



## **PAIA MANUAL**

**Prepared in terms of section 51 of the Promotion of  
Access to Information Act 2 of 2000 (as amended)**

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## 1. DEFINITIONS

Acronym	Definition
<b>ASBIS Africa</b>	ASBIS Africa (PTY) Limited
<b>CEO</b>	Chief Executive Officer
<b>DIO</b>	Deputy Information Officer
<b>EMEA</b>	Europe, the Middle East and Africa
<b>GDPR</b>	General Data Protection Regulation adopted by the European Parliament and the European Council on April 27th, 2016
<b>IO</b>	Information Officer
<b>Minister</b>	Minister of Justice and Correctional Services;
<b>PAIA</b>	Promotion of Access to Information Act No. 2 of 2000 as amended
<b>POPIA</b>	Protection of Personal Information Act No.4 of 2013
<b>Regulator</b>	Information Regulator
<b>Republic</b>	Republic of South Africa

## 2. PURPOSE OF THIS PAIA MANUAL

This PAIA Manual serves as a guide for the public and our clients on how to access information held by ASBIS Africa in accordance with PAIA. It outlines the procedures, fees, and grounds for refusal related to information requests. Additionally, it provides information on how we manage and protect personal information in compliance with POPIA.

This Promotion of Access to Information Manual ("PAIA Manual") provides an outline of the type of records and personal information that ASBIS Africa holds and explains how to submit requests to ASBIS Africa for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAIA Act"). It also explains how to object to, or to correct personal information held by ASBIS Africa, in terms of paragraphs 23 and 24 of the Protection of Personal Information Act 4 of 2013 ("POPI Act").

Section 51(1) of the Act provides that within six months after the commencement of this section, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies. In this context, a "private body" is defined as any natural person who carries or has carried on any trade, business or profession, but only in such capacity or any partnership, which carries or has carried on any trade, business or profession or any former or existing juristic person (e.g., any company, close corporation or business trust). ASBIS Africa falls within the definition of a "private body" and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance. Accordingly, this manual provides a reference to the records held by ASBIS Africa and the process that needs to be adopted to access such records.

If you are accessing this Manual on our website, you can also get a copy from our Information Officer by writing to the address in section 4 or emailing the Information Officer directly.

All requests for access to information (other than information that is available to the public) must be addressed to the Head of the Business named in section 4 of this Manual.

### 3. ABOUT ASBIS AFRICA (PTY) LTD.

ASBIS Africa (PTY) Ltd. is part of the ASBIS Group, one of the leading distributors of Information & Communications Technology in EMEA markets and a creator of custom business solutions and consumer electronics for the public.

We are committed to transparency, accountability, and the responsible management of information. As part of our commitment to good governance, we comply with the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA).

### 4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ASBIS AFRICA (PTY) LIMITED.

#### Information Officer:

**Name:** Tsepo Mathebula  
**Tel:** +27606541386  
**Email:** t.mathebula@asbis.africa

#### Access to information general contacts

**Email:** [t.mathebula@asbis.africa](mailto:t.mathebula@asbis.africa)

#### National or Head Office:

**Postal Address:** Unit 7 Gosforth Business Park,  
Corner of Van Riebeeck Road & Silverstone St,  
Gosforth Park,  
Germiston, 1401

**Physical Address:** Unit 7 Gosforth Business Park,  
Corner of Van Riebeeck Road & Silverstone St,  
Gosforth Park,  
Germiston,  
1401

**Telephone:** +27 010 824 6960  
**Email:** t.mathebula@asbis.africa  
**Website:** [www.asbis.co.za](http://www.asbis.co.za)

### 5. PAIA RESOURCES AND ACCESS TO THIS GUIDE

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

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

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. A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

The Guide can also be obtained:

- upon request to the Information Officer,
- from the website of the Regulator.

### **The Information Regulator (South Africa)**

**Postal Address:** PO Box 31533, Braamfontein, 2017

**Street Address:** Woodmead North Office Park,  
54 Maxwell Drive,  
Woodmead,  
Johannesburg, 2191

Website: <https://infoeregulator.org.za/>

POPIA complaints: [POPIAComplaints@infoeregulator.org.za](mailto:POPIAComplaints@infoeregulator.org.za)

PAIA complaints: [PAIAComplaints@infoeregulator.org.za](mailto:PAIAComplaints@infoeregulator.org.za)

## **6. THE ASSISTANCE AVAILABLE FROM THE REGULATOR IN TERMS OF PAIA AND POPIA.**

All remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging:

- an internal appeal.
- a complaint to the Regulator.
- and an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body; the provisions of sections 5 and 516 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual.
- the provisions of sections 157 and 528 providing for the voluntary disclosure of categories of records by a public body and private body, respectively.
- the notices issued in terms of sections 229 and 5410 regarding fees to be paid in relation to requests for access; and
- the regulations made in terms of section 9211.

## **7. THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

PAIA is South Africa's legislation that promotes transparency and access to information held by public and private bodies. Its primary objectives are to foster a culture of openness, accountability and democracy by granting individuals and entities the right to access information.

PAIA grants individuals and entities the right to request access to records held by private and public bodies. These records can include documents, reports, data, and other forms of information. ASBIS Africa is committed to complying with PAIA and providing access to information in a responsible and transparent manner.

## 8. ASBIS AFRICA RECORDS AVAILABLE IN TERMS OF PAIA

Department	Data Subject Type	Processing Purpose	Personal Information Category
Marketing	Customers / Clients	<b>Promotions, Launches, Event Invitations</b>	Company Name
		<b>Lawful basis:</b> S11 - We have the data subject's consent.	Email address
Marketing	Major Retailers	<b>Promotions, Launches, Event Invitations</b>	Name, together with other identifying information
		<b>Retention Period:</b> Until consent withdrawn	Physical address
Marketing	Major Retailers	<b>Promotions, Launches, Event Invitations</b>	Telephone number
		<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party.	Company Name
Customer Service	Customers / Clients	<b>Promotions, Launches, Event Invitations</b>	Email address
		<b>Lawful basis:</b> S11 - We have the data subject's consent.	Identification Number
Customer Service	Customers / Clients	<b>Customer sales, service and support</b>	Name, together with other identifying information
		<b>Retention Period:</b> Until consent withdrawn	Physical address
Customer Service	Customers / Clients	<b>Account Creation</b>	Telephone number
		<b>Lawful basis:</b> S11 - We have the data subject's consent.	Email address
Customer Service	Customers / Clients	<b>Account Creation</b>	Physical address
		<b>Retention Period:</b> Until consent withdrawn	<b>Special Personal Information:</b> Biometric information
Customer Service	Customers / Clients	<b>Account Creation</b>	<b>Lawful basis:</b> S33 - We comply with provisions concerning a data subject's criminal behaviour or biometric information
		<b>Retention Period:</b> Until consent withdrawn	

Department	Data Subject Type	Processing Purpose	Personal Information Category
Information Technology	Employees	<b>Employee monitoring</b> <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party. <b>Retention Period:</b> Until contract completed	Email address Name, together with other identifying information Telephone number
	Employees	<b>Site management and security</b> <b>Lawful basis:</b> S11 - It protects a legitimate interest of the data subject. <b>Retention Period:</b> Until no longer needed for purposes of data subject's access.	Special Personal Information: Biometric information <b>Lawful basis:</b> S33 - We comply with provisions concerning a data subject's criminal behaviour or biometric information
Information Technology	Employees	<b>Account Creation</b> <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party. <b>Retention Period:</b> Until no longer needed for purposes of data subject's access	Name, together with other identifying information Online identifier Telephone number Email address <b>Special Personal Information:</b> Biometric information <b>Lawful basis</b> S33 - We comply with provisions concerning a data subject's criminal behaviour or biometric information
Finance	Suppliers	<b>Payment Processing</b> <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party. <b>Retention Period:</b> Until tax or other legal retention period expires	Certificate of Incorporation Certificate of Vat Company Name Confidential Correspondence Email address Financial & banking details Location information

Department	Data Subject Type	Processing Purpose	Personal Information Category
Finance	Customers / Clients	<b>Payment Processing</b>  <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party.  <b>Retention Period:</b> Until contract completed	Name, together with other identifying information Physical address Signature Telephone number
			Certificate of Incorporation Certificate of Vat Company Name Confidential Correspondence Email address Financial & banking details Location information Name, together with other identifying information Physical address Signature Telephone number
Finance	Employees	<b>Employment and performance management</b>  <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party.  <b>Retention Period:</b> Until tax or other legal retention period expires	Personal Information Category Confidential Correspondence Education history Email address Employment history Financial & banking details Identification Number Job Title Location information Name, together with other identifying information Passport Number Physical address Signature Telephone number <b>Special Personal Information:</b>



Department	Data Subject Type	Processing Purpose	Personal Information Category
Finance			Race or ethnic origin <b>Lawful basis:</b> S29 - We comply with provisions concerning a data subject's race or ethnic origin
	<b>Service Providers</b>	<b>Operational Services</b>  Lawful basis: S11 - To conclude or perform a contract to which the data subject is party.  <b>Retention Period:</b> Until tax or other legal retention period expires	Certificate of Incorporation Certificate of Vat Company Name Confidential Correspondence Email address Financial & banking details Location information Name, together with other identifying information Physical address Signature Telephone number
	<b>Prospective Customers</b>	<b>Sales</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Company Name Email address Identification Number Location information Name, together with other identifying information Physical address Telephone number Job Title Signature Passport Number Certificate of Incorporation Certificate of Vat
<b>Sales - Regional</b>	<b>Customers / Clients</b>	<b>Sales</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b>	Company Name Email address Job Title Name, together with other identifying information

Department	Data Subject Type	Processing Purpose	Personal Information Category
Sales - Independent Channel	Prospective Customers	Until consent withdrawn	Physical address Signature Telephone number
		<b>Customer sales, service and support</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Company Name Email address Job Title Name, together with other identifying information Physical address Telephone number
Sales - Mass Retail	Customers / Clients	<b>Customer sales, service and support</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Company Name Email address Job Title Physical address Telephone number
Sales - Mass Retail	Prospective Customers	<b>Sales - Mass Retail</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Email address Name, together with other identifying information Physical address Telephone number Company Name
Sales - Retail	Customers / Clients	<b>Sales</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Company Name Email address Job Title Name, together with other identifying information Physical address Telephone number
Sales - Retail	Prospective Customers	<b>Sales</b> <b>Lawful basis:</b> S11 - We have the data subject's consent.	Company Name Email address Job Title

Department	Data Subject Type	Processing Purpose	Personal Information Category
Product Line Sales	Customers / Clients	<b>Retention Period:</b> Until consent withdrawn	Name, together with other identifying information Physical address Telephone number
		<b>Sales and Distribution</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Certificate of Incorporation Certificate of Vat Company Name Confidential Correspondence Email address Financial & banking details Location information Name, together with other identifying information Physical address Signature Telephone number
Product Line Sales	Prospective Customers	<b>Account Creation and Sales</b> <b>Lawful basis:</b> S11 - We have the data subject's consent. <b>Retention Period:</b> Until consent withdrawn	Certificate of Incorporation Certificate of Vat Company Name Confidential Correspondence Email address Financial & banking details Location information Name, together with other identifying information Physical address Signature Telephone number
Logistics	Employees	<b>Account Creation</b> <b>Lawful basis:</b> S11 - We have the competent person's consent. <b>Retention Period:</b> Until contract completed	Certificate of Vat Company Name Email address Financial & banking details Identification Number Job Title

Department	Data Subject Type	Processing Purpose	Personal Information Category
Human Resources			Location information Name, together with other identifying information Physical address Signature Telephone number
	<b>Employees</b>	<b>Employment and performance management</b>  <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party.  <b>Retention Period:</b> Until tax or other legal retention period expires.	Biometric Information Confidential Correspondence Education history Email address Employment history Financial & banking details Identification Number Job Title Location information Name, together with other identifying information Physical address Signature Telephone number  <b>Special Personal Information Category:</b> Disability  <b>Lawful basis:</b> S32 - We comply with provisions concerning a data subject's health or sex life.
Human Resources	<b>Employee</b>	<b>Payment Processing</b>  <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party.  <b>Retention Period:</b> Until tax or other legal retention period expires.	Confidential Correspondence Email address Financial & banking details Identification Number Job Title Location information Name, together with other identifying

Department	Data Subject Type	Processing Purpose	Personal Information Category
Human Resources			<p>information</p> <p>Physical address</p> <p>Tax Reference Number</p> <p>Telephone number</p> <p><b>Special Personal Information Category:</b></p> <p>Disability</p> <p><b>Lawful Basis:</b></p> <p>S32 - We comply with provisions concerning a data subject's health or sex life.</p> <p><b>Lawful Basis:</b></p> <p>Race or ethnic origin</p> <p>S29 - We comply with provisions concerning a data subject's race or ethnic origin</p>
	Employee	<p><b>Provident Fund</b></p> <p><b>Lawful basis:</b></p> <p>S11 - To conclude or perform a contract to which the data subject is party.</p> <p><b>Retention Period:</b></p> <p>Until tax or other legal retention period expires</p>	<p>Email address</p> <p>Financial &amp; banking details</p> <p>Identification Number</p> <p>Job Title</p> <p>Name, together with other identifying information</p> <p>Tax Reference Number</p> <p>Telephone number</p>
	Employee	<p><b>Medical Aid</b></p> <p><b>Lawful basis:</b></p> <p>S11 - To conclude or perform a contract to which the data subject is party.</p> <p><b>Retention Period:</b></p> <p>Until tax or other legal retention period expires.</p>	<p>Identification Number</p> <p>Name, together with other identifying information</p> <p><b>Special Personal Information Category</b></p> <p>Medical History</p> <p><b>Lawful basis:</b></p>

Department	Data Subject Type	Processing Purpose	Personal Information Category
Human Resources	Employee	<b>Psychometric Testing</b> <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party. <b>Retention Period:</b> Until tax or other legal retention period expires	S32 - We comply with provisions concerning a data subject's health or sex life Confidential Correspondence Email address Job Title Name, together with other identifying information
	Employee	<b>Statutory Reporting</b> <b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party. <b>Retention Period:</b> Until tax or other legal retention period expires.	Company Name Confidential Correspondence Email address Financial & banking details Identification Number Job Title Location information Name, together with other identifying information Physical address Signature Tax Reference Number Telephone number <b>Special Personal Information Category:</b> Disability <b>Lawful basis:</b> S32 - We comply with provisions concerning a data subject's health or sex life. Race or ethnic origin <b>Lawful basis:</b>

Department	Data Subject Type	Processing Purpose	Personal Information Category
<b>Human Resources</b>	<b>Prospective Employees</b>	<b>Psychometric Testing</b>  <b>Lawful basis:</b>  S11 - We have the data subject's consent.  <b>Retention Period:</b>  Until consent withdrawn.	S29 - We comply with provisions concerning a data subject's race or ethnic origin.  Email address  Identification Number  Name, together with other identifying Information.

## 9. DESCRIPTION OF THE RECORDS OF ASBIS AFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

APPLICABLE LEGISLATION	CATEGORY OF RECORDS
<b>BASIC CONDITIONS OF EMPLOYMENT ACT, 1997:</b>	Employment contracts and records
<b>BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) ACT, 2003:</b>	Ownership and equity records B-BBEE records
<b>COMPANIES ACT, 2008:</b>	Memorandum of Incorporation Financial records Director and officer information
<b>COMPANIES REGULATIONS, 2011:</b>	Financial records Corporate governance records
<b>CONSUMER PROTECTION ACT, 2008:</b>	Consumer complaints Contracts & terms and conditions of sale
<b>CUSTOMS AND EXCISE ACT, 1964:</b>	Import and Export documentation Customs declarations
<b>DATA PROTECTION AND PRIVACY LAWS: POPIA</b>	Data protection policies and procedures
<b>EMPLOYMENT EQUITY ACT, 1998:</b>	Equity plans and reports Employee demographic profiles
<b>EXPORT CONTROL REGULATIONS:</b>	Export and import records, licenses and permits
<b>FINANCIAL SECTOR REGULATION ACT, 2017:</b>	Financial sector regulation compliance records
<b>INCOME TAX ACT, 1962:</b>	Financial records Employment records Tax returns and supporting documents Tax clearance certificates
<b>LABOUR RELATIONS ACT, 1995:</b>	Employment contracts and employee records
<b>NATIONAL CREDIT ACT, 2005:</b>	Consumer credit agreement and payment records

APPLICABLE LEGISLATION	CATEGORY OF RECORDS
<b>OCCUPATIONAL HEALTH AND SAFETY ACT, 1993:</b>	Health and safety policies Incident and accident reports
<b>SKILLS DEVELOPMENT ACT, 1998:</b>	Skills development plans and skills training records
<b>VALUE-ADDED TAX (VAT) ACT, 1991:</b>	Vat related Financial records
<b>LOCAL GOVERNMENT REGULATIONS:</b>	
<b>ENVIRONMENTAL LAWS AND REGULATIONS:</b>	
<b>INTELLECTUAL PROPERTY LAWS:</b>	

## 10. HOW TO REQUEST ACCESS TO RECORDS (PRIVATE BODY)

1. Complete Form 2 (Regulation 7) and submit it to the Information Officer / Deputy Information Officer using the contact details in section 3. If a requester is unable to complete the form due to illiteracy or disability, the IO must assist to complete Form 2 on the requester's behalf. (See Annexure A of this document)
2. Attach proof of identity and, if applicable, authority to act on behalf of another person or entity.
3. Pay the prescribed request fee of R140 (unless exempt in terms of section 54(1) of PAIA for a personal requester). You will be advised of any additional access fee for reproduction, search and preparation, postage or electronic transfer (see Annexure A: Fees).
4. Decision period: You will receive a written outcome (Form 3) as soon as reasonably possible, but within 30 days of receiving a complete request (and payment of the request fee, where applicable). The period may be extended once for up to a further 30 days in the circumstances allowed by PAIA (e.g. large volume, off-site search, consultations).
5. If access is granted, the record will be made available in the form requested where reasonable. Access will be given after payment of the applicable access fee.
6. If your request is refused or deemed refused, you may lodge a complaint with the Information Regulator using Form 5 (see section 4.3 for contact details).

### Grounds For Refusal

- Mandatory protection of privacy of third parties (including personal information).
- Mandatory protection of confidential information of third parties or the private body (trade secrets, commercial information).
- Mandatory protection of safety of individuals and property; law-enforcement records; legal privilege.
- Protection of research information; records containing security measures.
- Severability applies – disclosable parts of a record must be provided where possible.



## 11. PROCESSING OF PERSONAL INFORMATION

ASBIS Africa do not currently process Personal Information.

## 12. SHARING OF PERSONAL INFORMATION

We disclose personal information to the following recipients:

Category of Recipient	Type	Category	Country
Collection and Delivery Service	Responsible Party	Couriers	South Africa
Security	Responsible Party	Security Service Provider	South Africa
Shipping	Responsible Party	Freight Forwarders	South Africa
Benefit Service Provider	Responsible Party	Broker	South Africa
Software Provider	Responsible Party	Software Vendor	South Africa
SARS, Department of Labour and Sita Registration Authority	Responsible Party	Government	South Africa

## 13. TRANSBORDER FLOW OF PERSONAL INFORMATION

Some personal information may be stored in the cloud outside of the Republic of South Africa and on the servers of the ASBIS Group.

Countries to which we transfer your data may not have the same data protection laws as your jurisdiction. We take reasonable cyber security measures and/or apply standard contractual clauses (e.g., Standard Clauses, Data Processing Agreement) to ensure that your data is adequately protected.

## 14. SECURITY MEASURES

Through regular risk assessment, we can identify security measures necessary to secure the confidentiality and integrity of processing of personal information.

## 15. AVAILABILITY OF THE MANUAL

A copy of the Manual is available-

- on [www.asbis.co.za](http://www.asbis.co.za).
- At ASBIS Africa head office for public inspection during normal business hours.
- to any person upon request and upon the payment of a reasonable prescribed fee.
- to the Information Regulator upon request.

A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## 16. UPDATING OF THE MANUAL

The head of ASBIS Africa will on a regular basis update this manual.

Issued by

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Tsepo Mathebula

Financial Manager ASBIS Africa (PTY) Limited.

## **17. ANNEXURE A**

## 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 (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

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Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<b>PARTICULARS OF RECORD REQUESTED</b> <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			
<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
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 (Mark the applicable box with an "X")	
Printed copy of record (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 record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

  

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record 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)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (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)	

  

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

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

\_\_\_\_\_  
Signature of Requester / person on whose behalf request is made

**FOR OFFICIAL USE**

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
Signature of Information Officer