

**THARISA PLC AND ITS SOUTH AFRICAN SUBSIDIARIES, INCLUDING
ARXO METALS PTY LTD, ARXO LOGISTICS PTY LTD, METQ PTY LTD,
BRAESTON PTY LTD, THARISA MINERALS PTY LTD, RESPECTIVELY
REFERRED TO AS**

“THE COMPANY”

AND COLLECTIVELY REFERRED TO AS

“THE GROUP”

THE GROUP’S PROMOTION OF ACCESS TO INFORMATION MANUAL

(“Manual”)

1. PREAMBLE

- 1.1. The Promotion of Access to Information Act, 2000 (“**PAIA**”) came into operation on 9 March 2001. PAIA seeks, among other things, 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. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.
- 1.2. Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that the manual has to comply with.
- 1.3. This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 (“**POPIA**”), which gives effect to everyone’s Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information.
- 1.4. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.5. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

VERSION	POLICY OWNER	DATE
1.0	The Company	18 June 2021
2.0	The Company	1 September 2025

2. ABOUT THE GROUP

The Manual is applicable to the Group and is available to view at 2nd Floor, The Crossing, 372 Main Road, Bryanston as well as at www.tharisa.com.

3. CONTACT DETAILS

Name of Private Body: Tharisa plc and its South African Subsidiaries which include Arxo Metals (Pty) Ltd, Arxo Logistics (Pty) Ltd, MetQ (Pty) Ltd, Braeston (Pty) Ltd and Tharisa Minerals (Pty) Ltd, respectively

Designated Information Officer: Tharisa plc: Phoevos Pouroulis
Arxo Metals (Pty) Ltd: Peter Chennells
Arxo Logistics (Pty) Ltd: Elize Rogers
MetQ (Pty) Ltd: Michael van Blerk
Braeston (Pty) Ltd: Paul Collins
Tharisa Minerals (Pty) Ltd: Vulela Makuni

Deputy Information Officer: Arxo Logistics (Pty) Ltd: Marietjie Beyers
MetQ (Pty) Ltd: Madelein Vorster
Arxo Metals (Pty) Ltd:
- Ishani Natha-
- Mansell Mafiri-
- Bopelo Pida
Tharisa Minerals (Pty) Ltd:
- Helgard Meyer
- Morne Davis
- Varuna Maharaj
- Thomas Lesenya
- Renju Nair
- Reggie Magobelelo
- Aranrajh Dookoo
- Pebetse Mabaso
- Nathan Mudzanapabwe
- Msizi Jali
- Mark Roebert
- Kieron Johnstone

Email address of the Information Officer/Deputy Information Officer: PAIA@tharisa.com

Officer/Deputy Information Officer:

Postal address: Postnet Suite 473 • Private Bag X51 • Bryanston • 2021 • South Africa

Street address: 2nd Floor • The Crossing • 372 Main Road • Bryanston • 2191 • South Africa

Phone number: +27(0) 11 996 3500

Fax number: +27(0) 11 996 3535

4. **THE INFORMATION AND DEPUTY INFORMATION OFFICERS**

- 4.1. PAIA and POPIA require the appointment of an Information Officer which in relation to a private body means the head of a private body as contemplated in section 1 of PAIA.
- 4.2. Section 56 of POPIA makes provision for the appointed Information Officer to delegate the associated duties and responsibilities to a duly authorised person. All requests to the respective Company for information in terms of the Act must be addressed to the relevant Deputy Information Officer referred to in clause 3 above.
- 4.3. The contact details of the respective Deputy Information Officers and Information Officers are set out in paragraph 3 above.

5. **INFORMATION REGULATORS GUIDE**

- 5.1. An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

Postal Address: JD House
27 Stiemens Street
Braamfontein, Johannesburg, 2001

Telephone Number: 0100235200

E-mail Address: enquiries@inforegulator.org.za

Website: <https://www.inforegulator.org.za>

6. ENTRY POINT FOR REQUESTS

- 6.1. PAIA provides that a person may only make a request for information, if:
- 6.1.1. The information is requested for the exercise or protection of any rights; and
 - 6.1.2. The person requesting the information complies with the procedural requirements provided for in PAIA relating to a request for access to such information; and
 - 6.1.3. Access to such information is not refused in terms of any ground for refusal contemplated in PAIA.
- 6.2. Information will therefore not be furnished unless a person complies with the requirements referred to in paragraph 6.1.
- 6.3. The Information Officers has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
- 6.4. The Information Officers will facilitate the liaison with the internal legal team on all of these requests.
- 6.5. All requests in terms of PAIA and this Manual must be addressed to the respective Information Officer using the details in paragraph 3 above.

7. AUTOMATICALLY AVAILABLE INFORMATION

- 7.1. Information that is obtainable via the Group's website, www.Tharisa.com, about the Company is automatically available and need not be formally requested in terms of this Manual.

8. INFORMATION AVAILABLE IN TERMS OF POPIA

8.1. Categories of personal information collected by the Company

The Company collects information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

- 8.1.1. Personal contact detail such as the person's name, title, addresses, telephone numbers and personal email addresses;
- 8.1.2. information relating to the gender, pregnancy, marital status, age, physical or mental health, well-being and disability;
- 8.1.3. information relating to the education or the medical, financial, criminal or employment history of the person;
- 8.1.4. any identifying number relating to the person;
- 8.1.5. the race or ethnic origin, trade union membership or biometric information of a data subject; or
- 8.1.6. the criminal behaviour of a data subject to the extent that such information relates to-
 - 8.1.6.1. the alleged commission by a data subject of any offence; or
 - 8.1.6.2. any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

8.2. The purpose of processing personal information

- 8.2.1. In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by the Company will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the Company's Internal and External Privacy Notice for further information.
- 8.2.2. In general, personal information is processed for purposes of dealing with customers, complaints, procurement purposes, records management, security, employment and related matters.

8.3. A description of the categories of data subjects and of the information or categories of information relating thereto

The Company holds information and records on the following categories of data subjects:

- Employees / personnel of the Company;
- Any third party with whom the Company conducts business;
- Contractors of the Company and their respective employees;
- Suppliers/service providers of the Company.

(This list of categories of data subjects is non-exhaustive.)

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

Depending on the nature of the personal information, the Company may supply information or records to the following categories of recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules;
- South African Revenue Services, or another similar authority;
- Third party service providers;
- South African Police Service; and
- Anyone making a successful application for access in terms of PAIA or POPIA.

8.5. Planned transborder flows of personal information

- If a data subject visits the Company's website from a country other than South Africa, the various communications will necessarily result in the transfer of information across international boundaries.
- The Company may need to transfer a data subject's information to third parties in countries outside South Africa for purposes of, including but not limited to:

- Storing information on a cloud;
- Performing services; or
- Inter-group and administrative purposes,

in which case it will fully comply with applicable data protection legislation.

- These countries may not have data-protection laws which are similar to those of South Africa.

8.6. **A general description of information security measures to be implemented by the Company**

The Company takes information security measures to ensure the confidentiality, integrity and availability of personal information in our possession.

These measures include appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage which includes common internationally recognised standards and/or practices such as ISO 27000 series (Information Security Management Standards), CoBIT (Control Objectives for Information Technology) and ITIL (Information Technology Infrastructure Library).

9. **INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- *Arbitration Act 42 of 1965*
- *Basic Conditions of Employment Act 75 of 1997*
- *Broad Based Black Economic Empowerment Act 53 of 2003*
- *Companies Act 71 of 2008*
- *Compensation for Occupational Injuries and Health Diseases Act 130 of 1993*
- *Customs and Excise Act 91 of 1964*
- *Electronic Communications and Transactions Act 25 of 2002*
- *Employment Equity Act 55 of 1998*
- *Environment Conservation Act 73 of 1989*
- *Explosives Act 13 of 1956*
- *Hazardous Substances Act 15 of 1973*

- *Income Tax Act 58 of 1962*
- *Labour Relations Act 66 of 1995*
- *Mine Health and Safety Act 29 of 1996*
- *Minerals Act 50 of 1991*
- *Mineral and Petroleum Resources Development Act 28 of 2002*
- *Mineral and Petroleum Resources Royalty (Administration) Act 28 of 2008*
- *National Credit Act 34 of 2005*
- *National Dust Control Regulations, 2013 under the National Environmental Management: Air Quality Act 39 of 2004*
- *National Environmental Management Act 107 of 1998*
- *National Environmental Management: Waste Act 59 of 2008*
- *National Water Act 36 of 1999*
- *Occupational Diseases in Mines and Works Act 78 of 1973*
- *Occupational Health & Safety Act 85 of 1993*
- *Pension Funds Act 24 of 1956*
- *Prevention and Combatting of Corrupt Activities Act 12 of 2004*
- *Prevention of Organised Crime Act 14 of 1998*
- *Protected Disclosure Act 26 of 2000*
- *Promotion of Access of Information Act 2 of 2000*
- *Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000*
- *Protection of Personal Information Act 4 of 2013*
- *Skills Development Act 97 of 1998*
- *Skills Development Levies Act 9 of 1999*
- *Stock Exchanges Control Amendment Act 54 of 1995 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof)*
- *Tax Administration Act 28 of 2011*
- *Trade Marks Act 194 of 1993*
- *Unemployment Contributions Act 4 of 2002*
- *Unemployment Insurance Act 63 of 2001*
- *Value Added Tax Act 89 of 1991*

10. **CATEGORIES OF RECORDS AVAILABLE UPON REQUEST**

- 10.1. The Company maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA.

- 10.2. Please note further that many of the records held by the Company are those of third parties, such as contractors and employees, and the Company takes the protection of third party confidential information very seriously. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records
Internal records The records listed pertain to the Company's own affairs Some of these categories of records are covered in more detail below	• Memoranda and Articles of Association • Financial records • Operational records • Intellectual property • Marketing records • Internal correspondence • Statutory records • Internal policies and procedures • Minutes of meetings
Personnel records For the purposes of this section, "personnel" means any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.	• Any personal records provided to us by our personnel • Any records a third party has provided to us about any of their personnel • Conditions of employment and other personnel-related records • Employment policies and procedures • Internal evaluation and disciplinary records and
Service provider-related records	• Contracts with the service providers
Transformation and Stakeholder Development Records	• Records concerning organisations receiving support • Schedules of approved projects • Reports, books, publications and general information • Records and contracts of agreements

Category of records	Records
Supply Chain Records	• Purchasing agreements • Supply contract • Vendor list
Strategic Planning Records	• Operational plans • Strategic plans
Corporate Affairs Records	• Database of current and past institutional investors • Database of analysts • Media database • General mailing lists • Promotional material • Company article and newspaper records • Presentations on the Company • Market research on the Company and peers • Company press releases • Media coverage on the Company and peers
Human Resources Records	• Collective agreements if any • Human Resources Policies • Employee records relating to: - Employment - Remuneration and Incentives - Performance Management - Employee Development - Employee Relations - Employee Care - Human Resource Administration - Health and Wellness - Disciplinary Hearings - Employment Equity Plan

Category of records	Records
Treasury Records	• Correspondence • Mandates and resolutions • Contracts • Facility letters
Business Development Records	• Information relating to: - The Company - Third Parties - Mining and resource projects and assets - Transactions and agreements with third parties
Finance Records	• Records for the Company comprise: - Vendor invoices - Remittance advices - Accounts receivable - Banking records - Management and monthly accounts, quarterly and annual financial statements - External audit reports and records - Annual budgets - Fixed asset register - Accounting policies and procedures - Benchmarking - Guarantees, undertakings, subordinations, bonds and similar liabilities • Other records comprise: - Medical scheme reports - Financial correspondence
Mining Rights / Property Records	• Agreements to which the Company is party to, including asset acquisitions, disposals and confidentiality agreements • Records relating to:

Category of records	Records
	- Mining Rights - Mining Works Programme - Social and Labour Plan • General Permits/authorisations: - Water usage - Servitudes - Environmental authorisations
Legal Records	• Details of external counsel used by the company (locally and abroad) • Copies of agreements to which the Company is party to • List of current matters • Details of legal proceedings • General legal correspondence
Tax Records	• Tax returns as filed with the South African Revenue Services ("SARS") • Correspondence with SARS on various issues – including objections to assessments, rulings obtained etc • Documentation on tax advice and opinions obtained from external counsel
Corporate Finance Records	• Circulars and announcements of past transactions • Group valuation models • Dealings with professional advisors • External valuations
Secretariat Records	• Records relating to the Company comprising: - Memoranda of Incorporation - Statutory compliance records • Shareholders records comprising: - Correspondence and queries

Category of records	Records
	- Notices, circulars and minutes of general meetings - Share certificates and transfer forms - Offshore stock exchanges - Dividend declarations and announcements - Share schemes - Shareholders agreements • Records concerning Directors and Officers comprising: - Appointments, resignations and fees - Board and Committee meetings attendance - Group committees and terms of reference
Information and Communication Technology Records	• Policies, standards and procedures • Internal reports and correspondence • Agreements with various service providers • Software licensing agreements
Operations Records	• Current records concerning: - Administration and management of the operations - Health, safety and environmental reports - Operational reports

11. REQUEST PROCEDURE

11.1. Completion of the prescribed form for access to information

- 11.1.1. Any request for access to a record in terms of PAIA must substantially correspond with Form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the record requested. Please refer to **Annexure 1.**

- 11.1.2. The completed form must be submitted to the Company's Deputy Information Officer at the postal or physical address or electronic mail address set out in paragraph 3 above and pay a request fee and a deposit, where so advised.
 - 11.1.3. The Prescribed Form C must include sufficient details to enable the Company's Deputy Information Officer to identify:
 - 11.1.3.1. the record or records requested
 - 11.1.3.2. the requester
 - 11.1.3.3. the form of access required
 - 11.1.3.4. the e-mail, postal address or fax number of the requester
 - 11.1.3.5. whether the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.
 - 11.1.4. The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
 - 11.1.5. A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
 - 11.1.6. POPIA provides that a data subject may, upon proof of identity, request the Company to confirm, free of charge, whether or not the Company holds persona information about 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. Such request must be made to the Company on the form attached hereto as **Annexure 1**.
 - 11.1.7. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, the Company must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
 - 11.1.8. Grounds for refusal of the data subject's request are set out in PAIA.
- 11.2. **Completion of the prescribed form for objecting against processing of information**

- 11.2.1. POPIA provides that a data subject may object, at any time, to the processing of personal information by the Company, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as **Annexure 2** and submit it to the respective Deputy Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

11.3. Completion of the prescribed form for correction/deletion of information

- 11.3.1. A data subject may also request the Company to correct or delete personal information about the data subject in the Company's possession or under the Company's control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that the Company is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 11.3.2. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the respective Deputy Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as **Annexure 3**.

11.4. Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to the prescribed form, be required to submit proof of identity acceptable to the Company such as a certified copy of your identity document or other legal forms of identity.

Where the request is made on behalf of another person, the requestor must submit proof, in the form of an affidavit or letter of consent, of the capacity in which the requestor is making the request to the satisfaction of the respective Deputy Information Officer.

11.5. Payment of the prescribed fees

- 11.5.1. Section 54 of PAIA entitles the Company 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 Regulation 9(2)(c) promulgated under PAIA.
- 11.5.2. There are two categories of fees which are payable:

11.5.2.1. The request fee: R50

11.5.2.2. The access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in **Annexure 4**.

11.5.3. When the request is received by the Deputy Information Officer, the officer will by notice require the requester, other than a personal requester, to pay the regulated prescribed request fee (if any), before further processing of the request.

11.5.4. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

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

11.5.6. If a deposit has been paid for a request for access, which is refused, then the Deputy Information Officer must repay the deposit to the requester.

11.6. **Fees For Reproduction**

Where a private body has voluntarily provided the Minister 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 payable are set out in **Annexure 4**.

11.7. **Deposits**

Where the Company receives a request for access to information held on a person other than the requester and the respective Deputy Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than six hours, a deposit is payable by the requester.

The amount of the deposit is equal to one-third of the amount of the applicable access fee (excluding VAT). See **Annexure 4**.

11.8. **Collection of Fees**

Bank deposit is the only accepted payment method for PAIA requests. Banking details to be provided on request.

11.9. Timelines for consideration of a request for access

11.9.1. Requests will be processed as prescribed by PAIA which should be within 30 (thirty) days.

11.9.2. The 30 (thirty) day period may be extended for a further period of not more than 30 (thirty) days as provided for in PAIA.

11.9.3. Should an extension be given, the Company will notify the requester in writing and will also provide the procedure involved should the requestor wish to apply to court against the extension. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

11.10. Grounds for refusal of access and protection of information and third party notification

11.10.1. There are various grounds upon which a request for access to a record may be refused as provided in PAIA.

11.10.2. If the request for access to information affects a third party, then such third party must first be informed as provided in PAIA.

12. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

12.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

12.2. There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.

12.3. 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.

13. **AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at the offices of the Company at 2nd Floor, The Crossing, 372 Main Road, Bryanston, Johannesburg. The Manual is also available on the Group's website at www.tharisa.com.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal Address	
Street Address	
E-mail Address	

Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made <i>(if applicable)</i> :				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

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

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

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

Annexure 4 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 requestor)	R40.00
	(iv) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5	For a transcription of visual images per A4-size page	
6	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7	Transcription of an audio record, per A4-size page	
8	Copy of an audio record on:	R24.00
	(v) Flash drive (to be provided by requestor)	
	(vi) Compact disc	R40.00
	• If provided by requestor	
	• If provided to the requestor	R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first	R145.00

	hour, reasonably required for such search and preparation.	
	To not exceed a total cost of	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 2

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

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 of20.....

.....

Signature of data subject/designated person

Annexure 3

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.

A	DETAILS OF THE 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	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED

D	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. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....

Signature of data subject/ designated person