



HOLDINGS (PTY) LTD

KING PIE HOLDINGS (PTY) LTD

(REGISTRATION NUMBER: 1997/008676/07)

Hereafter ("the Companies")

This Manual is prepared in terms of Section 51 of the Promotion of Access to Information Act No 2 of 2000 ("PAIA") as amended by the Protection of Personal Information Act, No 4 of 2013 ("POPIA")

THE KING PIE

PAIA MANUAL

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1. Definitions

“King Pie”	Means the King pie holdings registration number 1997/008676/07
“Data Subject”	Means the person to whom personal information relates
“Manual”	Means this is the King pie PAIA manual, together with all the Appendices hereto.
“PAIA”	Means the Access to information Act, No 2 of 2000.
“POPIA”	Means the Protection of Personal information Act, No 4 of 2013.
“Processing”	Means any operations or activity, whether by automatic means, concerning personal information including collection, receipt, storage, alteration, erasure, as further defined in POPIA.
“Record”	Means any recorded information, regardless of form or medium which includes writing, label, marking, hardware, software, book, image (as further defined in POPIA)
“Regulator”	Means the information Regulator as defined in POPIA
“Requestor”	Means any private body, any person, including a public body or official thereof, making a Request for Access to a Record of that private body, or a person acting on behalf of the aforesaid person.
“Request for Access”	Means as promulgated in section 1 of PAIA, in relation to a private body means a Request for Access to a record of a private body in terms of section 50.
“Regulator”	Means the information Regulator as defined in POPIA and means the Information Regulator as established in terms of Section 39 of the POPIA.

2. Introduction to PAIA and POPIA

PAIA:

The Promotion of Access to information Act, 2000 (“PAIA”) commenced on the 9th of March 2001, which among other things:

- Seeks to give effect to a person’s Constitutional right of access to information, subject to certain limitations and sets out the procedural process to follow to exercise or protect this right.
- Sets out the obligation of private bodies to compile a PAIA Manual.

Thus, where a person is desirous of obtaining information from King Pie in terms of PAIA, such request must be made in the format as prescribed under the King Pie PAIA Manual, and following receipt of the request, King Pie must decide If it Is able to provide the requested information to the Requester in accordance with the provisions of PAIA.

POPIA:

The Protection of Personal Information Act, 2013 (“POPIA”) commenced on 1 July 2020 and gives effect to:

- A person’s right to privacy, including the right to data privacy, and in accordance with this objective, describes and prescribes a series of conditions which must be met when personal information is processed, which conditions established the minimum requirements for the processing of personal information.
- Amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information

This PAIA Manual is compiled in accordance with section 51 of PAIA as amended by POPIA.

3. Purpose of the PAIA Manual

The Purpose of this Manual is.

- For the purpose of PAIA: details the procedure that a Requester is to follow making a Request for Access, and the way a Request for Access will be facilitated by King Pie.
- For the purpose of POPIA: details the purpose for which personal information may be processed a description of the categories of the Data Subjects for whom King pie process personal information, as well as the categories of personal information relating to such Data Subjects and the recipients to whom personal information may be supplied.

4. Information Regulators PAIA Guide

The Regulator has compiled an official PAIA guide which is user-friendly and accessible, to assist in understanding how to exercise any right contemplated in PAIA or POPIA.

The Regulator guide is available in each in each of the official languages at the following link on the Regulators website: <http://www.justice.gov.za/inforeg/docs.html> (under the heading PAIA GUIDE AND MANUAL)

Should you have any queries or require a copy of the Guide, contact the Regulator directly.

Address:	The information Regulator (South Africa) JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001 PO Box 31533, Braamfontein, Johannesburg, 2017
Telephone number:	+27 (0)10 023 5207
E-mail Address:	Complaint's email: PAIAcompliant@infoeregulator.org.za General enquiries: enquiries@infoeregulator.org.za
Website:	https://www.justice.gov.za/inforeg/

5. Company overview

The "Company" conducts a business as a manufacturer of pies to Franchises and Retailers respectively.

6. Company details (section 51(1)(a))

Duly Authorised persons **Information Officer** and **Deputy Information Officers**

Information Officer

Managing Director	Nomakhosi Mabaso
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email Address:	mabasok@kingpie.co.za

Deputy Information Officers

Finance

<u>Chief Financial Officer</u>	Sibusisiwe Zondi
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	zondis@kingpie.co.za

Operations

<u>Franchise Executive</u>	Clinton Johns
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	johnsc@kingpie.co.za

New Business Development

<u>New Business Development Executive</u>	Sithembiso Nkosi
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	nkosis@kingpie.co.za

Human Resources Management

<u>Human Resources Executive</u>	David Milton
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	miltond@kingpie.co.za

Marketing

<u>National Marketing Manager</u>	Bantu Vazi
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	vazib@kingpie.co.za

Manufacturing

<u>Head of Manufacturing</u>	Gloria Kgagabi
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	kgagabig@kingpie.co.za

Retail

<u>Retail Executive</u>	Alan White
Physical Address	Eastside Corporate Close, 807 Richards Drive, Midrand, 1632
Postal Address	P.O Box 2606, Halfway House, Midrand, 1685
Telephone number	(011) 564 9701
Email address	whitea@kingpie.co.za

7. Records Automatically Available

POPIA Manual – www.kingpie.co.za

POPIA policy - www.kingpie.co.za

All other related POPIA policies – www.kingpie.co.za

8. Description of subjects and Categories of records

Subjects of Records	Categories of Records
Financial and accounting Records	<ul style="list-style-type: none">o Accounting Records (inclusive of books of account)o Administrative Recordso Internal and external audit reportso Supporting schedules and documentation to books of account
Tax Records	<ul style="list-style-type: none">o Customs and Excise Recordso Income tax returns and other documentationo PAYE Recordso Regional Services Council Recordso Skills Development Levies Recordso Stamp Duties Recordso Value Added Tax Records
Legal Records	<ul style="list-style-type: none">o Documentation pertaining to litigation or arbitrationo General agreementso Licenses, permits and authorizations
Insurance Records	<ul style="list-style-type: none">o Claims Recordso Details of insurance coverage, limits and insurerso Insurance policies
Employee Records o Agreements with trade unions	<ul style="list-style-type: none">o Arbitration awards

	<ul style="list-style-type: none"> o Attendance registers o Casual employee Records o CCMA Records o Code of conduct Company tax submissions in respect of employees <ul style="list-style-type: none"> o Confidentiality agreements o Disciplinary Records o Employee personal details o Employment conditions and policies o Employment contracts o Employment equity plan o medical aid Records o Records of strikes, lockouts, or protest action o Remuneration and benefits records o Restraint of trade agreements o Retirement fund records o Share option schemes registers o Share option schemes rules o Share purchase scheme register o Share purchase scheme rules o Training schedules and material
Marketing	<ul style="list-style-type: none"> o Marketing and advertising records o Brochures and other promotional records
Product Records	<ul style="list-style-type: none"> o Quality testing procedures and records o Records of the cost of goods acquired for resale and their selling price
Customer Records and credit services	<ul style="list-style-type: none"> o Credit application forms o Customer Records o Debtors with collection agents

	<ul style="list-style-type: none"> o Records of customer details and payment performance listed with credit bureaus o Sales Records o Terms and conditions of sale o Transaction Records
Supplier Records	<ul style="list-style-type: none"> o Terms and conditions for dealing with suppliers o Transactional Records and supporting information
Information technology	<ul style="list-style-type: none"> o Business and data information o Domain name registrations o IT technology capabilities
Fixed property and fixed assets	<ul style="list-style-type: none"> o financial lease agreements o Fixed asset registers o Property lease agreements
Intellectual property	<ul style="list-style-type: none"> o Trademarks, trade names and protected names o Agreements pertaining to intellectual property

9. List of Applicable Legislation

Where applicable the companies retain records which are required in terms of legislation other than PAIA. Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. The legislation may be consulted to establish whether the Requester has a right of access to a Record other than in terms of the procedure set out in PAIA. The following legislation is included and can be consulted, but is not a limited list:

- Basic Conditions of Employment Act No.75 of 1997
- Board Based Black Economic Empowerment Act, No 53 of 2003
- Companies Act No. 71 of 2008 (as amended)
- Compensation for Occupational Injuries and diseases Act, No 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988

- Consumer Protection Act No 68 of 2008
- Copyright Act No. 98 of 1978
- Counterfeit Goods Act No 37 of 1997
- Debt Collectors Act No. 114 of 1998
- Electronic Communication and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Financial Advisory and Intermediary Services Act No 37 of 2002 (as amended)
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 58 of 1962
- King IV Code on Corporate Governance
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No 85 of 1993
- Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
- Protection of Personal Information Act No 4 of 2013
- Regulation of Interception of Communications and Provision of Communication-related Information Act No 70 of 2002
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- South African Revenue Services Act No 34 of 1997
- Trademarks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001

If the Requester believes that a right of access to a Record exists in terms of legislation other than that listed above, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in the light thereof.

10. Information related to personal information.

Introduction

The Protection of Personal Information Act, 4 of 2013 (POPIA), regulates and controls the processing including the collection, use and transfer of personal information relating to identifiable, living natural persons and Juristic persons.

Personal Information as defined in terms of POPIA includes but is not limited to, information as follows: Name, address, contact details, date of birth, place of birth, identity number, colour, ethnic or social origins, religion, identifying number, passport number, bank details, tax number, bank details, financial information, biometric information, personal opinions or views of a person, criminal history, membership of a trade union, images by way of CCTV.

In terms of POPIA, a person (Responsible party) has a legal duty to collect, use, and destroy (process) another's (Data subject) personal information (Personal information) in a lawful, Legitimate, and responsible manner and in accordance with the provisions and the 8 processing conditions set out under POPIA.

How to request your personal information under POPIA

Request for personal information under POPIA must be made in accordance with the provisions of PAIA which process is outlined below in Section 11.

If we provide you with your personal information, you have the right to request the correction, deletion, or destruction ("rectification") of your personal information, on the prescribed form. You may also object to the processing of your personal information on the prescribed form.

The prescribed forms are attached to the Manual for your convenience.

Purpose of Processing personal information

POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe upon the Data Subject's privacy.

The type of personal information that we process will depend on the purpose for which it is collected. We will disclose the reason the personal information is being collected and will process the personal information for that purpose only.

Information is required by our businesses to allow them to perform the following (without detracting from the generality hereof):

- to pursue their business objectives and strategies.
- to comply with a variety of lawful obligations, including without detracting from the generality thereof, to carry out actions for the conclusion and performance of a contract as between the company and the Data Subject.
- to put in place protective mechanisms to protect the parties' legitimate interests including the performance of risk assessments and risk profiles where applicable and necessary.

- to obtain or provide Personal Information from a credit bureau or credit provider or credit association, information about certain Data Subject's credit record, including personal information about any judgement or default history.
- for the purposes of contacting the Data Subject and attending to the Data Subject's enquiries and requests.
- for the purpose of providing the Data Subject from time to time with information pertaining to the Companies, their officers, employees, services and goods and other ad hoc business-related information.
- to pursue the parties' legitimate interests, or that of a third party to whom the Personal Information is supplied.
- for the purposes of providing, maintaining, and improving our Products and Services, and to monitor and analyse various usage and activity trends pertaining thereto.
- for the purposes of performing internal operations, including management of employees, employee wellness programmes, the performance of all required HR and IR functions, call centres, customer care lines and enquiries, attending to all financial matters including budgeting, planning, invoicing, facilitating, and making payments, making deliveries, sending receipts, and generally providing commercial support, where needed, requested, or required; and
- for the purpose of preventing fraud and abuse of the Companies' processes, systems, procedures, and operations, including conducting internal and external investigations and disciplinary enquiries and hearings.

Description of categories of Data Subjects and personal information processed

The Company holds information and Records relating to the following broad categories of data subjects or persons, which is a non-exhaustive list of categories:

- Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
- Clients – Juristic persons / entities / business partners: 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.
- Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- Contracted Service Providers/Suppliers/franchisees - 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, banking information.

- Intermediaries / Advisor / Banks / Insurers / Agents - 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 / Directors / Potential Employees / Shareholders / Volunteers / Employees' family members / Temporary employees - gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal Records; well-being; trade union membership; external commercial interests; medical information; health Records; images; demographics.
- Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data, social media.
- Persons who interact with us physically or enter sites, offices, parking areas, manufacturing site, showroom and all facilities of the company or interact via websites / email / correspondence and who provide their personal information.

Categories of recipients for Processing personal information

We may supply personal Information to these potential recipients:

- Management.
- Employees and temporary employees / job applicants / agents / bursary applicants / directors / learnerships.
- Group entities.
- Business partners.
- Advertisers.
- Customers and clients.
- Medical Service Providers, insurance companies, pensions and provident funds, wellness, or health providers; banks.
- Contractors / vendors / suppliers / service providers / operators / franchisees.
- Third party service providers.
- Cyber third parties service providers / Users / Third parties with whom King Pie and BMO conducts business.
- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information, enforcement agencies; public bodies who we engage with to discharge legal and public duties and obligations including SARS, National treasury, Department of Labour and the financial sector conduct authorities.
- Courts, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules.
- Anyone making a successful Request for Access in terms of PAIA or POPIA.

- Subject to the provisions of POPIA and other relevant legislation, Bidvest may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which King pie and BMO operates.

We may from time to time have to disclose personal information to other parties as set out above, including, trading partners, agents, auditors, organs of state, regulatory bodies and / or national governmental, provincial, or local government municipal officials, or overseas trading parties or agents, but such disclosure will always be subject to an agreement which will be concluded as between ourselves and the party to whom we are disclosing the personal information to, which contractually obliges the recipient of the personal information to comply with strict confidentiality and data security conditions.

Personal information may also be disclosed where we have a legal duty or a legal right to do so.

Cross border flows of personal information

The Company may from time to time have to disclose a Data Subject's personal information to other parties, including organs of state, other departments or subsidiaries, product or third party service providers, regulators and or governmental officials, overseas service providers and or agents, but such disclosure will always be subject to an agreement which will be concluded as between the company and the party to whom it is disclosing the Data Subject's personal information to, which contractually obliges the recipient of this personal information to comply with strict confidentiality and data security conditions. Where personal information and related data is transferred to a country which is situated outside the borders of South Africa, the Data Subject's personal information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the personal information is bound contractually to a no lesser set of obligations than those imposed by POPIA.

Security measures

The Company will ensure that the Data Subject's personal information is securely stored electronically, which for operational reasons, will be accessible to certain categories of authorised persons within the company on a need to know and business basis, save that where appropriate, some of the Data Subject's personal information may be retained in hard copy and stored securely.

Considering the nature, scope, context, and purpose of Processing, the Group companies ensure implementation of appropriate technical and organizational measures designed to ensure the confidentiality, integrity and security of personal information against unlawful access and against accidental loss, destruction or damage as prescribed by POPIA.

The security measures implemented to secure against unauthorized processing or access may include:

- Firewalls.
- Virus protection software and update protocols.
- Logical and physical access control.
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

11. Request Procedure

Completion of the prescribed form

Any Request for Access to a Record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked Appendix A - FORM 2 - Request for Access to Record

(Section 53(1) of PAIA) [Regulation 7].

A Request for Access to information which does not comply with the formalities as prescribed by PAIA will be returned to you for completion as per PAIA formalities.

Payment of the prescribed fees

A Fee may be payable, depending on the type of information requested, as described under Appendix B (Fees in respect of private bodies)

There are two categories of fees which are payable:

- **The request fee:** R140
- **The access fee:** This is calculated by considering reproduction costs, search, and preparation costs, as well as postal costs.

Section 54 of PAIA entitles us to levy a charge or to request a fee to enable us to recover the cost of processing a Request for Access. The fees that may be charged are set out in Appendix B.

Where a decision to grant a Request for Access has been taken, the Record will not be disclosed until the necessary fees have been paid in full. POPIA provides that a Data Subject may, upon proof of identity, request us to confirm, free of charge, all the information we hold about the Data Subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the Data Subject is required to pay a fee for services provided to him/her, we must provide the Data Subject with a written estimate of the payable amount before providing the service and may require that the Data Subject pays a deposit for all or part of the fee.

12. Objection

POPIA provides that a Data Subject may object, at any time, to the Processing of personal information, on reasonable grounds relating to his/her situation, unless legislation provides for such Processing.

The Data Subject must complete the prescribed form attached hereto as Appendix C - FORM 1 - Objection to the Processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2] and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

13. Rectification

A Data Subject may also request us to correct or delete personal information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or destroy or delete a Record of personal information about the Data Subject that we are no longer authorised to retain Records in terms of POPIA's retention and restriction of Records provisions.

A Data Subject that wishes to request a rectification in the form of a correction or deletion of personal information or the destruction or deletion of a Record of personal information, must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix D - FORM 2 – Request for correction or deletion of personal information or destroying or deletion of Record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]

14. Proof of Identity

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

15. Timelines for consideration of a Request for Access

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

16. Grounds for refusal of Access and Protection of Information

There are various grounds upon which a Request for Access to a Record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure.
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific, or technical information that may harm the commercial or financial interests of a third party).
- if disclosure would result in the breach of a duty of confidence owed to a third party.
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person.
- if the Record was produced during legal proceedings unless that legal privilege has been waived.
- if the Record contains trade secrets, financial or sensitive information or any information that would put us at a disadvantage in negotiations or prejudice it in commercial competition; and/or

- if the Record contains information about research being carried out or about to be carried out on behalf of a third party or by the Group company.

Section 70 of PAIA contains an overriding provision. Disclosure of a Record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the Record in question clearly outweighs the harm contemplated by its disclosure.

If the Request for Access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the Record.

17. Remedies available to a requester on Refusal of Access

If the Information Officer decides to grant a requester access to the relevant Record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed in the event a Request for Access to information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

If you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the Request for Access and the Information Officer has decided to grant access to the Record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, the Requester must be granted access to the Record.

18. Appendices – Forms

Appendix A – Request for Access to Record

Appendix B – Fees

Appendix C – Objection form

Appendix D – Rectification

APPENDIX A

Completion of access form

- The access to request form must be completed.
- Proof of identity is required to authenticate the identity of the requester. Attach a copy of the requester's id document
- Type or print in BLOCK LETTERS an answer to every question
- If a question does not apply state N/A
- If there is nothing to disclose, state nil.
- When there is insufficient space on a printed form, additional information may be provided on an attached folio, and each answer on such folio must reflect the applicable title.

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 Information Officer:

King Pie Holdings, Eastside Corporate Close, 807 Richards Drive, Midrand, 1642

Email: - Mabasok@kingpie.co.za

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.
The particulars of the entity that requests access to the record must be given below
The address and or fax number in the RSA to which the information is to be sent
Proof of the capacity in which the request is made, if applicable, must be attached

Name _____

Registration number _____

Postal address _____

Fax number _____

Telephone number _____

Email address _____

D. Particulars of record

- (a) 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.
(b) 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.

1 Description of record or relevant part of the record:

2 Reference number, if available: _____

3 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 hereunder, state your disability and indicate in which form the record is required.

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

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request 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 for 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:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images" transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record" 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.

1. Indicate which right is to be exercised or protected:
2. 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..... 202...

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

APPENDIX B

FEES

In respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every Requester	R140.00
2.	Photocopy / printed black & white copy of A4 size page	R2.00 per page or part thereof
3.	Printed copy of A4 size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on: -	R40.00
	(iii) Flash drive (to be provided by Requestor)	R40.00
	(iv) Compact disc	R60.00
	<ul style="list-style-type: none"> • If provided by Requestor • If provided to the Requestor 	
5.	For a transcription of visual images per A4 size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4 size page	R24.00
8.	Copy of an audio record on:	R40.00
	(v) Flash drive (to be provided by Requestor)	R40.00
	(vi) Compact Disk	R60.00
	<ul style="list-style-type: none"> • If provided by Requestor • If provided to the Requestor 	
9.	To search for and prepare the Record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed a total cost of: -	R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

APPENDIX C

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

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

- 1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
- 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3. Complete as is applicable.*

A DETAILS OF DATA SUBJECT

Name(s) and surname / registered name of data subject:

Unique Identifier / Identity Number:

Residential, _____
postal or _____
business address: _____
Code (_____)

Contact number(s):

Fax number / E-mail address:

B DETAILS OF RESPONSIBLE PARTY

Name(s) and surname / Registered name of responsible party:

Residential, _____
postal or _____
business address: _____
Code (_____)

Contact number(s):

Fax number / E-mail address:

C REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) TO (f) *(Please provide detailed reasons for the objection)*

Signed at on this day of 202.....

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

APPENDIX D

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

- 1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
- 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3. Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or **under the control of the responsible party.**

Destroying or deletion of a record of personal information about the data subject which is in **possession or under the control of the responsible party and who is no longer authorised to retain**

A DETAILS OF DATA SUBJECT

Name(s) and

surname /

registered name

of data subject:

Unique Identifier

/ Identity

Number:

Residential,

postal or

business address:

Code (____)

Contact

number(s):

Fax number / E-

mail address:

B DETAILS OF RESPONSIBLE PARTY

Name(s) and

surname /

Registered name
of responsible
party:

Residential, _____
postal or _____
business address: _____

Code (____)

Contact
number(s):
Fax number / E-
mail address:

C INFORMATION TO BE CORRECTED / DELETED / DESTROYED

D

**REASONS FOR *CORRECTIONS OR DELETION OF THE PERSONAL
INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a)
WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE
PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD
OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF
SECTION 24(1)b) WHICH THE RESPONSIBLE PARTY IS NO LONGER
AUTHORISED TO RETAIN**

(Please provide detailed reasons for the request)

Signed at on this day of 202.....

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