



MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT

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1. Definitions

“Data Subject” means, being a person to whom Personal Information relates. Both natural and juristic persons;

“Information Officer” means a head of private body as contemplated in section 1, of the Promotion of Access to Information Act;

“PAIA” means Promotion of Access to Information Act,2000 (Act 2 of 2000) together with any regulation under it;

“POPIA” means Protection of Personal Information Act,2013 (Act No 4 of 2013) together with any regulation under it;

“Personal Information” PI relates to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person, including, but not limited to: information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

“Processing” any operation or activity concerning personal information e.g. collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any form; merging, linking, as well a restriction, degradation, erasure or destruction;

“Requester” means any person or entity (including any Data Subject) requesting access to a record that is under the control of SASA;

“SASA” means the South African Sugar Association established by the Sugar Act,1978 (Act 9 of 1978);

2. Introduction

The South African Sugar Association (“SASA”) is an association incorporated in terms of the Sugar Act 9 of 1978 to maintain the sustainability of the sugar industry.

The Promotion of Access to Information Act 2 of 2000 (“PAIA”) was enacted to give effect to the Section 32(1) of the Constitution of the Republic of South Africa, the right to access information, which provides that everyone has the right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights as well as to provide for matters connected therewith.

The purpose of PAIA is to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information, and to actively

promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all their rights.

This manual has been prepared in terms of section 51 of PAIA and it conforms with the requirements of the Protection of Personal Information Act ("POPIA") to assist Requesters to access from SASA.

3. Contact Information of the Information Officer

Name: Ezra Pillay

Physical address: Kwa-Shukela, 170 Flanders Drive Mount Edgecombe

Postal address: P.O.Box 700, Mount Edgecombe KwaZulu-Natal 4300

Telephone number: 031 508 7192

Email address: informationofficer@sasa.org.za

4. PAIA Guide

The South African Human Rights Commission ("SAHRC") in terms of section 10 of PAIA has compiled a guide to assist who wishes to exercise any right as contemplated in the Act. The guide is available at:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Phone: +27 (11) 484 8300

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

5. Records Automatically Available Only to Employees or The General Public

5.1 The following records are automatically available to employees without having to request access in terms of the Act:

5.1.1 Information on the SASA website;

5.1.2 Personnel records are available to the employee whose file it is;

5.1.3 Records of disciplinary hearings and related matters are available to the employee concerned;

5.1.4 The organisation's policies and procedure manuals.

5.2 The following records are automatically available to the general public and employees without having to request access in terms of the Act:

5.2.1 Information on the SASA website;

5.2.2 The organisation's employment equity plan;

5.2.3 The organisation's skill development programme

6. Records Available in terms of other legislation

The following records are not automatically available without a request in terms of the Act:

- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006

- Advertising Standards Authority Code
- Agricultural Pests Act 36 of 1983
- Basic Conditions of Employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 of 2003
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Constitution of The South African Sugar Association
- Copyright Act 98 of 1978
- Customs and Excise Act 91 of 1964
- Designs Act 195 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Hazardous Substances Act 15 of 1973
- National Health Act 61 of 2003
- Income Tax Act 58 of 1962
- Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008
- King Code III and IIII
- Labour Relations Act 66 of 1995
- Merchandise Marks Act 17 of 1941
- Medicines and Related Substances Control Act 72 of 2008
- National Environmental Management: Waste Act 59 of 2008
- National Ports Act 12 of 2005
- National Railway Safety Regulator Act 16 of 2002
- Occupational Health and Safety Regulator Act 83 of 1998
- Plant Breeders Rights Act 15 of 1976
- Preferential Procurement Policy Framework Act 5 of 2000
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Promotion of Access To Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Promotion of Administrative Justice Act 3 of 2000
- Pension Funds Act 24 of 1956
- Public Finance Management Act 1 of 1999
- Road Transportation Act 74 of 1977
- Sea Transport Act 65 of 2000
- Skills Development Act 97 of 1998
- Sugar Act 9 of 1978
- Sugar Industry Agreement 2000
- Skills Development Levies 9 of 1999
- Tax Administration Act 28 of 2011
- The Southern African Customs Union Agreement 2002
- Trade Metrology Act 77 of 1973
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

7. Categories of Records

| Division/Area | Type of Information | Availability |
|-----------------------------|---|-------------------------|
| Legal Records | Records of internal resolution | By request |
| | Agreements and contracts | By request |
| | Policy Records | By request |
| | Records relating to the appointment of councillors/auditors/executive officers and other officers | By request |
| | Minutes of meeting | By request |
| Websites | Organisational and divisional profiles | Automatically available |
| | News and Publications | Automatically available |
| | Organisational Structure | Automatically available |
| Marketing and Communication | Media releases | Automatically available |
| | Promotion of Access to Information Manual | Automatically Available |
| | Brochures, leaflets and advertising materials | Automatically Available |
| | Copies of internal publications | By request |
| External Affairs | Full details of acquired properties | By request |
| | Government programme under which property is acquired | By request |
| | Government support received | By request |
| | Students' records | By Request |
| | Sugar Donations Applicants | By Request |
| Governance and Compliance | Full details of Council members | By request |
| | Council agendas | By request |
| | Legal and statutory documents | By request |
| Finance | Financial and Tax Records | By request |
| | Customer Information | By request |
| | Employee Information | By request |
| | Supplier Information | By request |
| | Miller Information | By Request |
| | Grower Information | By Request |
| Human Resources | Policies, manuals, and Procedures | By request |
| | Forms and applications | By request |
| | Standard letters and notices | By request |
| | Organisation rules and procedures | By request |
| | UIF Records | By request |
| | Training Schedules, records' materials, and manuals | By request |
| | Disciplinary proceedings records | By request |
| | Leave records | By request |

| | | |
|--|---|------------|
| | Disciplinary codes | By request |
| | Recruitment and Selection Record | By request |
| | Employment Contracts | By request |
| | Candidate Information | By request |
| | Candidate SHL Assessment | By request |
| | Employee Information and Earnings | By request |
| | Supplier Information | By request |
| South African Sugar Research Institute | Background IP and new IP of collaborative research | By request |
| | IP generated under the auspices of research consortia | By request |
| | IP generated during SASRI research | By request |
| | Full Grower Information | By request |
| | Confidential information and IP with regards to research | By request |
| | Certificate Course Information | By request |
| | Variety Evaluation and Variety license agreements | By request |
| | Commercial agreements | By request |
| | Research and productivity information | By request |
| | Employee related information | By request |
| | Patents and algorithms | By request |
| | Special Advisory Requests | By request |
| | Sugar Value Chain Master Plan | By request |
| | Full farm details | By request |
| | Production data | By request |
| | Full Millers details | By request |
| | Field information | By request |
| Eco-zone | By request | |
| Estimates | By request | |
| Sugar Markets and Logistics | Sales statistics by miller and consolidated | By request |
| | Sales statistics by miller and consolidated and Local Market Redistribution documents | By request |
| | Milling company audit documentation | By request |
| | LMR calculation and workings related to the LMR | By request |
| | All finance related information / workings (including supplier invoices, contracts) | By request |
| | Millers sales statistics used for rebate payment purposes, | By request |

| | | |
|--------------------------------|--|------------|
| | as well as rebate recipient information | |
| | Agendas, minutes and reports | By request |
| | Millers Export Contracting Information | By request |
| | Miller Quality statistics and analysis reports | By request |
| Umthombo Division | Information on the retention Saving Scheme and loans provided to sugarcane growers | By request |
| | Information on Umthombo Agents | By Request |
| Shukela Training Centre | Full details of learners | By request |
| | Training material | By request |
| | Training register | By request |
| Cane Testing Service | Full details of growers | By request |
| | Full details of farms | By request |
| | Payments and deductions | By request |
| | Full details of millers | By request |
| | Haulier and harvester | By request |
| | Cane quality data | By request |
| | Field information | By request |
| | Cane transport statistics | By request |
| | Cane tonnage | By request |
| | RV tonnage | By request |
| Cane burn/trash and statistics | By request | |

8. Introduction to POPIA

The right to privacy is enshrined in the South African Constitution and one of the ways of realising this right, is through the implementation of the POPIA.

POPIA aims to ensure that Personal Information is dealt with in a transparent manner and that the integrity of the Personal Information remains intact and confidential throughout the processing life cycle.

PAIA requires SASA to provide Data Subjects or Requesters with certain information related to POPIA. This information relates to how Personal Information that is processed by SASA, is amongst others, used, disclosed, and destroyed.

SASA is also required to provide the Data Subject with information on their rights in relation to Personal Information that is collected, processed and stored.

SASA is committed to its data privacy obligations and will be receptive to any queries or requests made by Requesters or Data subjects in relation to their Personal Information.

9. Purpose of Processing

SASA processes Personal Information for a variety of purposes including the following:

- 9.1 For Legislative and business requirements;
- 9.2 To provide and maintain the SASA Platforms, including monitoring the usage of the Platforms.
- 9.3 To manage the account of Data Subjects, to manage the registration of Data Subjects as a user's of SASA Platforms. The Personal Data provided by Data Subjects can give Data Subjects access to different functionalities on the Platforms that are available to them as a registered user;
- 9.4 To make payments to growers and service providers;
- 9.5 To engage with the government and third parties;
- 9.6 For research and development purposes;
- 9.7 To facilitate and keep record of loan application and retention saving participants;
- 9.8 For training purposes;
- 9.9 For employment and payroll purposes;
- 9.10 For verification purposes;
- 9.11 To prevent and detect criminal activity, fraud and misuse of or damage to SASA Platforms or networks and to prosecute those responsible;
- 9.12 To contact Data Subjects : To contact by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation;
- 9.13 To provide the Data Subject with news and general information about other services and events which SASA offers;
- 9.14 To attend and manage requests; and
- 9.13 For other purposes, SASA may use Personal Information for other purposes, such as data analysis, identifying usage trends and to evaluate and improve its Platforms, products, services, marketing and your experience.

10. Categories of Data Subjects and their Personal Information

SASA has tried its best to list all the categories of Data Subjects and categories of Personal Information that the SASA process but there may be instances not covered in this list:

| Category of Data Subjects | Category of Personal Information Processed |
|---------------------------|--|
| Natural Persons | Names; contact details; physical and postal addresses; date of birth; ID number; Passport number; Tax related information; nationality; gender; confidential |

| | |
|--|---|
| | correspondence; Financial and Cane Deliveries. |
| Juristic Persons | 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; Financial and Cane Deliveries. |
| Suppliers | 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, Council and Committee Members | Gender; Marital Status; Ethnicity; Age; Home Language, Education information; Financial Information; Employment History; ID number; Physical and Postal address; Contact details; Opinions, Criminal behaviour; Well-being |

11. Personal Information Received from and shared with Third Parties

When SASA receives Personal Information on behalf of the a Data Subject or is requested to share Personal Information about a Data Subject, SASA requires confirmation from the third party that it has a lawful justification in terms of section 11 of POPIA, and share or receive the personal information with SASA.

12. Actual or planned trans-border flows of personal information

SASA may share Personal Information across South African borders if the situation requires cross-border Processing. It will only do so in accordance with South African legislative requirements, or if the Data Subject consents to this.

SASA will take steps to ensure that recipient in foreign countries are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection of Personal Information and uphold principles for reasonable and lawful processing of Personal Information, in terms of POPIA.

SASA will take steps to ensure that recipients that process personal information in jurisdictions out of South Africa, apply adequate safeguards.

13. General description of information security measures

13.1 SASA is required to employ 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.

13.2 SASA takes steps to protect Personal Information from unauthorised access and against unlawful processing, accidental loss, destruction and damage. SASA implements technical and organisational measures to ensure a level of

security appropriate to the risk to the processed Personal Information. These measures are aimed at ensuring the integrity, confidentiality, and availability of Personal Information.

- 13.3 Where a Data Subject has chosen a password which allows them to access certain parts of the SASA Platforms, Data Subject are responsible for keeping this password confidential. We advise the Data Subject not to share their password with anyone. Unfortunately, the transmission of Personal Information via the internet is not completely secure and no method of transmission over the internet, or method of electronic storage, is 100% secure. Therefore, although SASA will take steps to protect your Personal Information and cannot guarantee the absolute security of Personal Information. Should there be a data breach, the Data Subject will be notified of the data compromise using the contact details that have been provided to SASA.

14. Request Procedure

- 14.1 Requests to access Personal Information held by SASA must be done by completing the formal request form, attached as “Annexure 1” (Form 2) accompanied by supporting documents depending on the type of person making the request, which is also available on the SASA’s website. The completed form must be sent to informationofficer@sasa.org.za

The form must be accompanied by the following:

- Natural persons: Copy of the identity document of the Requester. If the request is on behalf of the Data Subject, the form must be accompanied by a copy of the identity document of the Data Subject and that of the Requester and a letter of authority to act on behalf of the Data Subject.
- Child: A copy of the identity document of the Competent Person and copy of the child’s birth certificate.
- Mentally ill persons: A copy of the identity document of the Curator and letter of authority.
- Juristic persons: A copy of the identity of the authorised persons and a power of attorney.

- 14.2 The request will be processed within thirty (30) days, unless circumstances necessitate an extension of this period. The circumstances include:

14.2.1 The request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with activities of SASA;

14.2.2 Consultation with another entity is necessary or desirable to decide upon the request and that consultation cannot reasonably be completed within the original period;

14.2.3 The requester consents in writing to the extension.

14.3 Should SASA extend the original thirty (30) period, it may do so for a further period of not more than thirty (30) days.

14.4 If an extension is necessary, SASA will notify the requester of the extension, the reasons for the extension and the period of the extension.

- 14.5 The Requester will be required to pay the required fee as provided for in PAIA and the regulations; before SASA begins searching for the required information and making the record available to the Requester.
- 14.6 On receipt of the prescribed fee, SASA may provide the record in the format that was requested on submission of the request form, or in the format in which the record exists, if the requested format is not available.

15. Notes on the Request Procedures

- 15.1 If the Requester is requesting information on behalf of another individual, he or she must indicate the capacity in which he or she is related to the individual, and provide appropriate written authority to represent that person, with a view to avoiding the denial of access on the basis that the information is confidential to that individual.
- 15.2 The Requester must mention the format of the record that has been requested when making the request, so that SASA can be of maximum assistance to the requester.
- 15.3 If the requester has a disability or is unable to read or write, he or she should contact the information officer who will assist him or her in completing the request.

16. Factors to be taken into consideration when requesting access to records held by the SASA

- 16.1 Access to records requested will be given if:
 - 16.1.1 The request is properly made on the prescribed Form 2;
 - 16.1.2 Proof of authority to act on behalf of another is provided, in cases where the request is made as such;
 - 16.1.3 The record requested is sufficiently described to enable SASA to identify it;
 - 16.1.4 The required fees have been paid; and
 - 16.1.5 Access to the record is not refused on one or more grounds of refusal stipulated in PAIA.
- 16.2. The grounds for refusal as set out in PAIA are categorised as follows:
 - 16.2.1 Mandatory protection of privacy of a third party who is a natural person;
 - 16.2.2 Mandatory protection of commercial information of a third party;
 - 16.2.3 Mandatory protection of certain confidential information of a third party;
 - 16.2.4 Mandatory protection of safety of individuals and protection of property;
 - 16.2.5 Mandatory protection of records privileged from production in legal proceedings;
 - 16.2.6 Commercial information of SASA; and
 - 16.2.7 Mandatory protection of research information of a third party and protection of research information of the SASA.

17. Prescribed fees

- 17.1 PAIA sets out two (2) types of fees:
- 17.1.1 A request fee which will be a standard fee; and
- 17.1.2 An access fee which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs where applicable.
- 17.2 When a request is received by the Information Officer, the Information Officer shall by notice require the Requester, other than a personal requester, to pay the prescribed request fee (if any) before further processing of the request.
- 17.3 If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, 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.
- 17.4 The Information Officer shall withhold a record until the requester has paid the fee or fees as indicated.
- 17.5 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 requested form.
- 17.6 If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer will repay the deposit to the Requester.
- 17.7 A request fee of R50.00 (excluding VAT) is payable in advance where a Requester submits a request for access to information other than Personal Information relating to the requester him or herself.
- 17.8 The applicable fees (excluding VAT) which will be payable are:

| RECORD | FEE |
|---|---|
| Copy per page | R1.10 |
| Printing per A4 page | 75 cents |
| Copy on a CD | R70 |
| Transcription of visual images per A4 page | R40 |
| Copy of a visual image | R60 |
| Transcription of an audio recording per A4 page | R20 |
| Copy of an audio recording | R30 |
| Search and preparation of the record for disclosure | R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation. |

18. Information or Records not found

- 18.1 If reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then the Information Officer shall notify the Requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.
- 18.2 The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Information Officer with every person who conducted the search.
- 18.3 The notice, in paragraph 18.1 shall be regarded as a decision to refuse a request for access to the record concerned for the purposes of PAIA.
- 18.4 If the record in question should later be found, the Requester shall be given access to the record in the manner stipulated by the Requester in the prescribed form unless access is refused the Information Officer.
- 18.5 The attention of the Requester is drawn to the provisions of Chapter 5 of Part 3 of the Act in terms of which the entity is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the Information Officer by referring the matter to the High Court.

19. Application to Court

- 19.1 A Requester who is aggrieved by a decision of SASA may, by way of an application, apply to a court for appropriate relief in terms of Section 82 of PAIA.
- 19.2 The court hearing the application may grant any order that is just and equitable, including an order:
- 19.2.1 Confirming, amending or setting aside the decision which is the subject of the application concerned;
- 19.2.2 Requiring SASA to take such action or refrain from taking such action as the court considers necessary within a period mentioned in the order;
- 19.2.3 Granting an interdict, interim or specific relief, a declaratory order or compensation; or
- 19.2.4 As to costs.

20. Availability of Manual

This manual will be available for inspection, on reasonable prior notice, free of charge, at the registered address stated above and further published on the SASA website. Further copies are also available from the South African Human Rights Commission as provided in PAIA. SASA may update this Manual at such intervals as may be necessary.

21. Authorisation

This Policy Document was approved by the Executive Committee of SASA on [insert date] and signed by the Executive Director on behalf of the committee.

| Name | Date | Signature |
|-------------|-------------|------------------|
| | | |

22. Review

This Policy Document is to be reviewed yearly.

| Version | Date of Approval |
|----------------|-------------------------|
| | |
| | |
| | |

FORM 2

REQUEST FOR ACCESS TO RECORD

This form is in terms of Section 53(1) of the *Promotion of Information Act 2 of 2000*

[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.*

A. PARTICULARS OF PRIVATE BODY

South African Sugar Association

The Information Officer

Physical address: Kwa-Shukela, 170 Flanders Drive Mount Edgecombe

Postal address: P.O.Box 700, Mount Edgecombe KwaZulu-Natal 4300

Telephone number: 031 508 7192

Email address: informationofficer@sasa.org.za

Request is in my own name

Request is made on behalf of another person

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

| | |
|---|--|
| Full Names/ Full Company Name | |
| Identity/Registration Number | |
| Physical Address | |
| Postal Address | |
| Telephone Number | |
| Cellphone Number | |
| Email Address | |
| Contact Person (for company or other entity) | |
| Capacity in which request is made (when made on behalf of another person) | |
| Full names of person whose behalf request is made (if applicable) | |

C. PARTICULARS OF RECORD

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 (Mark the applicable box with an "X")

| | |
|---|--|
| Record is in written or printed form | |
| Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc) | |
| Record consists of recorded words or information which can be reproduced in sound | |
| Record is held on a computer or in an electronic, or machine-readable form | |

FORM OF ACCESS (Mark the applicable box with an "X")

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

MANNER OF ACCESS (Mark the applicable box with an "X")

| | |
|--|--|
| Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) | |
| Postal services to postal address | |
| Postal services to street address | |
| Courier service to street address | |
| Facsimile of information in written or printed format (including transcriptions) | |
| E-mail of information (including soundtracks if possible) | |
| Cloud share/file transfer | |
| Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available) | |

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

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

FEEES

- 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 of correspondence:

| Postal address | Facsimile | Electronic Communication (Please specify) |
|----------------|-----------|--|
| | | |

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

.....

Signature of requester/person on whose behalf request is made

FOR OFFICIAL USE

| | |
|--|--|
| Reference number | |
| Request received by (State name, surname and designation) | |
| Date Received | |
| Access fees: | |
| Deposit (if any) | |

.....

Signature of Information Officer

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

NOTE:

1. *If your request is granted the-*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

Your request dated _____ , refers.

1. You requested:

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

OR

2. You requested:

| | |
|---|--|
| Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form) | |
|---|--|

| | |
|--|--|
| Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc) | |
|--|--|

| | |
|---|--|
| Transcription of soundtrack (written or printed document) | |
|---|--|

| | |
|---|--|
| Copy of information on flash drive (including virtual images and soundtracks) | |
|---|--|

| | |
|---|--|
| Copy of information on compact disc drive(including virtual images and soundtracks) | |
|---|--|

| | |
|--|--|
| Copy of record saved on cloud storage server | |
|--|--|

3. To be submitted

| | |
|---|--|
| Postal services to postal address | |
| Postal services to street address | |
| Courier service to street address | |
| Facsimile of information in written or printed format (including transcriptions) | |
| E-mail of information (including soundtracks if possible) | |
| Cloud share/file transfer | |
| Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available) | |

Kindly note that your request has been:

Approved

Denied, for the following reasons

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

.....

Signature of requester/person on whose behalf request is made

FOR OFFICIAL USE

| | |
|--|--|
| Reference number | |
| Request received by (State name, surname and designation) | |
| Date Received | |
| Access fees: | |
| Deposit (if any) | |

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Signature of Information Officer