

PROMOTION OF ACCESS TO INFORMATION MANUAL FOR MORECORP

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1. Introduction and Definitions

MoreCorp focuses on sport, leisure and wellness underpinned by technology, with a main focus being within the golf and cycling domain. MoreCorp is best known for its retail footprints in the golf and cycling sectors, in the form of The Pro Shop and Cycle Lab chains. Pure play retail has evolved to include membership management, ecommerce, reward platforms, sponsorship / rights management and technology. All of these ventures have been purposefully embarked upon to serve the citizens that constitute these golfing and cycling ecosystems.

MoreCorp refers to MoreCorp Proprietary Limited, including affiliates or members of the MoreCorp Group, their branches, business units, divisions, employees and volunteers, contractors, suppliers and other persons acting on behalf of MoreCorp. MoreCorp has a number of subsidiaries incorporated in South Africa namely, MoreGolf Proprietary Limited (**MoreGolf**), MoreCycle Proprietary Limited (**MoreCycle**), MoreDigital Proprietary Limited (**MoreDigital**) MoreInvest Proprietary Limited (**MoreInvest**), all of which are included in this manual. Any reference to MoreCorp in this manual should be interpreted as a reference to MoreCorp's subsidiaries as well.

This information manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act 2 of 2000 (**PAIA**) and the Protection of Personal Information Act 4 of 2013 (**POPIA**).

MoreCorp is a private body as defined in section 1 of PAIA, and this manual contains the information specified in section 51 of PAIA, which is applicable to such a private body. This information is as follows:

- the contact details of the head of MoreCorp (section 51(1)(a)(i) of PAIA);
- a description of the guide referred to in section 10 of PAIA (section 51(1)(b)(i) of PAIA);
- a description of the records of MoreCorp which are available without a requester having to request access in terms of PAIA (section 51(1)(b)(ii));
- a description of the records of MoreCorp which are available in terms of any legislation other than PAIA (section 51(1)(b)(iii) of PAIA); and
- a description of the subjects on which MoreCorp holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record (section 51(1)(b)(iv) of PAIA).

MoreCorp is a responsible party as defined in section 1 of POPIA and this manual contains the information stipulated in section 51(1)(c) of PAIA. This information is as follows:

- the purpose of the Processing (section 51(1)(c)(i) of PAIA);
- a description of the categories of Data Subjects and PII Processed by MoreCorp in relation to these Data Subjects (section 51(1)(c)(ii) of PAIA);
- a description of the categories of recipients to whom that PII is provided (section 51(1)(c)(iii) of PAIA);

- actual and/or planned instances when PII held by MoreCorp may be transferred outside of South Africa (section 51(1)(c)(iv) of PAIA); and
- a description of the information security measures implemented by MoreCorp to ensure the confidentiality, integrity and availability of the PII which is to be or is being Processed (section 51(1)(c)(iv) of PAIA).

The manual will be updated at least every twelve months or at such intervals as may be necessary in accordance with the requirements of section 51(2) of PAIA.

The manual facilitates requests for access to records of MoreCorp as provided for in sections 53 and 54 of PAIA and sets out how to access PII held by MoreCorp in terms of sections 23 and 25 of POPIA.

In this manual, the following words bear the meaning set out below:

“Data Subject”	means the persons to whom PII applies in terms of section 1 of POPIA. In reference to MoreCorp, this primarily but without limitation means clients and/or customers, employees and Operators and/or suppliers, other persons and third parties;
“Deputy Information Officer”	means any person designated by the head of MoreCorp in terms of section 56 of POPIA and as registered with the Information Regulator;
“employee”	means any person who works for or provides services to or on behalf of MoreCorp, and receives or is entitled to receive remuneration;
“MoreCorp Proprietary Limited”	means MoreCorp Proprietary Limited (registration number: 2002/006838/07), a company registered in South Africa in accordance with the Companies Act 71 of 2008, with its registered place of business at 12 Stirrup Lane, Woodmead Office Park, Woodmead, Gauteng, South Africa, 2192.
“Guide”	means the guide published by the SAHRC, and updated and made available by the Information Regulator in terms of section 10 of PAIA;
“Information Officer”	means the head of MoreCorp, registered with the Information Regulator in terms of section 55(2) of POPIA;
“Information Regulator”	means the regulatory body established in terms of section 39 of POPIA;
“Operator”	means a person who processes PII for MoreCorp in terms of a contract or mandate, without coming under the direct authority of MoreCorp, as provided for in section 1 of POPIA, and Operators has a corresponding meaning;
“PII”	means the meaning of “personal information” ascribed to it in section 1 of POPIA which is personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic persons, including, but not limited to:

- (a) 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 persons;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) biometric information of the person;
- (e) personal opinions, views or preferences of the person;
- (f) 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;
- (g) views or opinions of another individual about the persons; and
- (h) 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”

means the meaning ascribed to it in section 1 of POPIA and includes any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including –

- a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- b) dissemination by means of transmission, distribution or making available in any other form; or
- c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

and “Process” and “Processed” have corresponding meanings;

“requester”

means any person or entity requesting access to a record that is under the control of MoreCorp in terms of PAIA or any Data Subject requesting details of any PII relating to that Data Subject or a copy of the PII in terms of POPIA;

“SAHRC”

means the South African Human Rights Commission;

“Special PII”

means the meaning ascribed to “special personal information” in section 1 of POPIA and includes any PII of a Data Subject, concerning –

- (a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject; or
- (b) the criminal behaviour of a Data Subject to the extent that such information relates to –

- i. the allege commission by a Data Subject of any offence; or
- ii. any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings

“the head of MoreCorp” means the Chief Executive Officer of MoreCorp Proprietary Limited, or Managing Director of MoreCorp Proprietary Limited, or any person duly authorised by him or her to carry out the duties ascribed to the “head” of a private body by PAIA;

“the manual” means this manual which is published in accordance with section 51 of PAIA and “this manual” shall have the same meaning;

“the Minister” means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Correctional Services.

2. **Contact details (section 51(1)(a)(i) of PAIA)**

The Chief executive Officer of MoreCorp is **Darryl Edges** and is the head of MoreCorp for the purposes of PAIA. **Darryl Edges** is the registered Information Officer for MoreCorp for purposes of POPIA.

The Information Officer has designated his power and authority as an Information Officer to the following Deputy Information Officers for purposes of POPIA

Requests for access to records or information in terms of either PAIA or POPIA should be addressed to the Information Officer and/or Deputy Information Officer using the following contact details:

Physical address:

12 Stirrup Lane
Woodmead Office Park
Woodmead
Gauteng
South Africa
2192

Postal address:

PO BOX 1640
Gallo Manor
Johannesburg
Gauteng
2152

Telephone: +27(0)11 563 5000

Email: privacy@morecorp.co.za

3. Section 10 Guide on how to use PAIA (section 51(1)(b)(i) of PAIA)

The Information Regulator must, in terms of section 10 of PAIA, update and make available the Guide compiled by the SAHRC to assist persons wishing to exercise any rights in terms of PAIA.

The Guide may be obtained from the Information Regulator. Any person wishing to obtain the Guide may either access it through the website of the Information Regulator at <https://www.justice.gov.za/infoereg/> or should contact:

The Information Regulator

Postal address:

P.O. Box 31533

Braamfontein

Johannesburg

2017

Email: infoereg@justice.gov.za

4. Records available in terms of any other legislation (section 51(1)(b)(iii) of PAIA)

Certain records held by MoreCorp are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation includes:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998

- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

5. Description of the subjects on which MoreCorp holds records and the categories of records held on each subject (section 51(1)(b)(iv) of PAIA)

The following is a list of the subjects on which MoreCorp holds records and the categories into which these fall. The procedure in terms of which such records may be requested from MoreCorp is set out in Section 7 of this manual. The records listed below will not in all instances be provided to a requester who requests them in terms of PAIA. The requester has to show that he or she has the right in terms of PAIA to be given access to the records in question.

Categories of records

Description of records held

Administration

- Shareholder records
- Share register
- Minutes of shareholder meetings
- Directors' records
- Minutes of board meetings
- Records relating to the incorporation of MoreCorp
- Other statutory information relating to MoreCorp relating to tax, value-added tax, COIDA, broad-based black economic empowerment (BBBEE)
- Minutes of meetings of committees and sub-committees

Management

- Minutes of meetings of Executive Committee
- Internal correspondence
- Resolutions of the directors of MoreCorp

Finance

- Accounting records
- Tax records
- Debtors' records
- Creditors' records
- Insurance records
- Auditors' reports
- Interim and annual financial statements
- Bank statements and other banking records for business and trust accounts
- Invoices issued in respect of debtors and billing information
- Records regarding MoreCorp's financial commitments

Human Resources

- List of employees

- Statistics regarding employees
- Employment contracts
- Conditions of employment
- Curriculum vitae of employees, including qualifications
- Information relating to prospective employees, including their curriculum vitae
- Personnel records including personal details, disciplinary records, performance and internal evaluation records
- Employee tax information
- Records of Unemployment Insurance Fund contributions
- Records regarding group life assurance and disability income protection
- Provident/Pension fund records
- Payroll records
- Health and safety records
- Workplace skills plans
- Codes of conduct
- Disciplinary code and procedure
- Grievance procedure
- Appeal procedure
- Remuneration policy
- Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, adoption leave and benefits, broad-based black economic empowerment (BBBEE) procurement, loans, working parents, black economic empowerment, smoking, use of company resources including telephones, motor vehicles and computers, sexual harassment, HIV-Aids and *Pro Bono* policy.
- Training schedules and material
- Correspondence relating to personnel

Suppliers

- Supplier lists and details of suppliers
- Agreements with suppliers

Information Technology

- Computer software
- Support and maintenance agreements
- Records regarding computer systems and programmes

Property

- Asset registers
- Lease agreements in respect of immovable property
- Records regarding insurance in respect of movable property

- Records regarding insurance in respect of immovable property
- Internal correspondence
- Firm publications

Miscellaneous

6. Processing of PII by MoreCorp (section 51(1)(c) of PAIA)

Details about the Processing of PII undertaken by MoreCorp are set out in **Annexure A**.

7. Categories of records which are available without request (section 51(1)(b)(ii) of PAIA)

No notices relating to MoreCorp have been published by the Minister in terms of section 52(2) of PAIA.

Certain records are available without needing to be requested in terms of the request procedures set out in PAIA and detailed in Section 7 of this manual. This information may be inspected, collected, purchased or copied (at the prescribed fee for reproduction) at the offices of MoreCorp. Certain information is also available on MoreCorp's website <https://morecorp.co.za/>. The records include:

- Marketing brochures
- MoreCorp contact information
- Corporate Social Investment Services Provided
- Project information
- Career information
- Media releases and news
- Sponsors
- Ecosystem

8. Request procedure in terms of PAIA (section 51(1)(b)(iv) read with section 53 of PAIA)

A request for access to records held by MoreCorp in terms of section 50 of PAIA must be made on the form (Form C) contained in the Regulations Regarding the Promotion of Access to Information, 2002 (the **PAIA Regulations**) (section 53(1) of PAIA). A copy of the form is attached as **Annexure B** to this manual. The request must be made to MoreCorp at the address, or email address, specified in Section 2 above.

A requester must provide sufficient detail on the prescribed form to allow MoreCorp to identify the record or records which have been requested and the identity of the requester (section 53(2) of PAIA). If a request is made on behalf of another person or entity, the requester must submit details and proof

of the capacity in which the requester is making the request, which must be reasonably satisfactory to MoreCorp (section 53(2)(f) of PAIA). The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa (sections 53(2)(b) and (c) of PAIA).

The requester must identify the right that he, she or it is seeking to exercise by accessing records held by MoreCorp and must explain why the particular record or records requested is or are required for the exercise or protection of that right (section 53(2)(d) of PAIA).

MoreCorp may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include: that access would result in the unreasonable disclosure of PII about a third party, that it is necessary to protect the commercial information of a third party or of MoreCorp itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for the purpose of legal proceedings, and that it is necessary to protect the research information of a third party or MoreCorp itself. Access to documents may also be refused on the basis of professional privilege.

MoreCorp is required to inform a requester in writing of its decision in relation to a request (section 56 of PAIA). If the requester wishes to be informed of MoreCorp's decision in another manner as well, this must be set out in the request and the relevant details included, to allow MoreCorp to inform the requester in the preferred manner.

MoreCorp will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. MoreCorp will notify the requester if the 30-day period for processing a request is to be extended.

Where a request is refused, a requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The High Court will determine whether the records should be made available or not.

9. Fees payable (section 54 of PAIA read with Annexure A of the PAIA Regulations)

A requester has to pay a **request fee** of R50.00. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on MoreCorp's behalf may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by MoreCorp is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the

preparation of the records for disclosure. MoreCorp is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

	Action taken	Fee
i.	Photocopy of an A4-size page or part thereof	R1.10
ii.	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
iii.	For a copy in a computer-readable form on -	
iv.	stiffy disc	R7.50
v.	compact disc	R70.00
vi.	Transcription of visual images, for an A4-size page or part thereof	R40.00
vii.	Copy of visual images	R60.00
viii.	Transcription of an audio record, for an A4-size page or part thereof	R20.00
ix.	Copy of an audio record	R30.00

In addition, if the search for and preparation of the record or records requested takes more than six hours, MoreCorp may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.

If MoreCorp is of the opinion that the search for and the preparation of the records requested will require more than six hours, MoreCorp is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to the Court or lodge a complaint with the Information Regulator to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

10. Request procedure in terms of POPIA (sections 23 and 25 of POPIA)

A request for access in terms of section 23 of POPIA must be made in manner and form set out in section 8 of this manual above (section 25 of POPIA).

No fee is payable where a requester asks MoreCorp to confirm whether or not MoreCorp holds his, her or its PII (section 23(1)(a) of POPIA).

A prescribed fee, if any, as set by the Minister after consultation with the Information Regulator may be payable if a requester asks for a copy of the PII held by MoreCorp, or a description of the records held by MoreCorp that contain the requester's PII (section 23(1)(b)(ii) read with section 111(1)(a) of POPIA). MoreCorp must give the requester a written estimate of the fee beforehand and may require the requester to pay a deposit for all or part of the estimated fee (section 23(3) of POPIA).

11. Information or records not found (section 55 of PAIA)

If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then MoreCorp will notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.

The affidavit or affirmation will 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 MoreCorp with every person who conducted the search.

If the record in question should later be found, the requester will be given access to the record in the manner stipulated by the requester unless access is refused by MoreCorp as permitted by PAIA (as dealt with in Section 8 above).

12. Information requested about a third party (Chapter 5 of Part 3 of PAIA)

Where any information that relates to a third party is requested in terms of PAIA from MoreCorp, MoreCorp is required to notify the third party of the request (section 71 of PAIA). The third party has an opportunity to grant their consent to the disclosure of the record or to make representations as to why the requested record should not be disclosed to the requester (section 72 of PAIA). If MoreCorp decides to grant access to the record, it will notify the affected third party again (section 73 of PAIA). The third party is entitled to apply to court in relation to that decision. The court will then determine whether the record should be disclosed by MoreCorp or not.

13. Other prescribed information (section 51(1)(a)(ii) of PAIA)

The Minister has not prescribed that any further information must be contained in this manual.

ANNEXURE A – PROCESSING OF PERSONAL INFORMATION

MoreCorp takes the privacy and protection of PII seriously and will only process PII in accordance with POPIA or any other applicable legislation which deals with privacy rights. Accordingly, the relevant PII privacy conditions and requirements relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion of Personal Information) will be applied to any PII processed by MoreCorp.

Purpose of Processing PII

MoreCorp uses the PII under its care in the following ways:

- Staff administration
- Keeping of accounts and records
- Complying with applicable law, such as tax laws
- Furtherance of business activities / in order to provide goods or services
- Process client transactions
- Communicate with clients
- Client registration processes
- Security and fraud prevention

Categories of Data Subjects and their PII

MoreCorp may possess records relating to suppliers, shareholders, contractors, staff and clients:

Data Subjects

Clients – natural persons

PII processed

- Name of client
- Physical and postal address and contact details, including email address;
- Account information such as customer identification number, device registered, account status and age;
- Payment information, including billing address, method of payment, such as bank details, credit, debit, or other payment card information;
- Transaction information, including purchases of Morecorp products and services or transactions facilitated by

MoreCorp, including purchases on MoreCorp's various platforms;

- Location information, as regards where clients are enjoying the product or service;
- Health information, relating to clients' health status, including data related to clients' physical health or condition;
- Fitness information relating to clients' fitness and exercise information;
- Financial information;
- Communication information with MoreCorp, including interactions with customer support and contacts through social media channels.

Contractors

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information
- Authorized signatories;
- Beneficiaries;
- Ultimate beneficial owners

Employees/Directors

- Gender;
- Pregnancy;
- Marital status;
- Race;
- Age;
- Language;
- Education information;
- Financial information;
- Employment history;
- ID number;
- Physical and postal address;
- Contact details;
- Opinions;
- Criminal behavior;
- Well-being

Categories of Recipients to whom PII may be supplied

MoreCorp may supply the PII to service providers who render the following services:

- Capturing and organizing data;
- Storing data;
- Sending of emails and other correspondence to clients;
- Conducting due diligence checks (i.e. Securimate);

MoreCorp does not share the PII of its Data Subjects with any third parties, except if:

- It is necessary to share with other companies or entities with which MoreCorp has business relationships, in order to provide the service requested by the client; [alternative wording: the third party performs services and processes PII on MoreCorp's behalf as its Operator]
- It is obliged to provide such information for legal or regulatory purposes;
- It is required to do so for purposes of existing or future legal proceedings;
- It is involved in the prevention of fraud, loss, bribery or corruption.

MoreCorp will send its Data Subjects appropriate notifications or communications of its processing if it is obliged to do so by law, or in terms of its contractual relationship with Data Subjects. MoreCorp will disclose PII to government authorities if it is required to do so by law.

Actual or planned transfers of PII outside of South Africa

MoreCorp may transfer PII under its control in order to liaise with other MoreCorp organisations, store data with third party cloud storage providers.

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

General description of information security measures implemented by MoreCorp

MoreCorp employs up to date technology to ensure the confidentiality, integrity and availability of the PII under its care. Such measures include:

- Firewalls;
- Secure web gateways;
- Regular vulnerability scans of IT networks and systems;
- Cybersecurity awareness training for all employees;
- Virus protection software and update protocols;

- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Operators who process PII on behalf of MoreCorp are contracted to implement security controls;
- Securimate software: which is a platform that through which due diligence on information security is conducted

ANNEXURE B – FORM FOR REQUEST FOR ACCESS TO A RECORD

**FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body:

The Head:

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent, must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

Full names and surname: _____

Identity number: _____

Postal address: _____

Attention: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

Particulars of person on whose behalf request is made:

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname: _____

Identity number: _____

D. Particulars of record:

- | |
|--|
| <p>(a) <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</i></p> <p>(b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form.</i></p> <p>The requester must sign all the additional folios.</p> |
|--|

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (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 for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
_____	_____

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record
--	---

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
--	--	---

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)
--	---

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
--	---	---

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
---	-----	----

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

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:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20__.

**SIGNATURE OF REQUESTER / PERSON
 ON WHOSE BEHALF REQUEST IS MADE**