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PROMOTION OF ACCESS TO INFORMATION MANUAL FOR BOWMAN GILFILLAN INC.

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## 1. INTRODUCTION

- 1.1 Bowman Gilfillan Inc. is a law firm which conducts business as attorneys, notaries, conveyancers, and is involved in the provision of a range of legal services. We are a member of the Bowmans Group, which is an international legal practice comprising AF Mpanga Advocates (Uganda), B & M Legal Practitioners (Zambia), Bowmans (Mauritius) Limited; Bowman Gilfillan Incorporated (South Africa), Bowmans Tanzania Limited and Coulson Harney LLP (Kenya). All six firms trade under the 'Bowmans' brand name, while still retaining their legal identities.
- 1.2 This Manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act, Act No. 2 of 2000 (**PAIA**). Our Firm is a private body as defined in PAIA, and this manual contains the information specified in section 51 (1) of PAIA, which is applicable to such a private body. This information is as follows:
- 1.2.1 the contact details of the head of the private body;
- 1.2.2 a description of the guide referred to in section 10 of PAIA;
- 1.2.3 the latest notice published by the Minister of Justice and Constitutional Development under section 52(2) of PAIA;
- 1.2.4 a description of the records of the private body which are available in terms of any legislation other than PAIA;
- 1.2.5 a description of the subjects on which the private body holds records and the categories of records held on each subject in enough detail to facilitate a request for access to a record; and
- 1.2.6 other information as prescribed by regulation.
- 1.3 This Manual will be updated on a regular basis in accordance with the requirements of section 51(2) of PAIA.
- 1.4 A copy of the Manual will be made available to the South Africa Human Rights Commission (the **SAHRC**) or the Information Regulator, whichever may be applicable, and will be published on the Firm's website.

## 2. DEFINITIONS

- 2.1 For the purposes of this Policy:
- 2.1.1 **BG / the Firm** means Bowman Gilfillan Incorporated;
- 2.1.2 **Client** means a natural or juristic person who or which receives services from Bowman Gilfillan;
- 2.1.3 **Employee** means any person who works for or provides services to or on behalf of the Firm, and receives or is entitled to receive remuneration;
- 2.1.4 **Guide** means the guide published by the SAHRC in terms of section 10 of the Act;

- 2.1.5 **PAIA** means the Promotion of Access to Information Act, Act No. 2 of 2000 (as amended) from time to time including the regulations promulgated in terms of the Act;
- 2.1.6 **Requester** means any person or entity requesting access to a record that is under the control of the Firm;
- 2.1.7 **SAH RC** means the South African Human Rights Commission;
- 2.1.8 **Manual** means this manual which is published in accordance with section 51 of PAIA;
- 2.1.9 **Minister** means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development.

### 3. **AIM**

To facilitate requests for access to records of the Firm as provided for in PAIA.

### 4. **CONTACT DETAILS**

Mr Neil Van Vuuren is the duly appointed head of the Firm for the purposes of the PAIA as well as the Firm's Information Officer in regard to the Protection of Personal Information Act (**POPIA**) and is the person to whom requests for access to records should be addressed. His contact details are as follows:

**Physical address:**

Bowman Gilfillan  
11 Alice Lane  
Sandton  
Johannesburg

**Postal address:**

P.O. Box 785812  
Sandton  
2146  
Telephone: (011) 669 9241  
Telefax: (011) 669-9001  
Email: [neil.vanvuuren@bowmanslaw.com](mailto:neil.vanvuuren@bowmanslaw.com)

### 5. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

- 5.1 The SAHRC has, in terms of section 10 of PAIA, compiled in each official language a guide containing information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. The Guide is available from the SAHRC.

Please direct any queries in this regard to:

**The South African Human Rights Commission: PAIA Unit**

The Research and Documentation Department  
South African Human Rights Commission  
Postal address: Private Bag X2700, Houghton, 2041  
Telephone: +27 11 877-3600  
Fax: +27 11 403-6025

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

- 5.2 With effect from 1 July 2020, enforcement of PAIA will fall under the jurisdiction of the Information Regulator established in terms of POPIA. The contact details for the Information Regulator are (at present) as follows:

**The Information Regulator (South Africa)**

33 Hoofd Street, Forum III, 3rd Floor Braampark

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Telephone number: +27 (0)10 023-5200 / +27 (0)82 746-4173

Website: <https://www.justice.gov.za/infoereg/index.html>

E-mail: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za) / [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51 (1) (D) OF THE ACT**

Certain records held by the Firm are available in terms of legislation other than the Act. The specific records which are available in terms of such legislation are set out in that legislation and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- 1) Administration of Estates Act 66 of 1965;
- 2) Attorneys Act 53 of 1979;
- 3) Basic Conditions of Employment Act 75 of 1997;
- 4) Companies Act 71 of 2008;
- 5) Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6) Copyright Act 61 of 1978;
- 7) Currency and Exchanges Act 9 of 1933;
- 8) Employment Equity Act 55 of 1998;
- 9) Debt Collectors Act 114 of 1998;
- 10) Financial Intelligence Centre Act 38 of 2001 ("FICA");
- 11) Insolvency Act 24 of 1936;
- 12) Income Tax Act 58 of 1962;
- 13) Labour Relations Act 66 of 1995;
- 14) Medical Schemes Act 131 of 1998;
- 15) National Building Regulations and Building Standards Act 103 of 1977;
- 16) National Credit Act 34 of 2005 Consumer Protection Act 68 of 2008;
- 17) Occupational Health and Safety Act 85 of 1993;

- 18) Pension Funds Act 24 of 1956;
- 19) Regional Services Councils Act 109 of 1985;
- 20) Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002;
- 21) Securities Services Act 36 of 2004;
- 22) Skills Development Levies Act 9 of 1999;
- 23) Skills Development Act 97 of 1998;
- 24) Stamp Duties Act 77 of 1968;
- 25) Tax on Retirement Funds Act 38 of 1996;
- 26) Trademarks Act 194 of 1993;
- 27) Trust Property Control Act 57 of 1988;
- 28) Unemployment Insurance Act 63 of 2001;
- 29) Unemployment Insurance Contributions Act 4 of 2002; and
- 30) Value Added Tax Act 89 of 1991.

## 7. ACCESS TO RECORDS

- 7.1 No ministerial notice has been published in terms of section 52(2) of PAIA.
- 7.2 For purposes of facilitating a request in terms of PAIA, the information below includes a description of the subjects on which the Firm holds records and the categories into which these fall.  
This information is not exhaustive and may be amended from time to time.
- 7.3 Certain records are available without having to be requested in terms of the request procedures set out in PAIA and detailed in clause 8 of the Manual below. A request for access to records held by the Firm in terms of section 52 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information (Form E). A copy of the form is attached as **Annexure A** to the Manual.
- 7.4 Subject to the provisions of PAIA, information may be inspected, collected, purchased or copied at the offices of the Firm and, unless the records are available on the Firm's website, an appointment to view the records will have to be made with the Information Officer. The schedule of reproduction fees in relation to a section 52 information request are set out clause 9.2 below.
- 7.5 Categories of record of the Firm which are available to a person without having to request access in terms of PAIA:

Category	Description	Format	Maintained by	Retention period
<b>Information in the public domain</b>	Incorporation documents	Hard copy and electronic copy	Information Officer	Indefinite
	B-BBEE certificate	Hard copy and electronic copy	Information Officer	Indefinite
	Public statements and communications	Hard copy and electronic copy	Information Officer	Indefinite
	Employment Equity Report	Hard copy and electronic copy	Information Officer	Indefinite
	General information pertaining to the Company and information regarding the services rendered	Hard copy and electronic copy	Information Officer	Indefinite

7.6 The records listed below, which need to be requested in terms of PAIA and/or POPIA, will not in all instances be provided to a requester. In other words, the records held under the various subjects are not automatically available and access to them is subject to the nature of the information contained in the record, as well as the grounds of refusal as set out in PAIA that may be applicable to a request for such records. (See also clause 8.4 below.) The procedure in terms of which such records may be requested from the Firm is set out in clause 8.1 below.

7.7 Categories of records that may be requested in terms of PAIA and/or POPIA:

Category	Description	Format	Maintained by	Retention
<b>Finance and administration</b>	Bank account records; Books and records of account and financial statements; Annual budget; VAT, SITE and PAYE records; Asset registers; Details of auditors; External auditor reports; Information pertaining to clients as required in terms of the Financial	Hard copy and electronic copy	Group CFO / Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

Category	Description	Format	Maintained by	Retention
	<p>Intelligence Centre Act;</p> <p>Minutes of the meetings of the Firm (non-confidential parts);</p> <p>Minutes of the meetings of committees/ subcommittees;</p> <p>Minutes of staff meetings and/or management meetings.</p>			
<b>Management</b>	<p>Minutes of meetings of the Executive Committee and subcommittees;</p> <p>Internal correspondence;</p> <p>Resolutions and directives; internal investigation reports;</p> <p>Policies, procedures, and codes;</p> <p>Travel management and arrangements.</p>	Hard copy and electronic copy	Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
<b>Human Resources</b>	<p>Organisational information (organisational structure, etc.);</p> <p>Personnel files;</p> <p>Contracts, conditions of service and other agreements;</p> <p>Statutory employee records;</p> <p>Records of background checks (including qualification, credit and criminal record checks);</p> <p>Retirement fund records;</p> <p>Medical aid records;</p> <p>Budget projections in respect of staff;</p> <p>Employee leave records;</p> <p>Employee payments and benefits</p>	Hard copy and electronic copy	Head of Talent	As required in terms of applicable legislation / contracts of employment



Category	Description	Format	Maintained by	Retention
	<p>(statutory and contractual);</p> <p>Correspondence with or about employees;</p> <p>Performance management records;</p> <p>Records of disciplinary hearings and findings;</p> <p>Records of incapacity proceedings, including medical information</p> <p>Records of occupational injuries and diseases;</p> <p>Employee declarations in terms of the EEA.</p>			
<b>Relationships with third parties</b>	<p>Agreements with stakeholders;</p> <p>Service level agreements with suppliers;</p> <p>Contact details of suppliers;</p> <p>Tender and bid documentation;</p> <p>Service level agreements;</p> <p>Details of customers / clients including contact details, details pertaining to transactions, loyalty programmes, etc.;</p> <p>Licences and general conditions for conducting business.</p>	Hard copy and electronic copy	Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
<b>Information technology</b>	<p>Computer software;</p> <p>Support and maintenance agreements;</p> <p>Licensing agreements;</p> <p>Records regarding computer systems and programmes.</p>	Hard copy and electronic copy	Head of IT	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

Category	Description	Format	Maintained by	Retention
<b>Property</b>	Asset registers; Lease agreements in respect of immoveable property; Records regarding insurance in respect of movable or immoveable property.	Hard copy and electronic copy	Operations Administration Manager	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
<b>Legal</b>	Litigation; Appeals; Contracts and memoranda of understanding; Regulatory permissions, licenses, and/or exemptions.	Hard copy and electronic copy	Information Officer / Group Risk Manager	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

**7.8 For purposes of POPIA:**

7.8.1 For the purposes of facilitating a request for personal information, the information below includes details of the purpose of the processing of personal information by the Firm, a description of the categories of data subjects and of the information or categories of information relating to data subjects held by the Firm, the recipients or categories of recipients to whom personal information may be supplied, planned transborder flows of personal information, and a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the Firm to ensure the confidentiality, integrity and availability of the information which is to be processed.

7.8.2 In terms of POPIA, a requester to whom certain personal information relates may request the Firm to confirm, free of charge, whether or not it holds personal information about that particular requester.

7.8.3 A requester may make a request that the Firm provides the record or a description of the personal information about the requester which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner, and format, at a fee, and in a form that is generally understandable.

7.8.4 Categories of data subjects and categories of personal information relating thereto:

Data subjects	Categories of information
Employees	Human resources information (see above)

Clients	Contact details Take-on information in terms of the Financial Intelligence Centre Act, 2001 Details of services provided and fees charged Demographic information
Contractors / service providers	Contact details Details of services rendered and fees paid Demographic information

7.8.5 Purposes of processing:

Data subject category	Broad description of purposes of processing
Applicants for employment; employees; alumni	To carry out actions for the consideration of an application for employment; To carry out actions necessary for the performance of the employment contract; To ensure compliance with an obligation imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied
Clients	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied.
Contractors / service providers	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the company; To pursue the legitimate interests of the company or a third party to whom the information is supplied.

7.8.6 Likely recipients:

Data subjects	Likely recipients
Applicants for employment; employees; alumni.	Exco Human resources department Finance department Line management

Clients	Exco Partners / Directors Employees working on client mandates Finance department Risk department Marketing department
Contractors / Service providers	Exco Human resources department Finance department Facilities management department

7.8.7 Planned transborder flows of personal information:

Yes	No
<p>If yes: which jurisdictions:</p> <p>In all offices where the Bowmans Group has a presence and where necessary to assist in rendering services to clients.</p>	

7.8.8 General description of information security measures:

Technical measures	Organisational measures
<p>Firewalls</p> <p>Malware and anti-virus protection systems</p> <p>Patches and updating the software as relevant.</p> <p>Strong Passwords</p> <p>Physical security</p> <p>Appropriate disposal of assets</p> <p>Managing Access rights</p>	<p>Information security policies</p> <p>Business continuity plan</p> <p>Awareness &amp; training</p> <p>Reviews &amp; audits</p> <p>Risk assessments</p>

## 8. REQUEST PROCEDURE IN TERMS OF THE ACT

8.1 A request for access to records held by the Company in terms of section 53 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information (Form C). A copy of the form is attached as **Annexure B** to the Manual. The request

must be made to the Information Officer of the Firm at the address, telefax number or e-mail address specified in clause 4 above.

- 8.2 The requester must provide enough detail on the prescribed form to enable the Information Officer of the Firm to identify the record and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to the Information Officer. The requester is also required to indicate which form of access to the relevant records is required, and to provide her/his/its contact details in South Africa.
- 8.3 For the purposes of Form C, the requester must comply with all the procedural requirements in PAIA relating to a request for access to the relevant records.
- 8.4 The Firm may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA. These grounds include: that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party of the Firm itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for legal proceedings, that it is necessary to protect the research information of a third party or the Firm itself.
- 8.5 If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in the Firm's possession but cannot be found, or it does not exist, then the Information Officer will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.
- 8.6 The Firm is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of the Firm's decision in another manner as well, this must be set out in the request and the relevant details included in order to allow the Firm to inform the requester in the preferred manner.
- 8.7 The Firm will make a decision in relation to a request for records within 30 days of receiving it, unless a third party notification and intervention, as contemplated in Chapter 5 of PAIA, applies.

9. **FEES PAYABLE**

- 9.1 A requester who seeks access to records containing personal information about her/him/it, is not required to pay request fee. Requesters who earn less than R14,712.00 per year (if single) and R27,192 per year (if married or in a life partnership), do not have to pay access fees. In all other instances, a request fee at the prescribed rate is payable.
- 9.2 The fees for reproduction of information that is automatically available from the Firm, referred to in clause 7.5 above (a section 52 request), are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10
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(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0,75
(c)	For a copy in a computer-readable form on:	
	(i) Compact disk	R70.00
(d)	For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00

9.3 The request fee and fees for reproduction for information which needs to be requested in terms of PAIA and/or POPIA, referred to in clause 7.8 above (a section 53 request) are as follows:

	<b>Request Fee</b>	<b>R50.00</b>
(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable audio record form	R0,75
(c)	For copy in a computer-readable form on:	
	(i) compact disc	R70
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40
	(ii) For a copy of visual images	R60
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20
	(ii) For a copy of an audio record	R30

9.4 The request fee may be paid at the time a request is made or the person authorised to deal with such requests on the Firm's behalf may notify the requester that s/he/it needs to pay the request fee before processing the request any further. A requester may apply to the court to be exempted from the requirement to pay the request fee.

- 9.5 Where a request for access to a record or records held by the Firm is granted, the requester also has to pay an access fee for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. The Firm is entitled to withhold a record until the required access fees have been paid.
- 9.6 Persons who are requesting access to their personal information are exempt from paying a request fee, but they are still required to pay the access fee and reproduction fee, if applicable.
- 9.7 In addition, if the search for and preparation of the record or records requested takes more than 6 hours, the Firm may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records. The requester may make an application to the court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.
- 9.8 Remedies for refusal to request for information
- 9.8.1 Internal remedy:
- The Firm does not have an internal appeal procedure. As such, the decision made by the Information Officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.
- 9.8.2 External remedy:
- Where a requester is not satisfied by a decision made by the Information Officer, s/he/it may apply to court for relief within 180 days of receiving the decision that has caused the grievance. The application can be made to a Magistrate's Court or High Court.

## 10. **OTHER INFORMATION AS MAY BE PRESCRIBED**

Currently, the Regulations published in terms of PAIA, under Government Notice R187 in *Government Gazette* 23119 of 15 February 2002, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the table above). No new Regulations have since been published and the last amendments to the Regulations were made in 2007.

## 11. **AVAILABILITY OF THE MANUAL**

This Manual is available at the offices of the Company at the address set out in paragraph **Error! Reference source not found.** above and copies are available from the SAHRC. With effect from 1 July 2021, it will be available from the Information Regulator, the (present) contact details for which are set out in paragraph **Error! Reference source not found.** above.

## 12. **ACKNOWLEDGEMENT**

The Manual has been based on an original template supplied by the SAHRC.





**Annexure A      AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

(Section 52 of the Promotion of Access to Information Act, 2000)

**(the PAIA)**

[Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PAIA	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(ii)	

**Annexure B REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY:**

**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]

**13. Particulars of private body:**

The Information Officer / Deputy Information Officer:

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**14. 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: \_\_\_\_\_ ID: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity when made on behalf of another person: \_\_\_\_\_

**15. 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.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**16. Particulars of record**

**Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional pages.**

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1. Description of record or relevant part of the record: \_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

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**17. 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 fee, please state the reason for exemption:*

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(Reason for exemption from payment of fees)

**18. Form of access to record**

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

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

**NOTES:**

Mark the appropriate box below with an **X**.

- 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 to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>					
Copy of record*		Inspection of record			
<b>2. If record consists of visual images (includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
View the images		Copy of the images*		Transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound</b>					
Listen to the soundtrack (audio cassette / recording)		Transcription of soundtrack* (written or printed document)			
<b>4. If record consists of recorded words or information which can be reproduced in sound</b>					
Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (compact disk or memory stick)	

\* If you require a copy or transcription of record (above), do you wish the copy or transcription to be posted to you? (**yes / no**) \_\_\_\_\_ (postage is payable).

**19. 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 folios.*

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

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

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**20. Notice of decision regarding request for access**

*You will be notified in writing within 30 days whether your request has been approved / denied. Such period may, in certain circumstances, be extended in terms of PAIA. 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?

Email	
Telephonically	
Other (specify)	

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_

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