

Manual
Of
De Jagers Handelsmaatskappy (Pty)
Ltd

(Private Body)

Prepared and compiled on 2023-10-18 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of De Jagers Handelsmaatskappy (Pty) Ltd.

Registration number: 2020/052734/07

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1. INTRODUCTION

De Jagers Handelsmaatskappy (Pty) Limited trading as "De Jagers Uitrusters" is a clothing retailer and offers the latest ranges of ladies and men clothing and fashion brands as well as school uniforms in South Africa.

2. THE ACT

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

3. PURPOSE OF THE MANUAL

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by De Jagers Handelsmaatskappy (Pty) Ltd which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of De Jagers Handelsmaatskappy (Pty) Ltd, by providing a description of the subjects on which De Jagers Handelsmaatskappy (Pty) Ltd holds records and the categories of records held on each subject;
- 3.3 know the description of the records of De Jagers Handelsmaatskappy (Pty) Ltd which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if De Jagers Handelsmaatskappy (Pty) Ltd processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if De Jagers Handelsmaatskappy (Pty) Ltd plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 know whether De Jagers Handelsmaatskappy (Pty) Ltd has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. CONTACT DETAILS:

Information Officer:
Willem Viljoen Minnie

Postal Address:
78 Riebeeck Street, Worcester, 6850

Physical Address:
78 Riebeeck Street, Worcester, 6850

Telephone No:
023 342 1177

E-mail:
admin@dejagers.co.za

Deputy Information Officer:

Sarika Meiring

Postal Address:
78 Riebeeck Street, Worcester, 6850

Physical Address:
78 Riebeeck Street, Worcester, 6850

Telephone No:
023 342 1177

E-mail:
sarie@dejagers.co.za

GENERAL INFORMATION:

Name of Private Body:

De Jagers Handelsmaatskappy (Pty) Ltd

Registration No:

2020/052734/07

Postal Address:

78 Riebeeck Street, Worcester, 6850

Physical Address (or principal place of business):

78 Riebeeck Street, Worcester, 6850

PAIA rand "your name and surname"

Telephone No:

023 342 1177

E-mail:

admin@dejagers.co.za

Website:

<https://www.dejagersonline.co.za/>

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
 - 5.3.1. the objects of PAIA and POPIA;
 - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 5.3.2.1 the Information Officer of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
 - 5.3.3 the manner and form of a request for-
 - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
 - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
 - 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 5.3.5 the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained-
 - 5.5.1 upon request to the Information Officer;
 - 5.5.2 from the website of the Information Regulator (<https://inforegulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

Pamphlets / Brochures

Marketing and promotional material

www.dejagers.co.za

7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that De Jagers Handelsmaatskappy (Pty) Ltd holds in order to facilitate a request in terms of The Act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

Accounting records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Insurance records
- Investment records
- Auditor's reports
- Compiler's reports
- Inventory records (including stock take)
- Systems documentation
- Management reviews
- Credit agreements
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligations
- Record of property held
- Record of revenue
- Record of expenses

Auditors

- Working papers
- Correspondence

Fixed Property

- Title deeds

Health and Safety

- Register, record of earnings, time worked, payment and particulars of all employees

Information Technology

Agreements
Capacity and utilisation of current systems
Client database
Disaster recovery processes and procedures
Hardware
Internet
Intranet
Licenses
Systems support, programming and development
LAN Installations
Operating systems
Software packages
Telephone lines, leased lines and data lines
Insurance
Claim records
Details of coverage, limits and insurers
Insurance policies

Intellectual Property

Agreements relating to intellectual property, eg license agreements, secrecy agreements, research and
Development agreements, use agreements, joint venture agreements and joint development agreements
Copyrights
Designs, trademarks, trade names and protected names

Legal, Agreements and Contracts

Acquisition or disposal documentation
Agreements with contractors, suppliers and clients
Agreements with shareholders, officers or directors
Material licenses, permits and authorisations
Contracts, including lease agreements and finance agreements
Sale agreements
Electronic communications - Personal information and the purpose for which the data was collected
Electronic communications - Record of any third party to whom the information was disclosed

Personnel Records

Attendance register
Disciplinary records
Employee evaluation and performance records
Employee information records
Employee loans
Employee remuneration

Employment applications
Employee date of birth
Employment contracts
Expense accounts
Incentive schemes
IRP and IT certificates
Letters of appointment
Leave applications
Maternity leave policy
Name and occupation of each employee
Payroll
Particulars of each employee
Personnel file
Policies and procedures
Recruitment and appointments
Salary and wage registers
Salary slips and wage records
Staff loan schemes
UIF, PAYE and SDL returns
Workmen's Compensation documents

Sales and Marketing

Brochures, newsletters and marketing material
Customers
Products
Sales
Service and product information

Statutory Company Records

Annual Statutory Returns
Certificate of Change of Name
Certificate of Incorporation
Certificate to Commence Business
Dividend register
Index of Members
Memorandum of Incorporation and alterations / amendments
Notice and minutes of shareholders' meetings
Minutes of directors' meetings
Other minute books
Register of Allotments
Register of company secretary and auditors
Register of debenture holders and mortgages
Register of directors and officers
Register of directors' shareholding

Register of past directors
Registration Certificate
Register of beneficial interest holders
Reports presented at Annual General Meeting
General resolutions
Special resolutions
Resolutions
Rules
Shareholders' agreements
Shareholders' register
Securities register / uncertificated securities register
Written communication to holders of securities

Tax

Income tax returns
Provisional tax returns
Tax assessments
Documents relating to where the objection and appeal is lodged
Records relating to taxable gain or assessed capital loss
VAT documents
Vendor's information
Documentary proof substantiating the zero rating of supplies

8. RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to De Jagers Handelsmaatskappy (Pty) Ltd, which includes but is not limited to, the following –

Memorandum of Incorporation (Companies Act 71 of 2008)

PAIA Manual (Promotion of Access to Information Act 2 of 2000)

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing Personal Information

De Jagers Handelsmaatskappy (Pty) Ltd will only Process a Data Subject's Personal Information for specific, lawful and clear purposes and will ensure that it makes the Data Subject aware of such purpose(s) as far as possible.

It will ensure that there is a legal basis for the Processing of any Personal Information.

Further, De Jagers Handelsmaatskappy(Pty) Ltd will ensure that Processing will relate only to the purpose for and of which the Data Subject has been made aware (and where relevant, consented to) and will not Process any Personal Information for any other purpose(s).

De Jagers Handelsmaatskappy (Pty) Ltd 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.

De Jagers Handelsmaatskappy (Pty) Ltd will retain Personal Information only for as long as is necessary to accomplish De Jagers Handelsmaatskappy (Pty) Ltd legitimate business purposes or for as long as may be permitted or required by applicable law.

De Jagers Handelsmaatskappy (Pty) Ltd uses Personal Information for one or more of the following non-exhaustive purposes –

- For the purposes of providing its services to the Data Subject from time to time;
- Personal Information is processed for the purposes of performing general information technology-related functions for all business functions within De Jagers Handelsmaatskappy (Pty) Ltd;

- For purposes of interacting with you on our website and generally monitoring your use of our website, including for purposes of improving the same;
- Personal Information is processed 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);
- Personal Information is processed for employment-related purposes such as administering payroll, assessing credit and criminal history, and determining Employment Equity Act No. 55 of 1998 statistics;
- To respond to any correspondence that the Data Subject may send to De Jagers Handelsmaatskappy (Pty) Ltd, including via email, De Jagers Handelsmaatskappy (Pty) Ltd website or by telephone;
- In connection with the execution of payment processing functions, including payment of De Jagers Handelsmaatskappy (Pty) Ltd suppliers' invoices;
- To contact the Data Subject for direct marketing purposes;
- For such other purposes to which the Data Subject may consent from time to time; and
- For such other purposes as authorised in terms of applicable law.

9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

De Jagers Handelsmaatskappy (Pty) Ltd collects Personal Information directly from the Data Subject and/or from Third Parties, and where De Jagers Handelsmaatskappy (Pty) Ltd obtains Personal Information from Third Parties, De Jagers Handelsmaatskappy (Pty) Ltd 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 De Jagers Handelsmaatskappy (Pty) Ltd is permitted to do so in terms of the applicable laws.

Data Subjects in respect of which Personal Information is Processed include Clients of De Jagers Handelsmaatskappy (Pty) Ltd, employees, contractors, customers, members and service providers.

Examples of Third Parties from whom Personal Information is collected include other De Jagers Handelsmaatskappy (Pty) Ltd Associated Affiliates; our Clients when De Jagers Handelsmaatskappy (Pty) Ltd handles Personal Information on their behalf; regulatory bodies; credit reference agencies (for example, Experian and TransUnion); other companies providing services to De Jagers Handelsmaatskappy (Pty) Ltd (or services providers) and where De Jagers Handelsmaatskappy (Pty) Ltd makes use of publicly available sources of information.

9.3 The recipients or categories of recipients to whom the personal information may be supplied

De Jagers Handelsmaatskappy (Pty) Ltd may share your Personal Information with the De Jagers Handelsmaatskappy (Pty) Ltd Associated Affiliates, third parties engaged by us, or our business partners, to assist us to provide our services and products to you. Such third parties or business partners may include –

- hosting, data storage or archiving service providers and payment processing;
- professional advisors; and
- marketing, research and advertising agencies.

De Jagers Handelsmaatskappy (Pty) Ltd 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. 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 De Jagers Handelsmaatskappy (Edms) Bpk, our Clients, or others.

De Jagers Handelsmaatskappy (Pty) Ltd will comply with POPIA, before transferring Personal Information to a Third-Party who is not a contractor of De Jagers Handelsmaatskappy (Pty) Ltd.

Before transferring Personal Information to a Third-Party contractor, such as an authorised service provider, De Jagers Handelsmaatskappy (Pty) Ltd will obtain assurances from the Third-Party that it will process Personal Information in a manner consistent with POPIA. Where De Jagers Handelsmaatskappy (Pty) Ltd learns that a Third-Party contractor is using or disclosing Personal Information in a manner contrary to POPIA, De Jagers Handelsmaatskappy (Pty) Ltd will take reasonable steps to prevent such use or disclosure.

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 our membership interests and/or assets or other corporate change, including to any prospective purchasers.

9.4 Planned transborder flows of personal information

All information is backed up on servers in the Republic of South Africa, no information is transferred outside the borders of South Africa.

9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

The security and confidentiality of Personal Information is important to De Jagers Handelsmaatskappy (Pty) Ltd. We have implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorised access or disclosure and improper use.

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

In Processing any Personal Information, De Jagers Handelsmaatskappy (Pty) Ltd shall comply with the following minimum technical and organisational security requirements –

- **Physical Access:** Access to Personal Information is restricted in our offices and only to those Employees who need the Personal Information to perform a specific job / task.
- **Employee Training:** All Employees with access to Personal Information are kept up to date on our security and privacy practices. After a new policy is added, these Employees are notified and/or reminded about the importance we place on privacy, and what they can do to enhance protection for the Personal Information of all Data Subjects.
- **Unique User Identification:** Employees each have a unique user ID assigned to them, subject to strict confidentiality undertakings in terms of De Jagers Handelsmaatskappy (Pty) Ltd's password and confidentiality policy.

- **Passwords:** De Jagers Handelsmaatskappy (Pty) Ltd shall ensure that there are passwords required for any access to Personal Information in line with its password policy.

10. REQUEST PROCEDURE FOR OBTAINING INFORMATION

Access to records held by De Jagers Handelsmaatskappy (Pty) Ltd

Records held by De Jagers Handelsmaatskappy (Pty) Ltd may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

De Jagers Handelsmaatskappy (Pty) Ltd will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

11. FEES

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

The main grounds for De Jagers Handelsmaatskappy (Pty) Ltd to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - o Trade secrets of that third party;
 - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
 - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of De Jagers Handelsmaatskappy (Pty) Ltd which may include:
 - o Trade secrets of De Jagers Handelsmaatskappy (Pty) Ltd
 - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of De Jagers Handelsmaatskappy (Pty) Ltd ;
 - o Information which, if disclosed could put De Jagers Handelsmaatskappy (Pty) Ltd at a disadvantage in negotiations or commercial competition;
 - o A computer program, owned by De Jagers Handelsmaatskappy (Pty) Ltd and protected by copyright.
- The research information of De Jagers Handelsmaatskappy (Pty) Ltd or a third party, if its disclosure would reveal the identity of De Jagers Handelsmaatskappy (Pty) Ltd, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

13. DECISION

De Jagers Handelsmaatskappy (Pty) Ltd will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which De Jagers Handelsmaatskappy (Pty) Ltd has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of De Jagers Handelsmaatskappy (Pty) Ltd and the information cannot reasonably be obtained within the original 30 day period. De Jagers Handelsmaatskappy (Pty) Ltd will notify the requester in writing should an extension be sought.

AVAILABILITY OF THE MANUAL

The manual of De Jagers Handelsmaatskappy (Pty) Ltd is available at the premises of De Jagers Handelsmaatskappy (Pty) Ltd as well as on the website of De Jagers Handelsmaatskappy (Pty) Ltd.

Signed by:  _____

Date: 20 OCTOBER 2023

ANNEXURE A:

The table below sets out the fees applicable to any request for a record of information held by

Item	Description	Amount
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	For a copy of visual images	
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE B: FORM 2

REQUEST FOR ACCESS TO RECORD
[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

- Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		

Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel.(B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES

<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name and Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE B: FORM 3

OUTCOME OF REQUEST AND FEES PAYABLE

[Regulation 8]

Note:

1. *If your request is granted the—*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
 - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure A.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive(including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

4. Fees payable with regard to your request:

Item	Description	Amount	Number of pages/items	Total:
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.		
6.	For a copy of visual images			
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00		
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
	TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the following Bank account:

Name of Bank: First National Bank (FNB)
Name of account holder: De Jagers Worcester
Type of account: Current Account
Account number: 54332408507
Branch Code: 250 655
Reference No.: "PAIA REQUEST" and "your surname"
Submit proof of payment to: admin@dejagers.co.za

Signed at _____ this _____ day of _____ 20 _____

Information officer