

MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000, AS AMENDED

FOR

COMPLETE HAIRDRESSING SUPPLIES (PTY) LTD

1988/001080/07

Hereinafter referred to collectively as “**Complete Supplies**”.

### 1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act No. 2 of 2000, as amended, (**“the PAIA”**) was enacted pursuant to section 32(2) of the Constitution of the Republic of South Africa 108 of 1996, as amended (**“the Constitution”**). This section of the Constitution provides that any person has a right to gain access to any information held by a public or private body.
- 1.2 Pursuant to the PAIA, if a person (**“the Requester”**) requests any recorded information (**“Record”**) from a juristic person, then he/she/it is required to show that –
  - 1.2.1 the Record is required for the exercise or protection of a right;
  - 1.2.2 he/she/it complies with the procedural requirements for requesting access to the Record; and
  - 1.2.3 access to the Record is not refused on any ground for refusal contemplated in Chapter 4 of Part 3 of the PAIA.
- 1.3 The PAIA, in Chapter 4 of Part 3, recognises that the right of access to information should be subject to justifiable limitations aimed at *inter alia* the mandatory protection of –
  - 1.3.1 the privacy of a third party (who is a natural person);
  - 1.3.2 the commercial information of a third party;
  - 1.3.3 certain confidential information of a third party;
  - 1.3.4 the safety of individuals and the protection of property;
  - 1.3.5 Records privileged for production in legal proceedings; and
  - 1.3.6 the commercial information of a juristic person, that is a Private Body (refer definition below).
- 1.4 Pursuant to the PAIA, above limitations must be applied in a manner that balances the right of access to information with any other rights, including the rights contained in the Constitution.
- 1.5 The PAIA provides that a Private Body and a Public Body must compile a manual that provides information on both the types and categories of Records held by such body. Pursuant to the PAIA, a **“Private Body”** includes any former or existing juristic person but excludes a Public Body. A **“Public Body”**, on the other hand, includes and department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government.

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- 1.6 Complete Supplies is a Private Body. In compliance with section 51 of the PAIA, this document serves as “**the PAIA Manual**” for Complete Supplies. The PAIA Manual provides information on Records held by Complete Supplies and the process which must be followed to request access to such Records.
- 1.7 Although the PAIA Manual attempts to describe certain salient features of the PAIA as they apply to Complete Supplies, it makes no representations and gives no warranties as to the accuracy or completeness thereof. The Requester, who wishes to obtain access to a Record or Records held by Complete Supplies should obtain independent legal advice in respect of his/her/its rights and obligations under and in terms of the PAIA.
- 1.8 Any other capitalized terms shall have the same meaning as ascribed to them in the PAIA.

## 2. CONTACT DETAILS

### 2.1 Information Officer

Name: SOLENTé LOCLEY  
Telephone: 011 791 3391  
Email: [solente@carltonw.co.za](mailto:solente@carltonw.co.za)

### 2.2 General information

Complete Supplies business address: 112 Greenway  
Greenside  
Johannesburg  
2193

Complete Supplies warehouse address: 14 Inospace Tungsten Works  
5 CR Swart Street  
Strijdom Park  
Johannesburg  
2196

Complete Supplies email: [solente@carltonw.co.za](mailto:solente@carltonw.co.za)  
Complete website: <https://completehairdressingsupplies.co.za>

## 3. GUIDE TO THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

- 3.1 In terms of section 10 of the PAIA, the South African Human Rights Commission (“**the SAHRC**”) is required to compile, in each official language a guide to the PAIA, to assist people in exercising their rights under the PAIA.

3.2 The coming into effect of the Protection of Private Information Act No. 4 of 2013 (“**the POPIA**”) on 30 June 2021 and in particular, sections 110 and 114(4) thereof, amended the PAIA and initiated a process of transferring functions from the SAHRC to the Information Regulator (“**the Regulator**”). The Regulator was established pursuant to section 39 of the POPI PAIA. More information about the Regulator and its contact details can be found at <https://infoeregulator.org.za/>.

3.3 A guide on how to use the PAIA (“**the PAIA Guide**”) can now be found on the Information Regulators website, at –  
[https://infoeregulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English\\_20210905.pdf](https://infoeregulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf)

#### 4. CATEGORIES OF INFORMATION AVAILABLE WITHOUT REQUEST

4.1 To date, no notice in terms of section 52(2) of the PAIA regarding categories of records of Complete Supplies, which are available without request, has been published. Information about Complete Supplies is accessible at <https://completehairdressingsupplies.co.za>, without request.

4.2 In addition to information available on the website, any Records that Complete Supplies may be required to make available pursuant to the Companies Act No. 71 of 2008 (“**the Companies Act**”), shall be made available for inspection by interested parties.

#### 5. CATEGORIES OF INFORMATION AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

5.1 Insofar as it may be applicable, Complete Supplies keeps Records to the extent required in terms of, *inter alia*, the following legislation -

5.1.1 the Basic Conditions of Employment Act of 1997;

5.1.2 the Companies Act;

5.1.3 the Compensation for Occupational Injuries and Diseases Act of 1993 (“**COIDA**”);

5.1.4 the Employment Equity Act of 1998;

5.1.5 the Financial Intelligence Centre Act of 2001;

5.1.6 the Income Tax Act of 1962;

5.1.7 the Insolvency Act of 1936;

5.1.8 the Labour Relations Act of 1995;

5.1.9 the Medical Schemes Act of 1998;

- 5.1.10 the National Credit Act of 2005;
  - 5.1.11 the National Environmental Management Act of 1998;
  - 5.1.12 the National Water Act of 1998;
  - 5.1.13 the Occupational Health and Safety Act of 1993;
  - 5.1.14 the Pension Funds Act of 1956;
  - 5.1.15 the Prevention and Combatting of Corrupt Activities Act 2004;
  - 5.1.16 the Prevention of Organised Crime Act of 1998;
  - 5.1.17 the POPIA
  - 5.1.18 the Skills Development Act of 1998;
  - 5.1.19 the Skills Development Levies Act of 1999 (“**SDL**”);
  - 5.1.20 the Unemployment Contributions Act of 2002 (“**UIF**”);
  - 5.1.21 the Unemployment Insurance Act of 2001;
  - 5.1.22 the Value-Added-Tax Act of 1991 (“**VAT**”); and
  - 5.1.23 the Waste Act of 2008.
- 5.2 The legislation referred to above is not exhaustive. Records held by the Complete Supplies pursuant to any legislation will be made available in terms of the provisions such legislation, but without prejudice to the provisions of the PAIA.

## **6. SUBJECTS AND CATEGORIES OF THE RECORDS HELD**

- 6.1 This section serves as a reference in relation to the records held by Complete Supplies to facilitate a request in terms of the PAIA.
- 6.2 The information is classified and grouped according to Records relating to the subjects and categories set out below.
- 6.3 Human Resources**
- 6.3.1 payroll records;
  - 6.3.2 personnel information;
  - 6.3.3 archival administration documentation and correspondence;

- 6.3.4 employment equity reports;
- 6.3.5 general terms of employment;
- 6.3.6 letters of employment;
- 6.3.7 leave records;
- 6.3.8 PAYE records and returns;
- 6.3.9 policies and procedures;
- 6.3.10 service provider agreements;
- 6.3.11 COIDA returns;
- 6.3.12 UIF returns; and
- 6.3.13 SDL returns.

#### **6.4 Finance and Administration**

- 6.4.1 audit reports;
- 6.4.2 accounting records;
- 6.4.3 asset registers;
- 6.4.4 annual financial statements;
- 6.4.5 archival administration documentation and correspondence;
- 6.4.6 service provider agreements;
- 6.4.7 banking records;
- 6.4.8 invoices and statements;
- 6.4.9 management reports;
- 6.4.10 tax records and returns;
- 6.4.11 South African Reserve Bank returns;
- 6.4.12 Regional Services Levies records;
- 6.4.13 SDL records;
- 6.4.14 UIF records;
- 6.4.15 COIDA records;

6.4.16 VAT records; and

6.4.17 documents issued to employees for income tax purposes (i.e., IRP5s);

### 6.5 Information management and technology

6.5.1 service provider agreements;

6.5.2 equipment registers; and

6.5.3 policies, procedures, and guidelines.

### 6.6 Operations

6.6.1 access control records;

6.6.2 service provider agreements;

6.6.3 archival administration documentation and correspondence;

6.6.4 patent and trade mark documentation;

6.6.5 insurance documentation; and

6.6.6 vehicle registration documentation.

### 6.7 Secretarial

6.7.1 memorandum of incorporation;

6.7.2 minutes of meetings of the Board of Directors;

6.7.3 minutes of meetings of shareholders;

6.7.4 annual reports;

6.7.5 share registers;

6.7.6 share certificates;

6.7.7 statutory returns to relevant authorities;

6.7.8 records relating to the appointment of:

6.7.8.1 directors;

6.7.8.2 auditors; and

6.7.9 other information required by the Companies Act.

### 6.8 Personal Information

Personal Information as defined in the PAIA and the POPIA.

### 6.9 Third party records

6.9.1 Personnel, customer, supplier and other Records that are held by a third party.

6.9.2 Records held by Complete Supplies relating to third parties, including without limitation, correspondence, contractual Records, Records provided to Complete Supplies by third parties, and Records third parties have provided about Complete Supplies.

## 7. REQUEST PROCEDURE

7.1 Records held by Complete Supplies may be accessed upon request, once the Requester has complied with all the procedural requirements contained in the PAIA, relating to the request for access to information.

7.2 Complete Supplies is not obliged to automatically grant access to any information, and the Requester must comply with the requirements for requesting access in terms of the PAIA, including the payment of a request and access fee.

7.3 The Requester must complete the prescribed form **Form 2** (attached hereto) and submit it to Complete Supplies' Information Officer at the email address stipulated above, together with proof of payment of the request fee and a deposit.

7.4 Appendix A must contain sufficient detail to enable the Information Officer to identify –

7.4.1 the Record(s) requested;

7.4.2 the identity of the Requester;

7.4.3 what form of access is required, if the request is granted; and

7.4.4 the email address and/or telephone number of the Requester.

7.5 The Requester must state that he/she/it requires the Record(s) to exercise or protect a right, and clearly state the nature of the right in question. In addition, the Requester must clearly specify why the Record(s) are necessary to exercise or protect such right.

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- 7.6 Complete Supplies will endeavour to process the request within thirty (30) days.
- 7.7 The Requester will be informed in writing as to whether his/her/its request is granted or refused. If, in addition to a written reply, the Requester wishes to be informed of the decision in any other manner, he/she/it must state the manner and necessary particulars to be so informed.
- 7.8 If a request is made on behalf of another person, the Requester must submit proof of the capacity in which he/she/it is making the request to the reasonable satisfaction of the Information Officer.
- 7.9 If the Requester is unable to complete the prescribed form because of illiteracy or disability, he/she may make the request verbally.
- 7.10 The Requester must pay the prescribed fee before any further processing of the request can take place.
- 7.11 The PAIA Manual, or part thereof, can be –
- 7.11.1 obtained from Complete Supplies, at the prescribed fee set forth out in **Appendix 1**; or
- 7.11.2 downloaded from the company's website at <https://completehairdressingsupplies.co.za>
- 7.12 No fee shall however be charged for inspection of a copy of the PAIA Manual at Complete Supplies' Head Office.

## 8. FEES

- 8.1 The PAIA provides for the payment of two types of fees, namely –
- 8.1.1 a request fee, which will be a standard fee; and
- 8.1.2 an access fee, which must be calculated by considering production costs, search and preparation time and cost, as well as postal costs.
- 8.2 When a request is received by the Information Officer, such person shall by notice, require the Requester to pay the prescribed request fee (if any), before further processing such request.
- 8.3 The request and access fee structure applicable to Complete Supplies' Records are set forth in **Appendix 1**. The Requester requesting to access to his/her/its Personal Information is exempt from paying the request fee but still required to pay the access fees. Kindly refer to the PAIA Guide for information on other exemptions.

- 8.4 If the search for a Record and the preparation thereof for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations, the Information Officer shall notify the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.
- 8.5 The Information Officer is entitled to withhold access to a record until the Requester has paid the applicable fees set forth in **Appendix 1**.
- 8.6 The Requester whose request for access to a record has been granted must pay an access fee for reproduction and for search and preparation time, and for any time reasonably required in excess of the prescribed hours, including making arrangements to make it available in the requested format.
- 8.7 If a deposit has been paid in respect of a request for access, which is refused, the Information Officer must repay the deposit to the Requester.

### 9. DECISION

- 9.1 Complete Supplies will, within thirty (30) days of receipt of the request, endeavour to determine whether or not to accept the request and notify the Requester of such determination in writing.
- 9.2 The thirty (30) day period may be extended for a further period of not more than thirty (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 Complete Supplies' and the information cannot reasonably be obtained within the initial thirty (30) day period. Complete Supplies will notify the Requester in writing should an extension be sought.

### 10. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If Complete Supplies has searched for a Record and it is believed that the Record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

### 11. GROUNDS FOR REFUSAL

The grounds on which Complete Supplies may or must refuse a request for access to information are set forth in sections 63 through 69 of the PAIA.

### **12. REMEDIES**

#### **12.1 Internal remedies**

A decision made by the Information Officer is final, and the Requester will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the Information Officer.

#### **12.2 External remedies**

- 12.2.1 Should the Requester be dissatisfied with the Information Officer's refusal to disclose information, he/she/it may within thirty (30) days of notification of the decision apply to a competent court for relief.
- 12.2.2 Should a third party be dissatisfied with the Information Officer's decision to grant a request for information, he/she/it may within a prescribed period apply to a competent court for relief.

## Appendix 1 - REPRODUCTION FEES

In terms of section 52 of the PAIA, the head of a Private Body may, on a voluntary and periodic basis, submit to the Minister of Justice a description of the categories of records of the private body concerned that are automatically available without a person having to request access thereto in terms of the PAIA.

If Complete Supplies has voluntarily provided the Minister of Justice with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question. The applicable fees for reproduction referred to above, as set out in Part III of Annexure A of the Regulations, are set out below.

| <b><u>Description</u></b>                                                                                                                                                                                                                                                    | <b><u>Fee (R)</u></b>                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Photocopy or printed black & white copy for every A4 page                                                                                                                                                                                                                    | R2.00 per page or part of the page                                                               |
| Printed copy of A4-size page                                                                                                                                                                                                                                                 | R2.00 per page or part of the page                                                               |
| For a copy in a computer-readable form on: <ul style="list-style-type: none"><li>• a flash drive (provided by the requester)</li><li>• a compact disc (CD) if the requester provides the CD to us</li><li>• a compact disc (CD) if we give the CD to the requester</li></ul> | R40<br>R40<br>R60                                                                                |
| <ul style="list-style-type: none"><li>• For a transcription of visual images, for an A4-size page or part of the page</li><li>• For a copy of visual images</li><li>• For a transcription of an audio record, per A4-size page</li></ul>                                     | This service will be outsourced. The fee will depend on the quotation from the service provider. |
| <ul style="list-style-type: none"><li>• For a copy of an audio record on a flash drive (provided by the requester)</li><li>• For a copy of an audio record on compact disc (CD) if the requester provides the CD to us</li></ul>                                             | R40<br>R40                                                                                       |

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|                                                                                                                                       |     |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|
| <ul style="list-style-type: none"><li>For a copy of an audio record on compact disc (CD) if we give the CD to the requester</li></ul> | R60 |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|

### Request fees

Where a requester submits a request for access to information held by Complete Supplies in respect of a person other than the requester himself, a request fee in the amount of **R140,00** is payable up-front before Complete Supplies will further process such request.

### Access fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the PAIA or an exclusion is determined by the Minister in terms of section 54(8). The applicable access fees which are payable are set out below.

| <u>Description</u>                                                                                                                                                                                                                                                     | <u>Fee (R)</u>                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Photocopy or printed black & white copy for every A4 page                                                                                                                                                                                                              | R2.00 per page or part of the page                                                               |
| Printed copy of A4-size page                                                                                                                                                                                                                                           | R2.00 per page or part of the page                                                               |
| For a copy in a computer-readable form on: <ul style="list-style-type: none"><li>a flash drive (provided by the requester)</li><li>a compact disc (CD) if the requester provides the CD to us</li><li>a compact disc (CD) if we give the CD to the requester</li></ul> | R40<br>R40<br>R60                                                                                |
| <ul style="list-style-type: none"><li>For a transcription of visual images, for an A4-size page or part of the page</li><li>For a copy of visual images</li><li>For a transcription of an audio record, per A4-size page</li></ul>                                     | This service will be outsourced. The fee will depend on the quotation from the service provider. |

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|                                                                                                                                                                                                                                                                                                                                  |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <ul style="list-style-type: none"><li>• For a copy of an audio record on a flash drive (provided by the requester)</li><li>• For a copy of an audio record on compact disc (CD) if the requester provides the CD to us</li><li>• For a copy of an audio record on compact disc (CD) if we give the CD to the requester</li></ul> | R40<br><br>R40<br><br>R60            |
| <ul style="list-style-type: none"><li>• For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure</li><li>• The search and preparation fee cannot exceed</li></ul>                                                                                    | R145.00<br><br>R435.00               |
| Deposit: if the search exceeds 6 hours                                                                                                                                                                                                                                                                                           | One-third of the amount per request. |
| Postage, email or any other electronic transfer                                                                                                                                                                                                                                                                                  | Actual expense, if any.              |

### Deposits

Should Complete Supplies receive a request for access to information held in respect of a person other than the Requester him/her/itself and the Information Officer is, upon receipt of such request, of the opinion that the preparation of the Record for will take more than six hours, a deposit is payable by the Requester.

The amount of the deposit shall not exceed one third of the amount of the applicable access fee.

### VAT

Value-added tax shall Value-added tax shall be added to all fees prescribed in terms of the regulations to the PAIA.

# 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<br>(when made on behalf of another person) |           |  |                                                         |  |
| Postal Address                                                               |           |  |                                                         |  |
| Street Address                                                               |           |  |                                                         |  |
| E-mail Address                                                               |           |  |                                                         |  |
| Contact Numbers                                                              | Tel. (B): |  | Facsimile: <table border="1"><tr><td></td></tr></table> |  |
|                                                                              |           |  |                                                         |  |
| Cellular:                                                                    |           |  |                                                         |  |
| Full names of person on whose behalf request is made (if applicable):        |           |  |                                                         |  |
| Identity Number                                                              |           |  |                                                         |  |
| Postal Address                                                               |           |  |                                                         |  |

|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|-----------|
| Street Address                                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| E-mail Address                                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| Contact Numbers                                                                                                                                                                                                                                                                                                                                                                        | Tel. (B) |  | Facsimile |
|                                                                                                                                                                                                                                                                                                                                                                                        | Cellular |  |           |
| <p align="center"><b>PARTICULARS OF RECORD REQUESTED</b></p> <p><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></p> |          |  |           |
| Description of record or relevant part of the record:                                                                                                                                                                                                                                                                                                                                  |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
| Reference number, if available                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| Any further particulars of record                                                                                                                                                                                                                                                                                                                                                      |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
| <p align="center"><b>TYPE OF RECORD</b></p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>                                                                                                                                                                                                                                                                         |          |  |           |
| 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><br><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                                                                                                                         |  |

| <b>MANNER OF ACCESS</b><br><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                                                                                                                                                                                                                             |  |
| Preferred language<br><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><br><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)     | <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<br>(Please specify) |
|----------------|-----------|----------------------------------------------|
|                |           |                                              |

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

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

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**FOR OFFICIAL USE**

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

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