

# PROMOTION OF ACCESS TO INFORMATION MANUAL

## Oceana Group Limited

Oceana House  
25 Jan Smuts Street  
Foreshore  
8001



<b>MANUAL NAME</b>	PROMOTION OF ACCESS TO INFORMATION MANUAL				<b>MANUAL NO.</b>	1
<b>EFFECTIVE DATE</b>	January 2022	<b>DATE OF LAST REVISION</b>	NEW	<b>VERSION NO.</b>	1	
<b>POLICY OWNER</b>	Jillian Marais	<b>CONTACT INFORMATION</b>	<a href="mailto:jillian.marais@oceana.co.za">jillian.marais@oceana.co.za</a> +27 21 410 1411			
<b>APPLIES TO</b>						
<b>BOARD MEMBERS</b>	x	<b>EXCO</b>	x	<b>PERMANENT EMPLOYEES</b>	x	
<b>TEMPORARY EMPLOYEES</b>	x	<b>VISITORS</b>	x	<b>CONTRACTORS</b>	x	

### SUMMARY OF CHANGES TO CURRENT REVISION:

NO.	DESCRIPTION OF CHANGES
1	New PAIA manual

### DOCUMENT APPROVAL LIST:

NAME	POSITION	SIGNATURE	DATE
Jillian Marais	Group Executive: Risk and Compliance		4 May 2022
Karen-Dawn Koen	Executive: Sustainability and Compliance		04 May 2022

### INTRODUCTION

The PAIA Manual ("PAIA Manual" or "Manual") is compiled in terms of Section 51 of The Promotion of Access to Information Act no.2 of 2000 ("PAIA").

The PAIA came into operation on 9 March 2001, which among other things: seeks to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights; sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual; obliges both public and private bodies to compile a PAIA manual, which PAIA manual sets out how a person, who is desirous of requesting certain information which he/she /it believes he/she/it has a right to, may go about requesting such information.

The Protection of Personal Information Act, 4 of 2013 ("POPIA"), which largely commenced on 1 July 2020, gives effect to a person's rights to privacy, including the rights to data privacy, and which Act, in accordance with this objective, describes and prescribes a series of conditions which must be met when personal information is processed and used by another person, which conditions establish the minimum requirements for the processing of personal information.

POPIA amends certain provisions of PAIA, balancing the need for access and to information against the need to ensure the protection of personal information. POPIA has established the office of the Information Regulator who will oversee and ensure that POPIA and PAIA are complied with by all persons, including individuals, and public and private entities in South Africa.

## PURPOSE

This Manual sets out how any person may go about:

- requesting information, including personal information, which they believe we hold and which they have a right to;
- which forms have to be completed by such person requesting the information;
- any fees and or deposits that may have to be paid before the requested information is provided, should we agree to provide the requested information;
- whether you may lodge a withdrawal, objection or complaint against the processing by us of personal information in terms of POPIA; or
- make or file a request for us to delete or destroy personal information in terms of POPIA.

## SCOPE

This Manual is compiled in accordance with section 51 of PAIA, as amended by POPIA and applies to all information held by Oceana Group Limited (Registration number: 1939/001730/06 and its subsidiary companies, joint ventures, trusts and affiliates. For purposes of this Manual, we refer to ourselves as “Oceana”, “we”, “us” or “our”.

## POLICY STATEMENT

Where a person is desirous of obtaining information from a private and / or private body, in terms of PAIA or POPIA, then such person must make a request for this by following the procedures and using the prescribed forms, described in this PAIA Manual. On receipt of the request, Oceana must decide if it is able or required to provide the requested information to the requester in accordance with the provisions of PAIA or POPIA.

## TERMS AND DEFINITIONS

TERM	DEFINITION
PAIA	Promotion of Access to Information Act no.2 of 2000.
POPIA	The Protection of Personal Information Act
Oceana	The Oceana Group Limited, its subsidiary companies, joint ventures, trusts and affiliates.

## REQUIREMENTS

### 1. Introduction

Oceana was incorporated in 1918 and is listed on the Johannesburg (JSE) and Namibian (NSX) stock exchanges. Oceana is a fishing company in Africa and a participant in the South African, Namibian and US fishing industries. Oceana’s fishing and production-related activities are conducted primarily through three operating divisions: Lucky Star; Daybrook Fisheries and Blue Continent Products. A fourth division, Commercial Cold Storage Logistics, provides refrigerated warehouse facilities with operations in South Africa and Namibia.

This structure creates value through economies of scale and efficiencies in terms of raw material and product volumes, use of vessels and production resources, market focus, risk management and growth opportunities. Oceana consists of several operating subsidiaries, associates and joint ventures, engaged in the catching, processing and procurement of various marine species, including pilchard, anchovy, redeye herring, Gulf menhaden, tuna, lobster, squid, horse mackerel and hake and also provides refrigerated warehouse facilities and logistical support services. In addition, the company also carries on the business of investing funds surplus to its immediate requirements and providing funding, administration and management services to subsidiaries.

### 2. Information that is automatically available without a PAIA request

This includes all information housed in the public area of our websites, that is automatically available and can be accessed by you, subject to our website disclaimer, without having to go through the formal PAIA request process.

Automatically available information includes: Annual Reports; Company Results; Interim Reports and Media Releases.

**3. Records kept in terms of the other legislation**

Oceana is subject to many laws and regulations, some of which require us to keep certain records. These laws are detailed under Annexure D. This list is not exhaustive.

**4. Categories of records which are available without request in terms of section 52(2) of PAIA**

At the time of this publication the Minister of Justice and Constitutional Development had not yet published any regulations under this section of PAIA.

**5. Subjects/categories of records that is not automatically available in terms of section 51(1)(e) of PAIA**

The following information and records identified by the headings and/or departments listed below, are not automatically available and a person has to request access to these records by completing a request of information using Annexure A attached.

**5.1. Companies Act and Trust Property Control Act Records**

- Documents of Incorporation;
- Memorandum of Incorporation;
- Trust Deeds;
- Minutes of Trustees, Board of Directors meetings and General Meetings;
- Written Resolutions;
- Records relating to the appointment of trustees /directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records

**5.2. Financial Records**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoice

**5.3. Income Tax Records**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;
- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

**5.4. Personnel Documents and Records**

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

**5.5. Other**

- Administration

- Information Technology
- Insurance
- Intellectual Property
- Movable and Immovable Property
- Operations
- Third Parties
- Medical and Health information

## 6. Information related to POPIA

In terms of POPIA we are required to provide you with a description of the personal information which we process and why it is processed, and how we may share this information with, which detail is described below:

6.1. **Personal information we process** - the type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only, which is done under our specific and detailed processing notices housed on our website. Below is a listing of the personal information that is processed by us, including the category of data subject that it belongs to. The information provided under this section refers to broad categories of information. This list is not exhaustive.

- Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
- Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.
- Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.
- Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

6.2. **Sharing of personal information** - we may supply personal information to the following potential recipients: management; employees; temporary staff; sub-contracted operators; stakeholders and shareholders; and other recipients in international organisations.

6.3. **Cross border exchanges** - we may disclose personal information we process to any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions. Personal information may also be disclosed where we have a legal duty or a legal right to do so. We will in this regard, endeavour to enter into written agreements to ensure that other parties comply with the POPIA and our confidentiality and privacy requirements.

6.4. **General description of information security measures** – Oceana employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include: firewalls; virus protection software and update protocols; logical and physical access control; secure setup of hardware and software making up our information technology infrastructure; and outsourced service providers who are contracted to implement security controls.

6.5. Any request for access to personal information as per the provisions of POPIA, must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 7 below.

6.6. You have the right to request the correction, deletion or destruction of your personal information, in the prescribed form, which form is available on our website. We have also attached the prescribed forms to this Manual for your convenience. See Annexure C.

6.7. You may object to the processing of your personal information in the prescribed form, which form is available on our website. We have also attached the prescribed forms to this Manual for your convenience. See Annexure C.

## 7. Request procedure

7.1. Any request for access to a record or to personal information in terms of PAIA or POPIA must be made using Annexure A or one which substantially corresponds with the form. A request for access to information which is not made using Annexure A or which does not comply with POPIA or PAIA will be rejected and returned to you.

7.2. POPIA provides that an owner of personal information (the data subject) may, upon proof of identity, ask Oceana to confirm or advise, free of charge, that it holds personal information which pertains or belongs to the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information, which latter request may be subject to a fee described below.

7.3. Section 54 of PAIA entitles Oceana to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in the Regulations promulgated under PAIA and POPIA. Where a decision to grant a request has been taken by Oceana, the record will not be disclosed until the necessary deposits and / or fees have been paid in full, where applicable. The fee payable will depend on the type of information requested. These fees are described under Annexure B.

#### **8. Access to health records or other records in terms of section 61 of PAIA**

- 8.1. For the purposes of this section, the term “relevant person” shall refer to the requester and /or the authorized person making a request on the persons behalf.
- 8.2. Requesters must stipulate in their request for information and/or what health information is required, understanding that information held by a medical practitioner must be obtained directly from him or her. No hospital can release information held by another party, or information that is protected by a medical practitioner /patient relationship.
- 8.3. The Information Officer, in terms of Section 50 of PAIA, may only grant a request for access to information and/or a record provided by a medical practitioner in his or her capacity as such, about the physical or mental health of the requester him /herself, or to authorised person making such a request on behalf of the person concerned.
- 8.4. The Information Officer may in terms of Section 61 (1) of PAIA, refuse access to information and/or records, if he or she is of the opinion that such disclosure would cause serious harm to the requester’s physical and/ or mental health.
- 8.5. Before the Information Officer allows, grants, or facilitates access to information and/or records, he or she may consult with the treating medical practitioner who, subject to Section 61(2) had been nominated by the relevant person.
- 8.6. If the relevant person is:
  - under the age of 16 years, a person having parental responsibilities for the relevant person, must make the nomination referred to in Section 61(1) of PAIA; and/or
  - incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.
- 8.7. If, after the being given access to the record concerned, the health practitioner consulted in terms of Section 61 (1) of PAIA is of the opinion that the disclosure of the record to the relevant person, would be likely to cause serious harm to the requester’s physical or mental health, or well-being, the Information Officer may only give access to the record if the requester proves to the satisfaction of the Information Officer that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person.
- 8.8. Before access to the information and/or record is so given to the requester, the person responsible for such counselling or arrangements must be given access to the information and/or record.
- 8.9. The Information Officer may also refuse access to the Information and/or records in terms of any other law.

#### **9. Prescribed fees**

- 9.1. Section 54 of PAIA entitles Oceana to levy a request fee where records are requested under PAIA.
- 9.2. No request fee may be charged where a data subject in terms of POPIA asks a responsible party to confirm whether the responsible party holds personal information about the data subject or not.
- 9.3. Where personal records must be produced or provided to a requester by Oceana in terms of either PAIA or POPIA, then certain prescribed fees may be levied by Oceana and such records will not be disclosed until the necessary deposits and / or fees have been paid in full, where applicable.
- 9.4. The fees payable will depend on the type of information requested. These fees are described under Annexure B.
- 9.5. Once a request is made, the information officer will send a receipt notice to the requester to pay the prescribed fee where applicable.
- 9.6. This prescribed fee must be paid before the request will be processed.
- 9.7. Payment of this fee is to be made as directed by the Information Officer.
- 9.8. The Information Officer will then decide in respect of the request and the requester will be notified of the decision on the required form.
- 9.9. If the request is granted then a further access fee may be payable for the search, reproduction and preparation of the record in a particular format as well as for any time, that has exceeded the prescribed hours, to search and in order prepare the record for disclosure (in terms of sec 54(6)) of PAIA).
- 9.10. Should the request be refused, the requester may lodge an application with the Information Regulator or with the court as per the provisions of POPIA or PAIA.

#### **10. Proof of identity**

When requesting records or information under PAIA or POPIA, you will be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

#### **11. Timelines for consideration of a request for access**

Requests will be processed within 30 (thirty) days, from date of receipt thereof, unless the request contains considerations that are of such a nature that an extension of the time limit is needed. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary, which in most cases will be a further period of 30 (thirty) days.

#### **12. Grounds for refusal of access and protection of information**

- 12.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:
  - the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
  - the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
  - if disclosure would result in the breach of a duty of confidence owed to a third party;
  - if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;

- if the record was produced during legal proceedings, unless that legal privilege has been waived;
  - if the record contains trade secrets, financial or sensitive information or any information that would put Oceana at a disadvantage in negotiations or prejudice it in commercial competition; and/or
  - if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Oceana.
- 12.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 12.3. If the request for access to information affects a third party, then such third party must first be informed within 21 days of receipt of the request. The third party would then have a further 21 days to make representations and/or submissions regarding the granting of access to the record.

### 13. Remedies available to a requester on refusal of access

- 13.1. If the Information Officer decides to grant a requester access to the record, such access must be granted within 30 days of being informed of the decision.
- 13.2. Where the Information Officer declines any requester access to the record, such decision will be relayed to the requester. There is no internal appeal procedure.  
If you are not satisfied with the outcome you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.
- 13.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

### 14. Availability and updating of this manual

Copies of this Manual are available for inspection, free of charge, at the registered offices of Oceana. To assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in 6 South African official languages at reception.

Address Details - Head Office:  
7th Floor, Oceana House,  
25 Jan Smuts Street Foreshore,  
Cape Town,  
8001  
PO Box 7206, Roggebaai, 8012  
Contact Details  
General information:  
Switchboard Tel: 021 410 1453  
International: +27 21 410 1453

We reserve the right to amend or update this Manual without notice if it is required. This will be reflected in the version number.

## CONTACT DETAILS

### Our details are as follows:

Address Details - Head Office:  
7th Floor, Oceana House,  
25 Jan Smuts Street Foreshore,  
Cape Town,  
8001  
PO Box 7206, Roggebaai, 8012  
Contact Details  
General information:  
Switchboard Tel: 021 410 1453  
International: +27 21 410 1453

### Information Officer details:

Mrs Jillian Marais (Group Executive: Compliance & Risk)  
Postal address: PO Box 7206, Roggebaai, 8012  
Street address: 9th Floor, Oceana House, 25 Jan Smuts Street, Foreshore, Cape Town, 8001  
Telephone number: 021 410 1400  
Fax number: 021 419 5979  
E-mail address of authorised body: [informationofficer@oceana.co.za](mailto:informationofficer@oceana.co.za)

Website: <https://www.oceana.co.za/>

**If you have any queries, or need a copy of the PAIA Guide, please contact the Information Regulator directly at:**

The Information Regulator (South Africa)  
JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017  
General enquiries: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za).

## EXCEPTIONS

Describe exceptions here

None

## RELATED POLICIES AND OTHER REFERENCES

Protection of Personal Information Act (POPIA)

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Information Officer / Group Executive: Risk and Compliance	PAIA manual owner
Deputy Information Officer / Executive: Compliance and Sustainability	Ensure correct application of manual.

## CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
Information Officer / Group Executive: Risk and Compliance	Jillian Marais	+27 21 410 1411	<a href="mailto:jillian.marais@oceana.co.za">jillian.marais@oceana.co.za</a>
Deputy Information Officer / Executive: Compliance and Sustainability	Karen-Dawn Koen	+27 21 410 1475	<a href="mailto:karendawn.koen@oceana.co.za">karendawn.koen@oceana.co.za</a>

## VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Jillian Marais	March 2022	New manual	Nabeelah Edwards

## LEGAL COMMENTS

None

## ADDITIONAL NOTES

None

**ANNEXURE A**  
**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.	
<b>TO:</b>	
The information officer	
.....	
.....	
.....	
.....	
(Address)	.....
E-mail address:	.....
Fax number:	.....
Mark with an "X"	
<input type="checkbox"/>	Request is made in my own name
<input type="checkbox"/>	Request is made on behalf of another person.

<b>PERSONAL INFORMATION</b>			
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:		

<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.</i>	
<i>(If the provided space is inadequate, please continue 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**  
*(Mark the applicable box with an "X")*

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	

<b>FORM OF ACCESS</b> (Mark the applicable box with an "X")	
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	

<b>MANNER OF ACCESS</b> (Mark the applicable box with an "X")	
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	
Preferred language: ( <i>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</i> )	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <i>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.</i>	
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) A request fee must be paid before the request will be considered.	
b) You will be notified of the amount of the access fee to be paid.	
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:	

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**

Reference number:	
Request received by: ( <i>state rank, name and surname of information officer</i> )	
Date received:	
Access fees:	
Deposit (if any):	

.....  
*Signature of information officer*

## ANNEXURE B

## FEES

**Fees in Respect of Private Bodies**

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (iii)Flash drive (to be provided by requester) (iv)Compact disc •If provided by requester •If provided to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (v)Flash drive (to be provided by requester) (vi)Compact disc •If provided by requester •If provided to the requester	R40.00 R40.00 R60.00
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. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.”.

**ANNEXURE C**

**POPIA FORMS**

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION**

IN TERMS OF SECTION 11(3) OF POPIA REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018  
[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/designated person*

**FORM 2 - REQUEST FOR CORRECTION DELETION**

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)  
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018  
[Regulation 3]

**Note:**

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
	Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.
<b>A</b>	<b>DETAILS OF THE DATA SUBJECT</b>
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. (Please provide detailed reasons for the request)</b>

Signed at ..... this ..... day of .....20.....

.....  
Signature of data subject/ designated person

## ANNEXURE D

### RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION

Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006 (Science)  
Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (Transport)  
Advertising on Roads and Ribbon Development Act 2 of 1940 (Environment and Conservation)  
Alienation of Land Act 68 of 1981 (Contract and Delict)  
Apportionment of Damages Act 34 of 1956 (Contract and Delict)  
Arbitration Act 42 of 1965 (Procedural Law)  
Auditing Profession Act 26 of 2005 (Professions)  
Basic Conditions of Employment Act 75 of 1997 (Labour)  
Bills of Exchange Act 34 of 1964 (Commercial Law)  
Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)  
Broadcasting Act 4 of 1999 (Communication)  
Business Names Act 27 of 1960 (Commercial Law)  
Carriage of Goods by Sea Act, 1986 (Marine)  
Companies Act 61 of 1973 (Corporate Law)  
Companies Act 71 of 2008 (Corporate Law)  
Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)  
Competition Act 89 of 1998 (Commercial Law)  
Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)  
Consumer Protection Act 68 of 2008 (Commercial Law)  
Conventional Penalties Act 15 of 1962 (Contract and Delict)  
Copyright Act 98 of 1978 (Commercial Law)  
Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)  
Council for Medical Schemes Levies Act 58 of 2000 (Health)  
Counterfeit Goods Act 37 of 1997 (Commercial Law)  
Criminal Procedure Act 51 of 1977 (Procedural Law)  
Customs and Excise Act 91 of 1964 (Revenue)  
Debt Collectors Act 114 of 1998 (Legal Administration)  
Designs Act 195 of 1993 (Commercial Law)  
Electronic Communications Act 36 of 2005 (Communication)  
Electronic Communications and Transactions Act 25 of 2002 (Communications)  
Employment Equity Act 55 of 1998 (Labour)  
Environment Conservation Act 73 of 1989 (Environment and Conservation)  
Financial Intelligence Centre Act 38 of 2001 (Criminal Law)  
Formalities in respect of Leases of Land Act 18 of 1969 (Contract and Delict)  
Hazardous Substances Act 15 of 1973 (Health)  
Health Act 63 of 1977 (Health)  
Identification Act 68 of 1997 (Citizenship)  
Immigration Act 13 of 2002 (Citizenship)  
Immovable Property (Removal or Modification of Restrictions) Act 4 of 1965 (Estates)  
Import and Export Control Act 45 of 1963 (Commercial Law)  
Income Tax Act 58 of 1962 (Income Tax)  
Insolvency Act 24 of 1936 (Estates)  
Institution of Legal Proceedings against certain Organs of State Act 40 of 2002 (Procedural Law)  
Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)  
Labour Relations Act 66 of 1995 (Labour)  
Long-term Insurance Act 52 of 1998 (Financial Institutions and Insurance)  
Merchant Shipping Act, 1951 (Marine)  
Marine Traffic Act, 1981 (Marine)  
Marine Pollution (Control and Civil Liability) Act, 1981 (Marine)  
Maritime Zones Act, 1994 (Marine)  
Measurement Units and Measurement Standards Act 18 of 2006 (Science)  
Medical Schemes Act 131 of 1998 (Health)  
Merchandise Marks Act 17 of 1941 (Commercial Law)  
National Credit Act 34 of 2005 (Contract and Delict)  
National Environmental Management Act 107 of 1998 (Environment and Conservation)  
National Environmental Management: Air Quality Act 39 of 2004 (Environment and Conservation)  
National Environmental Management: Waste Act 59 of 2008 (Environment and Conservation)  
National Health Act 61 of 2003 (Health)  
National Railway Safety Regulator Act 16 of 2002 (Transport)  
National Roads Act 54 of 1971 (Transport)  
National Road Safety Act 9 of 1972 (Transport)  
National Road Traffic Act 93 of 1996 (Transport)  
National Water Act 36 of 1998 (Resources)  
Occupational Health and Safety Act 85 of 1993 (Labour)  
Patents Act 57 of 1978 (Commercial Law)  
Pension Funds Act 24 of 1956 (Welfare and Pensions)  
Prescription Act 68 of 1969 (Procedural Law)  
Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)  
Private Security Industry Regulation Act 56 of 2001 (Professions)

Promotion of Access to Information Act 2 of 2000 (Constitutional Law)  
Protection of Businesses Act 99 of 1978 (Commercial Law)  
Regulation of Interception of Communication and Provision of Communications- Related Information Act 70 of 2002 (Communication)  
Road Traffic Act 29 of 1989 (Transport)  
SAMSA Act, 1998 (Marine)  
SAMSA Levies Act, 1998 (Marine)  
Ship Registration Act, 1998 (Marine)  
South African Maritime Safety Authority Act, 1998 (Marine)  
Short-term Insurance Act 53 of 1998 (Financial Institutions and Insurance)  
Skills Development Act 97 of 1998 (Labour)  
Skills Development Levies Act 9 of 1999 (Labour)  
South African Passports and Travel Documents Act (Citizenship)  
Standards Act 8 of 2008 (Science)  
The South African National Roads Agency Limited and Roads Act 7 of 1998 (Transport)  
Tobacco Products Control Act 83 of 1993 (Health)  
Trade Marks Act 94 of 1993 (Commercial Law)  
Trade Metrology Act 77 of 1973 (Science)  
Trade Practices Act 76 of 1976 (Commercial Law)  
Transfer Duty Act 40 of 1949 (Revenue)  
Unemployment Insurance Act 63 of 2001 (Labour)  
Unemployment Insurance Contributions Act 4 of 2002 (Labour)  
Value-Added Tax Act 89 of 1991 (Revenue)  
Water Services Act 108 of 1997 (Resources)  
Wreck and Salvage Act, 1996 (Marine)