

GABRIENNE TRADING SYSTEMS PROPRIETARY LIMITED

(Registration Number: 2019/511288/07)

("GTS")

PROMOTION OF ACCESS TO INFORMATION MANUAL

Date of Revision: 20 August 2026

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA") and to address the requirements of the Protection of Personal Information Act, 4 of 2013 ("POPIA").

1 INTRODUCTION AND PURPOSE

- 1.1 GTS is a private company incorporated in terms of the Companies Act, 71 of 2008 under registration number 2019/511288/07, with its registered office at Ground Floor, Building: 1 Wedgewood Link Rd, Bryanston, Johannesburg, 2191, South Africa. GTS is the owner of proprietary trade execution and post-trade software, including the GTS Trading UI (which is client-facing), the GTS Admin UI, the Market Data API, related Excel workbooks and other materials supporting the use and application of those software services.
- 1.2 GTS has prepared this manual in terms of section 51 of PAIA and to address the requirements of POPIA. PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right of access to any information held by another person that is required for the exercise or protection of any rights. Where a request is made in terms of PAIA to a private body, that body is required to disclose the information if (a) the requester is able to show that the record is required for the exercise or protection of any right; and (b) none of the grounds of refusal in PAIA applies.
- 1.3 The objectives of this manual are to:
 - 1.3.1 list the categories of records held by GTS which are available without a person having to submit a formal PAIA request;
 - 1.3.2 provide a sufficient understanding of how to make a request for access to a record of GTS by describing the subjects on which GTS holds records and the categories of records held on each subject;
 - 1.3.3 set out the categories of records of GTS which are available in accordance with any other legislation;
 - 1.3.4 provide the relevant contact details of the Information Officer and any Deputy Information Officer of GTS;
 - 1.3.5 set out the purpose of processing of personal information by GTS and a description of the categories of data subjects and of the information relating to them;
 - 1.3.6 set out the recipients or categories of recipients to whom the personal information may be supplied;
 - 1.3.7 inform persons that GTS does plan to transfer and process personal information outside the Republic of South Africa and the categories of recipients to whom the personal information may be provided; and

- 1.3.8 set out GTS's security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

2 INFORMATION REGULATOR GUIDE

- 2.1 The Information Regulator (established in terms of POPIA) has compiled an official guide containing information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available in all official languages from the Information Regulator free of charge.
- 2.2 The contact details of the Information Regulator are as follows:
- Physical address: The Information Regulator (South Africa), Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191, Gauteng Province, South Africa
- Postal address: PO Box 31533, Braamfontein, Johannesburg, 2017
- Telephone number: +27 80 001 7160 / +27 10 023 5200
- PAIA Complaints e-mail: PAIAComplaints@inforegulator.org.za
- POPIA Complaints e-mail: POPIAComplaints@inforegulator.org.za
- General enquiries e-mail: enquiries@inforegulator.org.za
- Website: <https://inforegulator.org.za>
- 2.3 Members of the public may inspect or make copies of the Guide at the offices of public and private bodies, including the office of the Information Regulator, during normal working hours.
- 2.4 The Guide may also be obtained:
- 2.4.1 upon request to the Information Officer; and
- 2.4.2 from the website of the Information Regulator, <https://inforegulator.org.za>.

3 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF GTS

3.1 Information Officer

- 3.1.1 GTS has duly authorised and appointed the Information Officer below, to whom requests for access to information must be made in terms of PAIA:
- Name: Tyronne van Niekerk
- Position: Chief Executive Officer
- Telephone: +27 (0) 72 145 8152
- E-mail: tyronne@gabrienne.com
- 3.1.2 The Information Officer appointed in terms of PAIA is the same person appointed as the Information Officer in terms of POPIA. The Information Officer oversees the functions and responsibilities required in terms of PAIA as well as the duties and responsibilities set out in section 55 of POPIA.
- 3.1.3 All requests for information in terms of PAIA and POPIA must be addressed to the Information Officer and marked for his attention.

3.2 Head Office and Access to Information

Physical Address: 1 Wedgewood Link Rd, Bryanston, Johannesburg, 2191, South Africa

Postal Address: The same as above

Telephone: +27 (0) 72 145 8152

E-mail: louis@gabrienne.com

Website Address: www.gabrienne.com

4 CATEGORIES OF RECORDS OF GTS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

4.1 Notice is hereby given of the following description of the categories of records of GTS that are voluntarily disclosed or automatically available without a person having to request access to them:

4.1.1 All information housed under the public areas of the www.gabrienne.com website is automatically available and accessible for viewing and downloading, subject to the website terms of use and disclaimer. No formal request for access is required. This includes GTS's privacy policy and this manual.

4.1.2 All publicly available information filed by GTS with, and published by, the Companies and Intellectual Property Commission ("CIPC") at www.cipc.co.za.

4.1.3 Marketing and product materials published by GTS from time to time.

4.2 The notice in clause 4.1 above shall be updated as soon as practically possible after any amendment to the description occurs, and made available:

4.2.1 to the Information Regulator; and

4.2.2 on the website, www.gabrienne.com.

5 DESCRIPTION OF THE RECORDS HELD BY GTS

The following table identifies the subjects of records held by GTS together with a description of the categories of those records (section 51(1)(b)(iv) of PAIA) and a description of the other legislation in terms of which they are available (section 51(1)(b)(iii) of PAIA):

Subjects of Records and Applicable Legislation	Category of Records
Statutory Company Information Companies Act, 71 of 2008	Incorporation documents; Memorandum of Incorporation; Minute books; Resolutions; Registers of directors and officers; Securities register and other statutory registers; Beneficial ownership register; Statutory returns to relevant authorities; Statutory records; and

Subjects of Records and Applicable Legislation	Category of Records
	Records relating to the appointment of directors, auditors, company secretary, public officer and other officers.
Financial and Accounting Records Companies Act, 71 of 2008	Annual Financial Statements; Accounting records (inclusive of books of account); Administrative records; Banking records; Audit and independent review reports; Invoices; Supporting schedules and documentation to books of account; and Asset registers.
Tax Records Income Tax Act, 58 of 1962; Value-Added Tax Act, 89 of 1991; Tax Administration Act, 28 of 2011; Skills Development Act, 97 of 1998; Unemployment Insurance Act, 63 of 2001; Unemployment Insurance Contributions Act, 4 of 2002; Compensation for Occupational Injuries and Diseases Act, 130 of 1993	Income tax returns and other documentation; Provisional tax returns and supporting schedules; Dividends tax returns and supporting schedules; PAYE records; Skills Development Levies records; UIF and workmen's compensation records; and Value-added tax records.
Employee Records Employment Equity Act, 55 of 1998; Basic Conditions of Employment Act, 75 of 1997; Broad-Based Black Economic Empowerment Act, 53 of 2003; Occupational Health and Safety Act, 85 of 1993; Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000; Skills Development Act, 97 of 1998; Unemployment Insurance Act, 63 of 2001; Unemployment Insurance Contributions Act, 4 of 2002; Labour Relations Act, 66 of 1995; Pension Funds Act, 24 of 1956; Compensation for Occupational Injuries and Diseases Act, 130 of 1993	Arbitration awards; CCMA records; Code of conduct; Employee tax records; Confidentiality and restraint agreements; Disciplinary records and internal evaluations; Employee personal details; Employment conditions and policies; Employment contracts; Internal correspondence; Internal records, policies, procedures and agreements; Leave records, including sick leave and family responsibility leave supporting documents; Operating manuals; Employee medical aid records; Employee banking records; Personnel records provided by personnel; Remuneration and benefits records; Service records; and Training schedules and material.
Customer and Third Party Records Value-Added Tax Act, 89 of 1991; Electronic Communications and Transactions Act, 25 of 2002;	Customer agreements (including software licence, subscription and non-disclosure agreements);

Subjects of Records and Applicable Legislation	Category of Records
Consumer Protection Act, 68 of 2008; National Credit Act, 34 of 2005	Customer records and onboarding documents; Customer and supplier banking details; Debtors' information; Terms of use and website disclaimers; Supplier agreements; Service level agreements; Enquiries submitted through the GTS website contact form; Meeting and appointment records; and Transactional records and supporting information.
Intellectual Property and Software Records Copyright Act, 98 of 1978; Trade Marks Act, 194 of 1993; Patents Act, 57 of 1978	Source code and technical documentation for the GTS Trading UI, GTS Admin UI and Market Data API; Software licence agreements; Trade mark and domain name records; Development, release and version control records; System architecture and design documentation; and Records relating to third-party and open-source components.
Exchange Control Exchange Control Regulations, 1961	Exchange control applications; Exchange control approvals; and Correspondence relating to the foregoing.
Personal Information Records Protection of Personal Information Act, 4 of 2013	This PAIA manual; Website Privacy Policy; Personal Information Policy; Data Breach Policy; Data Retention Policy; Operator agreements and data processing addenda; Personal information of employees, customers, service providers and prospective job candidates; and Certificate of registration of the Information Officer.

6 RECORDS AVAILABLE IN TERMS OF POPIA

- 6.1 Personal information is collected and processed by GTS for the specified purpose ordinarily disclosed when the information is collected. For more information on the purposes for which personal information is collected and processed through the GTS website, please refer to GTS's Website Privacy Policy, available at <https://www.gabrienne.com>.
- 6.2 GTS collects the following personal information:

Data Subject	Type of Personal Information	Purpose	Recipients or Categories of Recipients to whom the personal information may be supplied
Employees	Name and contact details, identity numbers and documents, employment history, qualifications, references, banking details, payroll information, payment records, employment contracts, medical aid records, performance assessments, disciplinary records, leave records, training records, marital status, criminal records, CVs.	Verification of prospective employees' information for purposes of recruitment, to register employees on GTS's payroll, payments to employees, compliance with applicable labour laws and to maintain necessary employment records.	Directors, employees, group or related entities, medical service providers, insurance companies, pension and provident funds, banks, contractors, vendors, suppliers and third-party service providers, statutory oversight bodies, regulators, enforcement agencies, public bodies which GTS engages with to discharge legal and public duties, including SARS, the Department of Employment and Labour and National Treasury, courts, administrative or judicial forums, arbitrations, statutory commissions or ombudsmen making a request for personal information or discovery in terms of the applicable rules, and anyone making a successful request for access in terms of PAIA or POPIA.
Directors	Name and contact details, identity numbers and documents, directorship and disclosure records.	Deliver notices to directors and maintain GTS's statutory compliance.	Shareholders, directors, employees, group or related entities, customers, banks, contractors, vendors, suppliers and third-party service providers, statutory oversight bodies, regulators, enforcement agencies, public bodies including SARS, CIPC, the SARB and National Treasury, courts, administrative or judicial forums, arbitrations, statutory commissions or ombudsmen, and anyone making a successful request for access in terms of PAIA or POPIA.
Shareholders and Beneficial Owners	Name and contact details, identity numbers and documents or registration numbers, date of birth or registration, registration or founding documents.	Maintain the securities register and the beneficial ownership register and ensure statutory compliance.	Directors, employees, group or related entities, banks, third-party service providers, statutory oversight bodies and regulators, public bodies including SARS and CIPC, courts and any other forum entitled to the information, and anyone making a successful request for access in terms of PAIA or POPIA.
Customers and Customers' Authorised Users	Name and contact details, identity numbers and documents or registration numbers, job title, user account and login credentials, access and audit logs, billing and banking details.	Create and maintain an account for each customer, provide the customer and its authorised users with access to the GTS Trading UI, GTS Admin UI and Market Data API, provide support, and for billing purposes.	Directors, employees, group or related entities, banks, contractors, vendors, suppliers and third-party service providers, statutory oversight bodies and regulators, enforcement agencies, public bodies including SARS, the SARB and National Treasury, courts, administrative or judicial forums, arbitrations, statutory commissions or ombudsmen, and anyone making a successful request for access in terms of PAIA or POPIA.
Website Enquirers and Prospective Customers	Name, e-mail address, company or institution name, the content of any message submitted, and the date, time and details of any meeting	To respond to enquiries submitted through the website contact form and to schedule and conduct meetings or	Directors and employees of GTS, and the third-party providers of GTS's website hosting and appointment scheduling facilities.

Data Subject	Type of Personal Information	Purpose	Recipients or Categories of Recipients to whom the personal information may be supplied
	scheduled through the GTS website.	consultations booked through the website.	
Mailing List Subscribers	Name, e-mail address and communication preferences.	To send newsletters, product information and other marketing communications where the data subject has consented to receive them, and to administer unsubscribe requests.	Directors and employees of GTS, and the third-party mailing list provider appointed by GTS.
Service Providers, Consultants and Contractors	Company registration details, income tax and VAT registration details, B-BBEE certificates, payment details including bank accounts, invoices, contractual agreements, addresses, contact details, and records generated by GTS relating to the services provided.	Verification of information and to register or engage with suppliers, consultants and contractors, including payment of invoices.	Directors, employees, group or related entities, customers, banks, third-party service providers, statutory oversight bodies and regulators, enforcement agencies, public bodies including SARS, the SARB and National Treasury, courts, administrative or judicial forums, arbitrations, statutory commissions or ombudsmen, and anyone making a successful request for access in terms of PAIA or POPIA.

6.3 Planned transborder flows of personal information

GTS may from time to time disclose personal information that it processes to employees, directors, related entities or third-party service providers outside South Africa, including cloud hosting providers, the provider of its appointment scheduling facility and, once introduced, the provider of its mailing list platform. Personal information will only be transferred where one or more of the conditions in section 72 of POPIA is met, and in particular where the recipient is subject to a law, binding corporate rules or a binding agreement which provides an adequate level of protection substantially similar to POPIA and which includes provisions for onward transfers.

6.4 General description of information security measures implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

GTS implements the following measures to ensure the confidentiality, security, integrity and availability of personal information in its possession:

- 6.4.1 limiting access to information to those persons who require access on a need-to-know basis in accordance with the purpose for the processing of that information;
- 6.4.2 unique user profiles and authentication controls;
- 6.4.3 anti-virus and anti-malware protection;
- 6.4.4 physical access controls at its premises;
- 6.4.5 secure configuration of the hardware and software comprising its IT infrastructure;
- 6.4.6 contractual security obligations imposed on outsourced service providers and operators; and

- 6.4.7 internal policies governing information security, data retention and data breach response.

7 RIGHT TO REFUSE ACCESS TO INFORMATION

- 7.1 It must be noted that applying for access to information does not guarantee access to it. Each application will be considered on its own merits.
- 7.2 GTS has the right to refuse access to records where:
- 7.2.1 the record would unreasonably disclose personal information about a natural person, including a deceased individual, unless written permission for access is granted;
 - 7.2.2 the record contains financial, commercial, scientific or technical information the disclosure of which could likely cause harm to the financial or commercial interests of a third party or of GTS;
 - 7.2.3 the record contains information about research by a third party or by GTS which could put that third party or GTS at a disadvantage in negotiations or prejudice it in commercial competition, unless written consent is given;
 - 7.2.4 access would put GTS in breach of a duty of confidence owed to a third party, unless that third party gives written consent for access to be granted;
 - 7.2.5 access could reasonably be expected to endanger the life or physical safety of an individual, or to prejudice or impair the security of a building, structure, system, means of transport or other property;
 - 7.2.6 the record contains trade secrets of GTS or of a third party, or information the disclosure of which could reasonably be expected to prejudice the technical or scientific integrity of the GTS Trading UI, GTS Admin UI or Market Data API;
 - 7.2.7 the record is privileged from production as evidence in legal proceedings, unless the person protected has waived that protection;
 - 7.2.8 the request is for access to the requester's own personal information and the requester cannot provide adequate proof of identity to GTS; or
 - 7.2.9 the request is frivolous or vexatious, or involves an unreasonable diversion of resources.

8 PROCEDURE FOR REQUESTING RECORDS

8.1 Form of request

- 8.1.1 The requester is required to use the prescribed Form 2 annexed hereto as Annexure A to submit a request for access to a record held by GTS. The request must be made to the address or e-mail address of the Information Officer and should be clearly addressed to the Information Officer.
- 8.1.2 The Form 2 must be completed in accordance with the following:
 - 8.1.2.1 the form must be completed in English, typed or printed in BLOCK LETTERS;

- 8.1.2.2 every question must be answered. If a question does not apply, or there is nothing to disclose in reply, state "N/A". Where there is insufficient space, additional information may be provided on an additional folio attached to the form;
- 8.1.2.3 a certified copy of a legally acceptable form of identity must be attached to authenticate the identity of the requester;
- 8.1.2.4 where the request is lodged by a third party, that person must attach a certified legally acceptable form of identity of the person on whose behalf the request is lodged, together with proof of the capacity in which the third party is acting and a certified copy of the identity document or other legal form of identity of the third party;
- 8.1.2.5 the requester must provide sufficient particularity to enable the Information Officer to identify the record and the requester, indicate the form of access required, and state whether he or she wishes to be informed of the decision in any other manner, giving the necessary particulars; and
- 8.1.2.6 the requester must state the right that he or she is seeking to exercise or protect, and provide a written explanation as to why the requested record is required for the exercise or protection of that right.
- 8.1.3 The Information Officer will consider the request and provide the requester with the decision in accordance with the prescribed Form 3 annexed hereto as Annexure B.
- 8.1.4 For POPIA-related requests to object to the processing of personal information, or to correct or delete personal information, the request must be made in writing on the applicable prescribed Form 1 (objection) or Form 2 (correction or deletion), annexed hereto as Annexure C and Annexure D respectively.
- 8.2 Prescribed fees**
- 8.2.1 There are two categories of fees payable:
- 8.2.1.1 the request fee is an administration fee payable on submission of the request for access, which must be paid before the request is considered. No request fee is payable where the request is for access to the requester's own personal information. The request fee is not refundable if the request for access has been granted, but is refundable if the request is refused; and
- 8.2.1.2 the access fee is payable before the requester gains access to the records in the requested form. The access fee reimburses GTS for the costs involved in reproducing, searching for and preparing the record requested, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record.
- 8.2.2 The current fees are set out in Annexure E and may change from time to time as set out in the Regulations.
- 8.3 Applicable time periods**
- 8.3.1 GTS will inform the requester of its decision whether to grant the request within 30 (thirty) days after receipt of the request.
- 8.3.2 If all reasonable steps have been taken to find a requested record and there are reasonable grounds for believing that the record cannot be found or does not exist, the

Information Officer will, by way of affidavit or affirmation, notify the requester that it is not possible to give access to that record.

- 8.3.3 The period provided in clause 8.3.1 above may be extended for a further period of 30 (thirty) days where the request is for a large number of records, or requires an extensive search through a number of records, which would unreasonably interfere with the day-to-day operations of GTS.

9 AVAILABILITY OF THIS MANUAL

A copy of this manual is available:

- 9.1 at www.gabrienne.com;
- 9.2 at the head office of GTS for public inspection during normal business hours;
- 9.3 to any person upon request and upon payment of a reasonable prescribed fee; and
- 9.4 to the Information Regulator upon request.

10 UPDATING OF THIS MANUAL

The directors of GTS will update this manual on a regular basis, and in any event whenever there is a material change to the categories of records held, the identity or contact details of the Information Officer, or the manner in which personal information is processed.

Annexure "A"
PRESCRIBED REQUEST FORM

FORM 2
REQUEST FOR ACCESS TO RECORD
 [Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

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Fax number:

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Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<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 (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

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

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

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

Annexure "B"

PRESCRIBED OUTCOME FORM

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
 [Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

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

2. You requested:

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

3. To be submitted:

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

Kindly note that your request has been:

☐

Approved

☐

Denied, for the following reasons:

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4. 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:			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	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	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

☐

Yes

☐

No

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

Annexure "C"
PRESCRIBED OBJECTION FORM

FORM 1

**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, 2017**
[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party <i>(if the responsible party is a natural)</i> :		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....
Signature of data subject (applicant)

Annexure "D"

PRESCRIBED REQUEST FOR CORRECTION OR DELETION FORM

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 THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]

Note:

1. Affidavits or other documentary evidence in support of the request must 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.

Reference Number....

Mark the appropriate box with an "x".

Request for:

☐

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

☐

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

A	DETAILS OF THE DATA SUBJECT	
Surname:		
Full names:		
Identity number:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (if the responsible party is a natural person):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* Delete whichever is not applicable

Signed at this day of20.....

.....
Signature of Data subject

Annexure "E"
PRESCRIBED FEES

Item	Description	Amount
1.	The request fee payable by every Requester	R140.00
2.	Photocopy / printed black & white copy of A4 size page	R2.00 per page or part thereof
3.	Printed copy of A4 size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on: - (iii) Flash drive (to be provided by Requester) (iv) Compact disc • If provided by Requester • If provided to the Requester	R40.00 R40.00 R60.00
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: (v) Flash drive (to be provided by Requester) (vi) Compact Disk • If provided by Requester • If provided to the Requester	R40.00 R40.00 R60.00
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. To not exceed a total cost of: -	R145.00 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.