



PROMOTION OF ACCESS TO INFORMATION MANUAL

for

SIMVIDA (PTY) LTD

(Registration number 2020/784560/07)

(hereinafter referred to as "**the Company**")

PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 AND TO ADDRESS THE REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

1. DEFINITIONS

- 1.1. The headings of the clauses in this Manual are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this Manual nor any clause hereof. Unless a contrary intention clearly appears words importing:
 - 1.1.1. any one gender includes the other genders;
 - 1.1.2. the singular includes the plural and *vice versa*; and
 - 1.1.3. natural persons include created entities (corporate or unincorporate) and the state and *vice versa*.
- 1.2. The following words, unless otherwise defined, shall bear the same meaning as under PAIA and POPIA, as the case may be:
 - 1.2.1. **"Consent"**: A voluntary, specific and informed expression of will in terms of which a Data Subject agrees to the processing of Personal Information relating to him or her or it.
 - 1.2.2. **"Constitution"**: The Constitution of the Republic of South Africa, 1996.
 - 1.2.3. **"Data Subject"**: The person to whom Personal Information relates, who may be a natural or juristic person.
 - 1.2.4. **"Information Officer"**: The chief executive officer or equivalent officer of the Company or any person duly authorised by that officer; or the person acting as such or any person duly authorised by such acting person, whose further particulars appear in clauses 8.2 and 8.3 of this Manual.

- 1.2.5. **"Information Regulator"**: The Information Regulator established in terms of section 39 of POPIA.
- 1.2.6. **"Manual"**: This Manual prepared in accordance with section 51 of PAIA and to address the requirements of POPIA.
- 1.2.7. **"PAIA"**: The Promotion of Access to Information Act 2 of 2000, as amended from time to time.
- 1.2.8. **"PAIA Guide"** means the PAIA Guide prepared by the Information Regulator.
- 1.2.9. **"Personal Information"**: means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including, but not limited to:
 - 1.2.9.1. 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;
 - 1.2.9.2. information relating to the education or the medical, financial, criminal or employment history of the person;
 - 1.2.9.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 1.2.9.4. the blood type or any other biometric information of the person;
 - 1.2.9.5. the personal opinions, views or preferences of the person;
 - 1.2.9.6. 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;
 - 1.2.9.7. the views or opinions of another individual about the person; and
 - 1.2.9.8. 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.
- 1.2.10. **"POPIA"**: The Protection of Personal Information Act 4 of 2013 as amended from time to time.
- 1.2.11. **"Private Body"**: A natural person who carries or has carried on any trade, business or profession in that capacity, a partnership or a juristic person, whether existing or terminated, but excluding a Public Body or as defined in PAIA.
- 1.2.12. **"Processing"**: Any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:
 - 1.2.12.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

1.2.12.2. dissemination by means of transmission, distribution or making available in any other form; or

1.2.12.3. merging, linking, as well as blocking, degradation, erasure or destruction of information,

and "**Processed**" shall have a corresponding meaning.

1.2.13. "**Public Body**": Any department or state or administration in the national, provincial or local sphere of government or functionary exercising public power or as defined in PAIA.

1.2.14. "**Record**": has the meaning attributed to it in PAIA namely any recorded information regardless of form or medium in the possession or under the control of the Company, whether or not it was created by the Company.

1.2.15. "**Representative Requester**": A person who requests information relating to and on behalf of another person.

1.2.16. "**Request for access**" means a request for access to a record of the organisation in terms of section 50 of PAIA.

1.2.17. "**Responsible Party**": A Public Body or Private Body (as the case may be) or any other person which, alone or in conjunction with others, determines the purpose of and means for processing Personal Information.

1.2.18. "**Requester**": in relation to a private body means any person including but not limited to a public body or an official thereof making a Request for access to a Record of the organisation or a person acting on behalf of such person. including

1.2.19. "Third party" in relation to a Request for access to a Record held by the organisation means any person other than the Requester.

2. INTRODUCTION

2.1. PAIA seeks to give effect to the constitutional right of access to information as contained in section 32 of the Constitution and to advance the values of transparency and accountability and establishes certain statutory rights of Requesters to access Records of a Private Body if:

2.1.1. the Record is required for the exercise or protection of any rights;

2.1.2. that Requester complies with all the procedural requirements; and

2.1.3. access is not refused in terms of any ground referred to in PAIA.

2.2. POPIA seeks to give effect to the constitutional right to privacy as contained in section 14 of the Constitution and to safeguard Personal Information by regulating the manner in which it may be Processed by Private Bodies.

- 2.3. POPIA provides that Data Subjects have the right to have their Personal Information Processed in accordance with the conditions for the lawful Processing of Personal Information, which are set out in POPIA.
- 2.4. One of the requirements specified in PAIA is the compilation of an information manual that provides information including the types and categories of Records held by a Private Body, the procedures to access Records as well certain information relating to the Processing of Personal Information.
- 2.5. The Information Regulator has developed a PAIA Guide which is available at https://info regulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf which Guide is a user-friendly and accessible tool for any person who wishes to exercise any right contemplated in PAIA as well as certain rights contained in POPIA. This Manual must be read in conjunction with the PAIA Guide on how to use PAIA. Members of the public may also inspect the Guide free of charge at the offices of the Company, or on payment of the prescribed fee, obtain a copy.

3. SCOPE AND PURPOSE

- 3.1. This Manual serves as the Company's information manual and provides reference to the manner to access Records held by the Company as well as the Personal Information Processed by the Company from time to time.
- 3.2. The purpose of this Manual is to:
 - 3.2.1. ensure that the Company complies with PAIA by giving effect to the right to the access of information;
 - 3.2.2. set out the procedural requirements attached to requests for Records in terms of PAIA, the requirements which requests must meet, as well as the grounds for refusing requests;
 - 3.2.3. provide a non-exhaustive list of Personal Information, Records and other details held or to be collected by the Company; and
 - 3.2.4. record the conditions and terms for Processing Personal Information.
- 3.3. This Manual is not exhaustive and a person seeking any Record and/or Personal Information or any other specified information from the Company must familiarise itself with the provisions of PAIA and/or POPIA before submitting a request to the Company.

4. AMENDMENTS TO THIS MANUAL

Amendments to or a review of this Manual will take place on an *ad hoc* basis but in any event at least once a year.

5. THE MAIN ACTIVITIES OF THE COMPANY

The Company conducts its main type of business in the finance and business sector.

6. APPLICABILITY AND AVAILABILITY OF THIS MANUAL

This Manual is available for inspection, free of charge, at the Company's head offices as stipulated in clause 8 below, and is available through the Company's website at www.simvida.co.za.

7. PAIA PROVISIONS

7.1. Section 51 of PAIA requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to in seeking to obtain access to Records held by that Private Body.

7.2. This Manual will, subject to clause 4 above, be updated as and when the need arises and as soon as any amendments have been finalised, the latest version of the Manual will be made public through the Company's website at www.simvida.co.za; alternatively on request from the Company's Information Officer and Deputy Information Officer, whose details appear below.

8. PARTICULARS REQUIRED IN TERMS OF SECTION 51(1)(a) OF PAIA

8.1. Company Contact Details:

8.1.1. Company Name

and Registration: Simvida (Pty) Ltd, Registration Number: 2020/784560/07

8.1.2. Street Address: 35 Ballyclare Drive, Ballyoaks

Office Park, Lacey Oak House,

Bryanston, 2021

8.1.3. Postal Address: As per street address

8.1.4. Telephone: 010 593 3107

8.1.5. Email: fiona@simvida.com

8.1.6. Website: www.simvida.co.za

8.2. Information Officer:

8.2.1. The Information Officer: Eugene Francois Maree

8.2.2. Address: 35 Ballyclare Drive, Ballyoaks Office Park,

Lacey Oak House,

Bryanston, 2021

8.2.3. Tel Number: 010 593 3107

8.2.4. E-mail: eugene@simvida.com

8.3. Deputy Information Officer:

8.3.1. Name: Fiona Butler

8.3.2. Address: 35 Ballyclare Drive, Ballyoaks Office Park,
Lacey Oak House,
Bryanston, 2021

8.3.3. Email address: fiona@simvida.com

8.3.4. Telephone: 010 593 3107

8.3.5. E-mail: fiona@simvida.com

9. PAIA GUIDE

- 9.1. The Information Regulator is required, in terms of section 10 of PAIA, to compile a PAIA Guide containing information that may reasonably be required by a person who wishes to exercise any right contemplated in PAIA.
- 9.2. PAIA permits a Requester to request access to the Records of a Private Body if the Record is required for the exercise or protection of any rights.
- 9.3. Requests in terms of PAIA shall be made in accordance with the prescribed procedures at the rates stipulated.

10. AUTOMATIC AVAILABILITY OF DOCUMENTS

- 10.1. PAIA provides that certain Records may automatically be made available. Should Records automatically be available, a formal request for such Records will not be necessary.
- 10.2. In terms of PAIA, Private Bodies are not obliged to make any Records automatically available. This means that a Private Body is not obliged to make such disclosure. If a Private Body chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of section 52(2) of PAIA.
- 10.3. At this stage the Company has not given notice of any categories of Records that are automatically available without a person having to request access in terms of PAIA.

11. WHO MAY REQUEST RECORDS

- 11.1. PAIA provides that a person may request Records from a Private Body in terms thereof if that Record is required for the exercise or protection of a right.
- 11.2. When making a request, the Requester must:

- 11.2.1. state that the Record requested is required to exercise or protect a right;
- 11.2.2. identify the right and provide details of the nature of the right to be exercised or protected; and
- 11.2.3. explain why the requested Record is required for the exercise or protection of that right.
- 11.3. A request for access to a Record must be made on the prescribed form (a copy of which is annexed as **Schedule B**) ("**Request**") delivered to the Information Officer at his address, or e-mail address as provided for in this Manual.
- 11.4. The Requester must provide sufficient detail in the Request to enable the Information Officer to identify:
 - 11.4.1. the Record requested;
 - 11.4.2. the identity of the Requester; and
 - 11.4.3. the form of access required if the Request is granted.
- 11.5. If a Request is made by a Representative Requester, then the Representative Requester must submit proof of the capacity in which the Representative Requester is making the Request to the reasonable satisfaction of the Information Officer or Deputy Information Officer.
- 11.6. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request verbally to the Information Officer.
- 11.7. Any Request must be directed to the Information Officer or any other authorised persons.
- 11.8. The Request on the prescribed form must be delivered to the Company by hand, via mail or e-mail.
- 11.9. The Requester must pay the prescribed fee before any further processing of the Request can be effected/implemented.

12. PRESCRIBED FEES

- 12.1. Subsequent to a Request being made, the Information Officer, shall by notice require the Requester, to pay the prescribed request fee as determined by the Information Regulator from time to time, before further processing the Request.
- 12.2. A Requester whose Request has been granted must pay the applicable access fee for reproduction, search, 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.

13. DECISION ON REQUEST

- 13.1. The Company shall, within 30 (thirty) days of receipt of a request form, or such shorter period as may be reasonable in the circumstances, make a decision as to whether to grant or decline the Request and inform the Requester of its decision with adequate reasons for the refusal.

- 13.2. The 30 (thirty) day period within which the Company has to decide whether to grant or refuse the Request may be extended for a further period not exceeding 30 (thirty) days if the Request is for a large number of Records; the Request requires a search for or through a large number of Records; or the Request requires a search for Records held at other premises, as a result of which the required Records cannot reasonably be obtained within the initial 30 (thirty) day period.
- 13.3. The Company shall notify the Requester in writing should an extension of the prescribed period be required and the reasons for the extension.

14. GROUNDS FOR REFUSAL

- 14.1. The Company may or must refuse a Request on, amongst others, the grounds set out in Part 3, Chapter 4 of PAIA which grounds include (but are not limited to) the following:
 - 14.1.1. The privacy of natural persons who are third parties are protected;
 - 14.1.2. The mandatory protection of the safety of individuals and property;
 - 14.1.3. Instances where public interest are not served;
 - 14.1.4. The mandatory protection of commercial information of a third party; and
 - 14.1.5. The mandatory protection of certain confidential information of a third party.
- 14.2. The Company may approve a Request for access where the disclosure of the Record would reveal evidence of a substantial contravention of, or failure to comply with the law or imminent and serious public or environmental risk.

15. THE PRESCRIBED FORMS AND FEES

The prescribed forms and fees payable in respect of access to Records are available on the website of the Information Regulator at <https://inforegulator.org.za> under the legislation section.

16. RECORDS THAT CANNOT BE FOUND

- 16.1. If the Company has searched for a Record and believes that the Record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or written affirmation.
- 16.2. The affidavit or affirmation shall detail the steps which were taken to locate the requested Record.

17. REMEDIES AVAILABLE TO THE REQUESTER IF A REQUEST FOR ACCESS IS DENIED

The Company does not have an internal appeal procedure against a decision made by the Information Officer. A Requester may however, within 180 days, make application to court against the refusal of the Request for Access in accordance with sections 56(3)(c) and 78 of PAIA.

18. PROCESSING OF PERSONAL INFORMATION

- 18.1. In terms of the provisions of POPIA, the Company must take reasonably practicable steps to inform Data Subjects of the Personal Information being collected and the manner in which it Processes the Personal Information.
- 18.2. The type of Personal Information to be processed by the Company will depend on the purpose for which such Personal Information is Processed. The Company will only Process such Personal Information which it needs to fulfil the relevant purpose and as required by law.

19. DESCRIPTION OF THE CATEGORIES OF SUBJECTS, DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO

- 19.1. The Company processes Personal Information for Users of the SIMVIDA platform, employees, consultants, service providers, and product suppliers.
- 19.2. The Company's list of categories of Subjects, Data Subjects and the information or categories of information relating thereto appears in Schedule A annexed hereto.

20. PURPOSE OF PROCESSING OF PERSONAL INFORMATION

The Company Processes the Personal Information of Data Subjects for purposes of:

- 20.1. executing and/or fulfilling its statutory obligations in terms of PAIA and/or POPIA;
- 20.2. executing and/or fulfilling its statutory obligations in terms of other applicable legislation;
- 20.3. executing and/or fulfilling its contractual obligations;
- 20.4. administering employees and potential employees;
- 20.5. keeping accounts and Records for business and statutory reporting obligations;
- 20.6. procurement processes; and
- 20.7. visitors to the Company's website and business premises.

21. THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

- 21.1. The Company may supply the Personal Information of Data Subjects to service providers, who provide the following services:
 - 21.1.1. administration (for example, clients, investments, medical aids, retirement funds);
 - 21.1.2. accounting and/or auditing;
 - 21.1.3. capturing and organising Personal Information;

21.1.4. information and communication technologies (ICT);

21.1.5. storing of personal information; and

21.1.6. verification checks.

21.2. The Company may supply the Personal Information of Data Subjects to:

21.2.1. Courts, in terms of matters taken on judicial review;

21.2.2. enforcement agencies, for criminal investigation (for example, National Prosecuting Authority, South African Police Service); and

21.2.3. regulators, ombuds, or tribunals, in terms of matters that fall under their jurisdiction.

22. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

22.1. The Company's website www.simvida.com is hosted in the cloud by Amazon Web Services.

22.2. The Company may outsource the Processing of Personal Information to third party operators from time to time and in so doing transfer Personal Information outside the borders of South Africa, however this will at all times be subject to the relevant provisions of the POPI Act, and the person (both legal and natural) to whom the Personal Information is transferred shall be subject to a law, binding company rules, and/or binding agreements, which provide a suitable level of protection.

22.3. The cross border transfer of Personal Information may be done with the Data Subject's Consent. However, if it is not reasonably practicable to obtain the Data Subject's Consent, the Company will transfer the Personal Information if it will be for the Data Subject's benefit, and the Data Subject would have provided Consent, if it had been reasonably practicable to obtain the Consent.

23. PERSONAL INFORMATION SECURITY

23.1. The Company is obliged to provide adequate protection in respect of the Personal Information it Processes and to prevent unauthorised access, disclosure and use of any Personal Information.

23.2. The Company shall, on an on-going basis, review its security controls and related processes to ensure that the Personal Information of Data Subjects is secure and retained only for so long as is required or needed for Record-keeping purposes.

23.3. The Company's security policies and procedures include:

23.3.1. lawful and reasonable processing of Personal Information as contemplated in section 9 of POPIA;

23.3.2. limitation of access to Personal Information;

23.3.3. computer and network security;

23.3.4. investigation of and prompt response to breaches of security;

- 23.3.5. monitoring of access and usage of Personal Information;
 - 23.3.6. physical security of hardware and premises where Personal Information is processed;
 - 23.3.7. appropriate procedures in respect of retention and disposal of Personal Information;
 - 23.3.8. secure communications; and
 - 23.3.9. appropriate security arrangements in outsourcing of ancillary services or functions.
- 23.4. When the Company contracts with third parties in relation to the management of Personal Information, the Company imposes appropriate security, privacy and confidentiality obligations on them to ensure that the Personal Information under the Company's control will be kept secure at all times.
- 23.5. The Company will ensure that anyone to whom it discloses any Personal Information, agrees to treat that Personal Information with the same level of protection as the Company is obliged to treat it.

24. RIGHT OF ACCESS

- 24.1. A Data Subject has the right to request the Company to confirm, free of charge, whether or not the Company holds Personal Information about the Data Subject.
- 24.2. Objection to the Processing of Personal Information by a Data Subject
- 24.2.1. A Data Subject may, at any time object to the Processing of its Personal Information on a form substantially similar to Schedule C free of charge and reasonably accessible to the Data Subject by hand, fax, post, email, SMS, or WhatsApp or in any manner expedient to a Data Subject in terms of section 11(3)(a) of PAIA.
- 24.2.2. The Company must, when collecting the Personal Information of a Data Subject, notify the Data Subject, of their right to object to the Processing of its Personal Information. If an objection to the Processing of Personal Information of a Data Subject is made telephonically, such an objection shall be electronically recorded by the Company and upon request, be made available to the Data Subject in any manner, including the transcription thereof.
- 24.3. Request for correction or deletion of Personal Information
- 24.3.1. A Data Subject may request for their Personal Information to be corrected, destroyed or deleted.
- 24.3.2. A Data Subject, who wishes to request a correction or deletion of its Personal Information, has the right so to make such a request at any time and free of charge, if the Personal Information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully.
- 24.3.3. A Data Subject, who wishes to request the destruction or deletion of a Record of its Personal Information, has the right to request such destruction or deletion at any time and free of charge.
- 24.3.4. A request for the correction or deletion of Personal Information, or a request for the destruction or deletion of a Record of Personal Information, must be submitted to the Company on a form which is substantially similar to the form attached as Schedule E free of charge and reasonably accessible to

the Data Subject by hand, fax, post, email, SMS, or WhatsApp or in any manner expedient to a Data Subject.

- 24.3.5. A request for the correction or deletion of Personal Information by telephonic means shall be Recorded by the Company and such Recording must, upon request, be made available to a Data Subject in any manner, including the transcription thereof which shall be free of charge.
- 24.3.6. The Company shall within thirty (30) days of receipt of the outcome of the request referred to in this clause 24.3, notify a Data Subject, in writing, of the action taken as a result of the request.

SCHEDULE A

SUBJECTS, CATEGORIES AND TYPES OF RECORDS HELD BY THE COMPANY

1. The following categories of Records may be held by the Company and access may be granted to such Records upon proper request and payment of a fee in terms of PAIA and this Manual, unless the Company is entitled to refuse access to such Records, or the Records are exempted in terms of PAIA:

Category	Records	Nature of Information including Personal Information Processed	Data Subject/Purpose
Regulatory & Administrative	Permits, Licenses or Authorities	Name, address, registration number	Organisation/statutory requirement
	FICA Internal Rules	-	Organisation/statutory requirement
	Memorandum of Incorporation	Name, address, registration number	Organisation/statutory requirement
	Internal correspondence (e-mails/memos)	Name	Organisation, employees, consultants/record keeping
	Insurance Policies held by organisation	Name, address, registration number	Organisation/risk management
Human Resources	Employment Applications	Name, address, identity number, education	Organisation, applicants/record keeping
	Employment Contracts	Name, address, identity number, qualifications, salary	Organisation, employees/record keeping
	Personal Information of Employees	Name, address, identity number, qualifications, salary	Organisation, employees/record keeping
	Disciplinary Records	Name	Organisation, employees/record keeping
	Performance Management Records	Name	Organisation, employees/record keeping
	Salary Records	Name, address, identity number, qualifications, salary	Organisation/statutory
	Employee Benefit Records	Name, address, identity number, qualifications, salary	Organisation/statutory
	PAYE Records	Name, address, identity number, qualifications, salary	Organisation/statutory
	Leave Records	Name, address, identity number, qualifications, salary	Organisation, employees/record keeping
	Training Records	Name	Organisation, employees/record keeping
	Training Manual	-	Organisation, employees/record keeping

Financial	Financial Statements	Name, address, identity number, registration number	Organisation/statutory
	Financial and Tax Records	Name, address, registration number	Organisation/statutory
	Asset Register	Name, address, registration number	Organisation/statutory
	Management Accounts and Reports	Name, address, registration number	Organisation/statutory
	Cash Books and Ledgers	Name, address, registration number	Organisation/statutory
	Banking Records and Statements	Name, address, registration number	Organisation/statutory
	Electronic Banking Records	Name, address, registration number	Organisation/statutory
Client/User	User / Client Database	<p>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.</p> <p>Information relating to the education or the medical, financial, criminal or employment history of the person;</p> <p>Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.</p> <p>The blood type or any other biometric information of the person.</p> <p>Internet Protocol (IP) address, language preferences, country and location.</p>	Organisation, clients, users/statutory and record keeping

	User/ Client agreements	Name, address, registration number	Organisation, clients, users/statutory and record keeping
	User/ Client Files		Organisation, clients, users/statutory and record keeping
	User / Client Instructions		Organisation, clients, users/statutory and record keeping
	User/ Client Correspondence	Audio, electronic, visual, and similar information, such as images and audio, video or call recordings.	Organisation, clients, users/statutory and record keeping
Third Party	Operator agreements		Organisation and Third Party/record keeping
	Non-disclosure agreements	Name, address, registration number	Organisation and Third Party/record keeping
	Letters of Intent	Name, address, registration number	Organisation and Third Party/record keeping
	Supplier Contracts	Name, address, registration number, banking details	Organisation and Third Party/record keeping

SCHEDULE B**REQUEST FORM**

1. To facilitate the processing of your request, kindly complete and submit the form below to the e-mail address of the Information Officer or Deputy Information Officer indicated in clauses 8.2 and 8.3 above.
2. The Deputy Information Officer will notify the Requester that a request for access has been received and that the prescribed fee (if any) is payable prior to processing the request.
3. Once the request has been processed, the Deputy Information Officer will inform you of the outcome of your request and any additional fees that may fall due.
4. Take note that, as per clause 14 above, PAIA provides a number of grounds on which a request for access to information must be refused.
5. **WHEN COMPLETING THE FORM BELOW PLEASE:**
 - 5.1. Indicate the identity of the person seeking access to the information.
 - 5.2. Provide sufficient particulars to enable the Information Officer to identify the information requested.
 - 5.3. Specify the format in which the information is required.
 - 5.4. Indicate the contact details of the person requiring the information.
 - 5.5. Indicate the right to be exercised and/or to be protected, and specify the reasons why the information required will enable the person to protect and/or exercise the right.
 - 5.6. Where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed.
 - 5.7. If the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

REQUEST FOR ACCESS TO A RECORD IN RELATION TO PAIA

NOTE:

Proof of identity must be attached by the Requester.

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:

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 (when made on behalf of another person)							
Postal Address							
Street Address							
E-mail Address							
Contact Numbers	Tel. (B):		Facsimile:				
	Cellular:						
Full names of person on whose behalf request is made (if applicable):							
Identity Number							
Postal Address							

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the Record to which access is requested, including the reference number if that is known to you, to enable the Record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
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*(Mark the applicable box with an "X")*

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

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED*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.*

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	
<p><i>A request fee must be paid before the Request will be considered.</i></p> <p><i>You will be notified of the amount of the access fee to be paid.</i></p> <p><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></p> <p><i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	
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

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

Signature of Information Officer

SCHEDULE C

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

If your request is granted the—

1. *amount of the deposit, (if any), is payable before your Request is processed; and*
2. *requested Record/portion of the Record will only be released once proof of full payment is received.*

Please use the reference number hereunder in all future correspondence.

Reference number: _

TO:

Your request dated _____, refers.

3. You requested:

Personal inspection of information 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>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

4. You requested:

Printed copies of the information (<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 information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive(<i>including virtual images and soundtracks</i>)	
Copy of Record saved on cloud storage server	

5. 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 (<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>)	

Kindly note that your request has been:

☐

Approved

☐

Denied, for the following reasons:

6. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: Flash drive To be provided by Requestor Compact disc If provided by Requestor If provided to the Requestor	R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio Record, per A4-size	R24.00		
Copy of an audio Record (i) Flash drive To be provided by Requestor (ii) Compact disc If provided by Requestor If provided to the Requestor	R40.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

7. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this ____ day of _____ 20 ____

Information Officer/Deputy Information Officer

Simvida Proprietary Limited
 Registration number 2020/784560/07)
 35 Ballyclare Drive, Ballyoaks Office Park,
 Lacey Oak House, Bryanston,
 2021

Directors: E Maree

Signed at this day of 20

.....
Signature of Data Subject / Designated Person

Simvida Proprietary Limited
 Registration number 2020/784560/07)
 35 Ballyclare Drive, Ballyoaks Office Park,
 Lacey Oak House, Bryanston,
 2021

Directors: E Maree

SCHEDULE E**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, 2021**
[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:

a) Correction ☐ or deletion ☐ of personal information about the Data Subject which is in possession or under the control of the Responsible Party.

Please select applicable reasons for the selected request:

- | | |
|-------------------------|--------------------------|
| (a) Inaccurate | ☐ |
| (b) Irrelevant | ☐ |
| (c) Excessive | ☐ |
| (d) Out of Date | ☐ |
| (e) Incomplete | ☐ |
| (f) Misleading | ☐ |
| (g) Obtained unlawfully | ☐ |

- b) Destruction ☐ or deletion ☐ of a Record of Personal Information about the Data Subject which is in the possession or under the control of the Responsible Party 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:	
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:	
Postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	PERSONAL INFORMATION TO BE CORRECTED/DESTROYED/DELETED (Please specify the Personal Information required to be corrected / destroyed / deleted)
D	EXPLANATION FOR THE SELECTED REASON FOR A REQUEST (Please provide detailed explanation for the selected reasons for the Request for correction or deletion of Personal Information which is in possession or under the control of the Responsible Party)
Signed at this day of20.....	

Simvida Proprietary Limited
Registration number 2020/784560/07)
35 Ballyclare Drive, Ballyoaks Office Park,
Lacey Oak House, Bryanston,
2021

Directors: E Maree

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