has been compiled in terms of [section 14 \(1\)](#) or updated in terms of [section 14 \(2\)](#) of the Act-

- (a) the information officer of a public body must-
 - (i) make available a copy of the manual in at least the three official languages in which the manual is compiled as required by section 14 of the Act, to-
 - (aa) the Human Rights Commission; and
 - (bb) the head of office of every office of that public body;
- [Sub-par. (i) amended by GNR.990 of 2006.]
- (ii) make available the manual on the web site, if any, of the public body; and
- (b) the information officer of a public body may publish the manual in three of the official languages in the *Gazette*.

[Sub-r. (1) substituted by GNR.1244 of 2003.]

(2) The information officer of a public body, may, on request, make available to the institutions referred to in [subregulation \(1\) \(a\)](#) additional copies of the manual in the official language requested.

(3) The information officer of a public body may not charge any fee for a copy of the manual made available in terms of [subregulation \(1\)](#) or [\(2\)](#).

5. The Human Rights Commission and the head of an office referred to in [regulation 4 \(1\) \(a\) \(i\) \(bb\)](#)-

- (a) must, during office hours and upon request, make available for public inspection copies of the manual in all the official languages available;
- (b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and
- (c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part II of [Annexure A](#).

[[Reg. 5](#) amended by GNR.990 of 2006.]

5A. Voluntary disclosure and automatic availability of certain records: public body.-A submission by the information officer of a public body of a description of-

- (a) the categories of records of the body that are automatically available without a person having to request access in terms of the Act; and
- (b) how to obtain access to such records, as contemplated in [section 15](#) of the Act, must correspond substantially with [Form D](#) of [Annexure B](#).

[[Reg. 5A](#) inserted by GNR.466 of 2007.]

6. Form of request.-A request for access to a record as contemplated in [section 18 \(1\)](#) of the Act must substantially correspond with [Form A](#) of [Annexure B](#).

7. Fees for records of public body.-(1) The fees for reproduction referred to in [section 15 \(3\)](#) of the Act are prescribed in Item 2 of Part II of [Annexure A](#).

(2) The request fee payable by every requester, other than a personal requester, referred to in [section 22 \(1\)](#) of the Act is prescribed in Item 3 of Part II of [Annexure A](#).

(3) The access fees payable by a requester referred to in [section 22 \(7\)](#), unless exempted under [section 22 \(8\)](#), of the Act are prescribed in Item 4 of Part II of [Annexure A](#).

8. Notice of internal appeal.-Notice of an internal appeal as contemplated in [section 75 \(1\)](#) of the Act must substantially correspond with [Form B](#) of [Annexure B](#).

CHAPTER 3 ACCESS TO RECORDS OF PRIVATE BODIES

9. Availability of manual: Private body.-(1) Immediately after the manual has been compiled in terms of [section 51 \(1\)](#) or updated in terms of [section 51 \(2\)](#) of the Act-

(a) the head of a private body-

(i) must make available a copy of the manual to-

(aa) the Human Rights Commission; and

(bb) the controlling body of which that private body is a member, if applicable;

(ii) must make available the manual on the web site, if any, of the private body; and

(b) the head of a private body may publish the manual in the *Gazette*.

(2) The head of a private body-

(a) must, during office hours and upon request, make available for public inspection a copy of the manual;

(b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and

(c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part III of [Annexure A](#) and the actual postage if a copy of the manual must be posted.

[R. 9 substituted by GNR.1244 of 2003.]

9A. Voluntary disclosure and automatic availability of certain records: private body.-A submission by the head of a private body of a description of-

(a) the categories of records of the body that are automatically available without a person having to request access in terms of the Act; and

(b) how to obtain access to such records, as contemplated in [section 52](#) of the Act, must correspond substantially with [Form E](#) of [Annexure B](#).

[R. 9A inserted by GNR.466 of 2007.]

10. Form of request.-A request for access to a record as contemplated in [section 53 \(1\)](#) of the Act must substantially correspond with [Form C](#) of [Annexure B](#).

11. Fees for records of private body.-(1) The fees for reproduction referred to in [section 52 \(3\)](#) of the Act are prescribed in Item 2 of Part III of [Annexure A](#).

(2) The request fee payable by a requester, other than a personal requester, referred to in [section 54 \(1\)](#) of the Act is prescribed in Item 3 of Part III of [Annexure A](#).

(3) The access fees payable by a requester referred to in [section 54 \(7\)](#), unless exempted under [section 54 \(8\)](#), of the Act are prescribed in Item 4 of Part III of [Annexure A](#).

CHAPTER 3A
TABLING OF REPORT IN TERMS OF SECTION 91A (7) OF THE ACT
[[Chapter 3](#) inserted by GNR.990 of 2006.]

11A. Tabling of report.-The Minister must table a report in Parliament contemplated in section 91A (7) of the Act,-

- (a) within six months after the commencement of this regulation; and
- (b) within six months after every date on which there is a substantial change in either the content or the implementation of the training courses or both.

[[Reg. 11A](#) inserted by GNR.990 of 2006.]

CHAPTER 4
REPEAL AND COMMENCEMENT

12. Repeal.-The regulations published under [Government Notice No. R223 of 9 March 2001](#) are hereby repealed.

13. Commencement.-These regulations come into operation on 15 February 2002.

Annexure A
GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act [No. 89 of 1991](#)), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I
FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in [regulations 2 \(3\) \(b\)](#) and [3 \(4\) \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II
FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in [regulation 5 \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in [regulation 7 \(1\)](#) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in [regulation 7 \(2\)](#) is R35,00.

4. The access fees payable by a requester referred to in [regulation 7 \(3\)](#) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60

- | | |
|--|-------|
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (c) For a copy in a computer-readable form on- | |
| (i) stiffy disc | 5,00 |
| (ii) compact disc | 40,00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | 22,00 |
| (ii) For a copy of visual images | 60,00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | 12,00 |
| (ii) For a copy of an audio record | 17,00 |
| (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | |
- (2) For purposes of [section 22 \(2\)](#) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

PART III FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in [regulation 9 \(2\) \(c\)](#) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in [regulation 11 \(1\)](#) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in [regulation 11 \(2\)](#) is R50,00.

4. The access fees payable by a requester referred to in [regulation 11 \(3\)](#) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of [section 54 \(2\)](#) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

Annexure B

Form A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

([Section 18 \(1\)](#)) of the Promotion of Access to Information Act, 2000

(Act [No. 2 of 2000](#))

[[Regulation 6](#)]

FOR DEPARTMENTAL USE	
Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).	Reference number:
Request fee (if any): R	
Deposit (if any): R	
Access fee: R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer/Deputy Information Officer:

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.***

1. Description of record or relevant part of the record:

2. Reference number, if available:
 3. Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record 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 for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, 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 for access 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.*

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

copy of record*

inspection of record

2. If record consists of visual images-

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

view the images

copy of the images*

transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio cassette)

transcription of soundtrack* (written or printed document)

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

printed copy of record*

printed copy of information derived from the record*

copy in computer readable form* (stiffy or compact disc)

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

YES NO

Postage is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

	Decision in terms of section 29 (3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by
 (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on

(date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW
DECISION SUBSTITUTED

NEW DECISION:

DATE

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITY ON (date):

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.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record 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 for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which 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.

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

copy of record*

inspection of record

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

view the images

copy of the
images*

transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio
cassette)

transcription of soundtrack* (written or
printed document)

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

printed copy of
record*

printed copy of
information derived
from the record*

copy in computer readable
form* (stiffy or compact disc)

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

YES NO

Postage is payable.

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **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?

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

[[Regulation 5A](#)]

[[Form D](#) inserted by GNR.466 of 2007.]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) :	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) :	

Form E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 52](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

[[Regulation 9A](#)]

[[Form E](#) inserted by GNR.466 of 2007.]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 52 (1) (a) (i) :	
FOR PURCHASING IN TERMS OF SECTION 52 (1) (a) (ii) :	

FOR COPYING IN TERMS OF SECTION 52 (1) (a) (ii) :	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52 (1) (a) (iii) :	