



Hulamin Limited

And its subsidiary companies

Incorporating:

Hulamin Operations (Pty) Ltd

Hulamin Extrusions (Pty) Ltd

Hulamin Systems (Pty) Ltd

PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

DATE OF COMPILATION: 01/11/2025
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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO“	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended;
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator

and how to obtain access to it;

2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;

2.8 know the recipients or categories of recipients to whom the personal information may be supplied;

2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE Hulamin Limited

3.1. Full Name of Company – Hulamin Limited (Registration No. 1940/013924/06) incorporating:

Hulamin Operations (Pty) Limited (Registration No. 1999/020410/07)

Hulamin Extrusions (Pty) Limited (Registration No. 1996/017023/07)

Hulamin Systems (Pty) Limited (Registration 1965/004255/07)

Hulamin Rolled Products (Pty) Limited (Registration No. 1969/015959/07)

3.2. Chief Information Office

Name:	Pravashni Nirghin
Title:	Chief Financial Officer
Tel:	033 395 6911
Email:	Pravashni.Nirghin@hulamin.co.za

3.3. Deputy Information Officer

Name: Shueyb Vally
Title: Head of Information Technology
Tel: 033 3956971
Email: Shueyb.Vally@hulamin.co.za

3.3 National or Head Office

Postal Address:

Moses Mabhida Road
Pietermaritzburg
3201

Physical Address: P O Box 74
Pietermaritzburg
3201

Telephone: 033 395 6911

Website: www.hulamin.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available English.
- 4.3. The aforesaid Guide contains the description
 - 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
 - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

4.6 A copy of the Guide is also available English, for public inspection during normal office hours at Hulamin's Head Office

5. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

5.1 Records of a public nature, typically those disclosed on the website, in its various annual reports and brochures, may be accessed without the need to submit a formal application.

5.2 Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

6. DESCRIPTION OF RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY LEGISLATION

6.1 Records and documents are retained in terms of legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations and/or contractual agreements, records that are to be made available in terms of PAIA and/or POPI shall be made available for inspection by interested parties in terms of the requirements of PAIA. The request to access must be done in terms of the requirements of PAIA.

6.2 Whilst records are maintained in respect to the following laws, this does not imply that a request for access to such records shall be granted. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA and/or POPIA.

6.3 Records are retained and may be available under the applicable legislation, including (but not limited to): -:

- Basic Conditions of Employment Act, 75 of 1997
- Companies Act, 71 of 2008
- Employment Equity Act, 55 of 1998
- Protection of Personal Information Act, 4 of 2013
- Income Tax Act, 58 of 1962
- Occupational Health and Safety Act, 85 of 1993
- Broad-Based Black Economic Empowerment Act, 53 of 2003
- National Environmental Management Act, 107 of 1998
- Financial Intelligence Centre Act, 38 of 2001

Requests for such records will be evaluated in accordance with PAIA and POPIA.

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Records are maintained on the below categories and subject matters.

However, recording of a category or subject in this manual does not imply that a request for access to such records will be granted. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA and/or POPIA and other laws.

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	- HR policies and procedures - Advertised posts - Employees records
Legal	- Governance - Capitalization - Budget and capital expenditures - Properties and equipment - Material agreements - Confidentiality Agreements - Guarantees and Warranties - Litigation, claims and fines - Human resources, management, employees and benefits

	- Tax matters - Environmental matters - Technology and information systems - Opinions and other legal advice pertaining to the commercial transactions of this company - Authorities, Consents and Licenses
Statutory Company Information	- Memorandum of incorporation - Rules made in terms of section 15(3) to (5) of the Companies Act, 2008 - Record of the company directors - Reports presented at annual general meetings - Annual financial statements including auditors' reports and directors' reports - Accounting records required by the Companies Act - Notices of all shareholder meetings - Minutes of all shareholder meetings - All resolutions adopted by shareholders and any documents made available by the company to the holders of shares - Resolutions of directors - Securities register
Patents, Trademarks, Copyrights	- Patents, patent applications and inventions - Agreements pertaining to intellectual property rights/assets - Opinions and other legal advice pertaining to intellectual property - Litigation and other disputes involving intellectual property - Trade secrets and protection of proprietary information - Trademark rights - Trade name / division name issues - Trademark Registration certificates - Opinions and other legal advice pertaining to the commercial transactions of this company - Copyrights - Opinions and other legal advice pertaining to the commercial transactions of this company.
Human Resources	- Litigation/Arbitration proceedings - List of trade unions - List of trade union members - Agreements - CV's - Counseling documents - Disciplinary hearings - Dispute forms - Warning forms - Salary packages - Letters of appointment - Employee personnel files - Sick and annual leave records - HR Policies and Procedures - Loan records - Garnishee and administration orders - List of employees

	- List of contractors/sub-contractors - Registrations with Department of Labour - Retirement Fund Rules
Financial, Accounting records and Tax	- Assets, Assets Register - Liabilities - Debtors and Creditors Lists - Financial Statements - Documents, audits and agreements - Internal controls - Accounting information systems - Bank Accounts - Books of account - Public Utility Accounts (Water, Electricity, Telephone) - Depreciation rates - Registration Certificates with SARS e.g. VAT - Payments to SARS and monthly receipts from SARS - Benefits - Payroll – Employees tax reports - Audit
Manufacturing	- Suppliers and Procurement policies and procedures - Materials - Operations - Capacity - Facilities / locations - Leases - Properties - Utilities - Machinery, equipment, vehicles - Personal property at each facility - Obsolescence - Expansion projects - Product Quality -
Transportation	- Transportation access - Local regulatory issues, restrictions and permits - Transportation system delivery plan - Transportation, warehouse and storage contracts
Sales and Marketing	- Products - Markets - Customers - Brochures, newsletters and advertising material - Sales - Public relations policies and procedures - Domestic and export orders - Product Guarantees

Information Technology	- Hardware - Operating systems - Telephone exchange equipment - Telephone lines, leased lines and data lines - LAN installations - Software packages - Disaster recovery - Internal systems support and programming / development - Capacity and utilization of current systems - Development or investment plans - Agreements - Licenses/Permits - Audits
Insurance	- Automobile liability - Workman's compensation - Travel insurance - Coverages, limits and insurers – Insurance Register - Exposures not addressed - Claims records - Insurance Declarations - Asset Valuations
Safety, Health, Environment	- Safety - Industrial hygiene - Employee and public health - Process safety / process risk - Emergency response - Environmental risk assessment reports - Environmental quality standards - Aqueous discharges - Solid waste - Air emissions - Memberships - Inquiries, inspections, examination by environmental authorities - Authorities, consents - Aids

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The processing of personal Information will only be done in accordance with the provisions of POPIA. The Personal Information that will be processed includes the below but not limited to:

- rendering services;
- employee administration;
- transacting with suppliers;
- maintaining records;
- recruitment purposes;
- general administration, financial and tax purposes;
- legal purposes;
- Investigating of and preventing fraud;
- responding to website enquiries
- human capital retirement planning and management

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed	Availability
Customers / Service Providers	Entity name, registration number, income tax number, tax information, contact details for representative persons, FICA documentation, BBB-EE certificates, invoices, and contractual documentation.	Not automatically available
Directors and Shareholders	Name, surname, ID numbers, financial information as required for statutory reporting.	Not automatically available
Employees	ID number, contact details, physical and postal address, date of birth, age, marital status, race, disability information, employment history, criminal/background checks, fingerprints, CVs, education history, banking details, income tax reference number, remuneration and benefit information (including medical aid, pension/ provident fund information), details related to employee performance, disciplinary	Not automatically available

	procedures, employee disability information, employee pension and provident fund information, employee contracts, employee performance records, payroll records, electronic access records, physical access records, CCTV records, health and safety records, training records, employment history, time and attendance records.	
Job Applicants	Name, surname, address, contact details, email address, telephone number, details of qualifications, skills, experience and employment history, information about current level of remuneration, including benefit entitlements, disability requirements during the recruitment process, and information regarding the new job applicant's entitlement to work in South Africa.	Not automatically available
Vistors	Name, emails address, company name, job title and telephone number, ID number	Not automatically available

8.3 The recipients or categories of recipients to whom the personal information may be supplied

We may share the personal information of our data subjects for any of the purposes outlined in Section 7, with the following:

- Our carefully selected business partners who provide services; and
- Our service providers who perform services on our behalf
- We do not share the personal information of our data subjects with any
- third parties, except if:
- we are obliged to provide such information for legal or regulatory purposes;
- we are required to do so for purposes of existing or future legal
- proceedings,
- we are selling one or more of our businesses to someone to whom
- we may transfer our rights under any customer agreement we have with you;
- we are involved in the prevention of fraud, loss, bribery or corruption;
- they perform services and process personal information on our behalf;
- this is required to provide or manage any information, products and/or services to data subjects; or
- needed to help us improve the quality of our products

We will send our data subjects notifications or communications if we are obliged by law, or in

terms of our contractual relationship with them.

We will only disclose personal information to government authorities if we are required to do so by law.

Our employees, and our suppliers, are required to adhere to data privacy and confidentiality principles and to attend data privacy training.

8.4 Planned transborder flows of personal information

We will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing and will do so only in accordance with South African legislative requirements; or if the data subject consents to transfer of their personal information to third parties in foreign countries.

We will take steps to ensure that operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information, in terms of the POPI Act.

We will take steps to ensure that operators that process personal information in jurisdictions outside of South Africa, apply adequate safeguards as outlined in Section 8.5.

8.5 General description of Information Security Measures to be implemented by the party responsible to ensure the confidentiality, integrity and availability of the information

Hulamin has implemented robust technical and organizational measures to safeguard all personal information processed within the company, in accordance with the Protection of Personal Information Act (POPIA). Third-party operators who process personal information on behalf of Hulamin are contractually required to adhere to these standards.

We continuously review and enhance our security protocols to protect personal information against unauthorized access, accidental or intentional alteration, loss, or destruction. Hulamin ensures that all external service providers and operators processing personal information on our behalf apply adequate safeguards, as outlined in our internal policies and in compliance with POPIA requirements.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

- For public inspection at Hulamín's Head Office during business hours;
- Upon written request and payment of the prescribed fee;
- On the Hulamín website; and
- To the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The manual will be reviewed annually or upon significant legislative or structural changes within Hulamín

Issued by



(Pravashni Nirghin)

(CFO)

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:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

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

MANNER OF ACCESS <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

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	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
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	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
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)	
-----------------	--	--	--

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