



SPECIALISED HR SERVICES CC

PAIA MANUAL

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

**16/11/2021 DATE OF COMPILATION:
01/06/2025 DATE OF REVISION:**

TABLE OF CONTENTS

No	Topic	Page
1.	List of Acronyms and Abbreviations	3
2.	Purposes of the PAYA Manual	3
3.	Key contact details for access to information on SHRS	4
4.	Guide on how to use PAIA and how to obtain Access to the Guide	4
5.	Categories of available records of SHRS without having to request access	4
6.	Description of the records of SHRS which are available per any other legislation	5
7.	Description of the subjects on which the body holds records and categories of records held	5
8.	Request Process	6
9.	Grounds for refusal	7
10.	Remedies should a request be refused	7
11.	Fees	
12.	Processing of Personal Information (POPI	8
13.	Availability of the Manual	14
14.	Updating of the Manual	14

1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | "IO" | Information Officer; |
| 1.2 | "Minister" | Minister of Justice and Correctional Services; |
| 1.3 | "PAIA" | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.4 | "POPIA" | Protection of Personal Information Act No.4 of 2013; |
| 1.5 | "Regulator" | Information Regulator; and |
| 1.6 | "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 request access to a record of the body, by describing 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 under 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 personal information and the description of the categories of data subjects and the information or categories of information relating thereto;
- 2.7 Know the description of the categories of data subjects and 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 SPECIALISED HR SERVICES CC

3.1. Chief Information Officer

Name: Hermina Christina Patton
Tel: 042 007 0527
Email: hermina@shrs.co.za

3.2 General Contact email for access to information

Email: info@shrs.co.za

3.3 Address

Postal Address: P O Box 1179, Jeffreys Bay, 6330
Physical Address: 121 Noorsekloof Road, Wavecrest, Jeffreys Bay, 6330
Landline: 042 007 0527
Email: info@shrs.co.za
Website: www.shrs.co.za

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

4.1 The section 10 Guide on how to use the Act [Section 51(1)(b)]

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4.2 Alternatively from the Information Regulator:

Website: <https://inforegulator.org.za/>

5 CATEGORIES OF RECORDS OF SPECIALISED HR SERVICES WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website
Company	Business Overview and Background	x
Company	Services Overview	x

6 DESCRIPTION OF THE RECORDS OF SPECIALISED HR SERVICES WHICH ARE AVAILABLE PER ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Company Registration	Companies and Intellectual Property Commission
PAIA Manual	Promotion of Access to Information Act 2 of 2000
SARS Registrations	Income Tax Act 58 of 1962 Skills Development Levies Act 9 of 1999 Unemployment Contributions Act 4 of 2002 Value Added Tax Act 89 of 1991
Department of Labour Registrations	Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 Skills Development Levies Act 9 of 1999 Unemployment Contributions Act 4 of 2002
Compliance with other Legislation	Basic Conditions of Employment 75 of 1997 Employment Equity Act No. 55 of 1998 Income Tax Act No. 95 of 1967 Labour Relations Act No. 66 of 1995 Occupational Health & Safety Act No. 85 of 1993 Skills Development Act No. 97 of 1998 Unemployment Insurance Act No. 63 of 2001 Usury Act No 73 of 1968 Protection of Personal Information Act 4 of 2013

7 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SPECIALISED HR SERVICES CC

What follows is a brief description of the subjects of the records held by SHRS and the categories in which these subjects are classed [Section 51(1)(e)].

It does not mean, however, that a person will have automatic access to a record listed.

Access to these records will be determined according to the procedures in the Act and once a request has been given on the correct form a decision will be made by the SHRS Information Officer.

Subjects on which the body holds records	Categories of records
Administrative	Terms of Service; Standard Contracts and Forms. Minutes of meetings with customers Minutes of meetings with customer employees Correspondence to customers, customer employees and service providers, to professional and other membership bodies.
Legal	Contracts with infrastructure providers, services

	providers, professional membership bodies and other memberships; Client-specific agreements (Service Level Agreements and Non-Disclosure Agreements). Domain name registration Website information
Human Resources	Human Resource Policies and Procedures Manual; Employment contracts Employee Personal records and correspondence Training records.
Financial	Accounting records Annual financial statements; Assets inventory; Insurance records Invoices, receipts, credit and debit notes Tax returns

8 REQUEST PROCESS

- 8.1. An individual who wishes to place a request must comply with all the procedures laid down in PAIA.
- 8.2. The requester must complete ANNEXURE A, which is attached hereto and submit it to the Information Officer at the details specified above.
- 8.3. The prescribed form must be submitted as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, or electronic mail as is stated herein.
- 8.4. The prescribed form must be completed with enough particularity to enable the information officer to determine:
 - 8.4.1. The record(s) requested;
 - 8.4.2. The identity of the requestor;
 - 8.4.3. What form of access is required; and
 - 8.4.4. The Postal address and email address of the requestor.
- 8.5. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. An explanation of why the records requested are required to exercise or protect the right.
- 8.6. The access request will be dealt with within 30 days from the date of receipt unless the requestor has set out special grounds that satisfy the Information Officer that the request be dealt with sooner.
- 8.7. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company and the information cannot be reasonably obtained within 30 days. The information officer will notify the requestor in writing should an extension be necessary.
- 8.8. The requestor will be informed in writing whether access to the records has been granted or denied. If the requestor requires a reason for the decision the request must be expressed in the prescribed form, and the requestor must be further stated what

particulars of the reasoning the requestor requires.

- 8.9. If a requestor has requested the records on another individual's behalf, the requestor must submit proof of the capacity the requestor submits the request in, to the satisfaction of the information officer.
- 8.10. Should the requestor have any difficulty with the form or the process laid out herein, the
- 8.11. An oral request can be made to the Information Officer should the requestor be unable to complete the form due to illiteracy or a disability. The Information Officer will complete the form on behalf of the requestor and provide a copy of the form to the requestor.

9 GROUNDS FOR REFUSAL

- 9.1. The following are grounds upon which the Company may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access per Chapter 4 of PAIA:
 - 9.1.1. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable
 - 9.1.2. Mandatory protection of the commercial information of a third party, if the Records contain:
 - 9.1.2.1. Trade secrets of that third party;
 - 9.1.2.2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
 - 9.1.2.3. Information disclosed in confidence by a third party to The Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
 - 9.1.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - 9.1.4. Mandatory protection of the safety of individuals and the protection of property;
 - 9.1.5. Mandatory protection of Records that would be regarded as privileged in legal proceedings;
 - 9.1.6. Protection of the commercial information of the Company, which may include:
 - 9.1.6.1. Trade secrets;
 - 9.1.6.2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
 - 9.1.6.3. Information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
 - 9.1.6.4. Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws;
 - 9.1.7. Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
 - 9.1.8. Requests for Records that are obviously frivolous or vexatious, or which involve an unreasonable diversion of resources.

10 REMEDIES SHOULD A REQUEST BE REFUSED

- 10.1. The Company does not have an internal appeal procedure in light of a denial of a request, decisions made by the information officer are final;
- 10.2. The requestor may per sections 56(3) (c) and 78 of PAIA, apply to a court for relief within

180 days of notification of the decision for appropriate relief.

11 FEES

The following fees shall be payable upon request by a requestor:

Request fee - (payable on every request)	R140.00
Photocopy of an A4 page or part thereof	R2.00
Printed copy of an A4 page or part thereof	R2.00
Hard copy on a flash drive - to be provided by requestor	R40.00
Hard copy on a compact disc - to be provided by requestor	R40.00
Hard copy on a compact disc - to be provided by the SHRS	R60.00
Transcription of visual images per A4 page – service provider quotation	
Copy of visual images- service provider quotation	
Transcription of an audio record per A4 page	R24.00
Copy of an audio record on a flash drive - to be provided by requestor	R40.00
Copy of audio on a compact disc - to be provided by requestor	R40.00
Copy of audio on a compact disc - to be provided by SHRS)	R60.00
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R145.00
To 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 (cannot exceed total cost)	R435.00
Postage, email or any other electronic transfer	Actual expense, if any.

12 PROCESSING OF PERSONAL INFORMATION (POPI)

12.1 Personal Information is defined as follows:

Personal information refers to any information that identifies you or specifically relates to you, or your employees, stored or processed on the PSiber payroll platform. Personal information includes, but is not limited to, the following information about you and/or your employees:

- Marital status
- National origin
- Age
- Language
- Birthplace
- Education
- Relevant financial history
- Identifying number (such as an employee number, identity number or passport number)
- E-mail address; physical address (such as residential address, work address or your physical location)
- Telephone number
- Biometric information (such as fingerprints, signature or voice)

- Race; gender; pregnancy status; ethnic origin; social origin; colour; sexual orientation
- Physical health; mental health; well-being; disability; religion; belief; conscience; culture
- Medical history; criminal history; employment history
- Personal views, preferences and opinions
- Another's views or opinions about you
- Full names and initials

12.2 Personal information includes special personal information, as explained below.

When will we process your personal information?

We will only process personal information for lawful purposes relating to our business if the following applies:

- If you have consented thereto
- If a person legally authorised by you, the law or a court, has consented thereto.
- If it is necessary to conclude or perform under a contract that we have with you
- If the law requires or permits it
- If it is required to protect or pursue your, our or a third party's legitimate interest

What is special personal information?

Special personal information is personal information about the following:

- Race (such as where a company submits reports to the Department of Employment and Labour where the statistical information must be recorded)
- Ethnic origin
- Trade Union membership
- Health (such as when you apply for an insurance policy)
- Biometric information (such as to verify your identity); and/or your criminal behaviour and alleged commission of an offence.

When will we process your special personal information?

We may process your special personal information in the following circumstances:

- If you have consented to the processing
- If the information is being used for any human resource or payroll-related requirement
- If the processing is needed to create, use or protect a right or obligation in law
- If the processing is for statistical or research purposes and all legal conditions are met
- If the special personal information was made public by you
- If the processing is required by law

12.3 When and from where we obtain personal information about you

- We collect personal information from the payroll or HR departments of our clients when they capture financial and non-financial information

- We collect personal information from third parties that are directly integrated with the PSIber payroll platform
- We collect information about you based on your use of our products, services or service channels (such as our platform, applications, Employee Self-Service, and websites)
- We collect information about you based on how you engage or interact with us such as via our support desk, emails, letters, telephone calls and surveys
- We collect personal information from completed forms i.e. contact and billing information.

If the law requires us to do so, we will ask for your consent before collecting personal information about you or your employees from third parties. The third parties from whom we may collect your personal information include, but are not limited to, the following:

- Our partners, your employer directly, any of our other Bureau or channel partners and any connected companies, subsidiary companies, associates, cessionaries, delegates, assigns, affiliates or successors in title and/or appointed third parties (such as its authorised agents, partners, contractors and suppliers) for any of the purposes identified in this Privacy Policy
- Your spouse, dependents, partners, employer, and other similar sources
- People you have authorised to share your personal information, such as a person who makes a travel booking on your behalf or a medical practitioner for insurance purposes
- Attorneys, tracing agents, debt collectors and other persons who assist with the enforcement of agreements
- Payment processing service providers, merchants, banks and other persons that assist with the processing of your payment instructions, such as EFT transaction partners
- Insurers, brokers, other financial institutions or other organisations that assist with insurance and assurance underwriting, the providing of insurance and assurance policies and products, the assessment of insurance and assurance claims, and other related purposes
- Law enforcement and fraud prevention agencies and other persons tasked with the prevention and prosecution of crime
- Regulatory authorities, industry ombudsman, governmental departments, and local and international tax authorities
- Trustees, executors or curators appointed by a court of law
- Our service providers, agents and sub-contractors such as couriers and other persons we use to offer and provide products and services to you
- Courts of law or tribunals

12.4 When, how and with whom we share your personal information

In general, we will only share your personal information if any one or more of the following apply:

- If you have consented to this
- If it is necessary to conclude or perform under a contract that we have with you
- If the law requires it
- If it is necessary to protect or pursue your, our or a third party's legitimate interests

Where required, each employee of SHRS may share your personal information with the following persons who are obliged to keep your personal information secure and confidential:

- Other members of SHRS, its associates, cessionaries, delegates, assigns, affiliates or successors in title and/or appointed third parties (such as its authorised agents, partners, contractors and suppliers) for any of the purposes identified in this Privacy Policy
- Our employees, as required by their employment conditions
- Attorneys, tracing agents, debt collectors and other persons who assist with the enforcement of agreements
- Payment processing service providers, merchants, banks and other persons that assist with the processing of your payment instructions, such as third-party EFT service providers
- Law enforcement and fraud prevention agencies, and other persons tasked with the prevention and prosecution of crime
- Regulatory authorities, industry ombudsmen, governmental departments, local and international tax authorities, and other persons the law requires us to share your personal information with
- Our service providers, agents and subcontractors, such as couriers and other persons we use to offer and provide products and services to you
- Persons to whom we have ceded our rights or delegated our obligations under agreements, such as where a business is sold
- Courts of law or tribunals that require personal information to adjudicate referrals, actions or applications
- Trustees, executors or curators appointed by a court of law

12.5 Under what circumstances will we transfer your information to other countries?

We will only transfer your personal information to third parties in another country in any one or more of the following circumstances:

- Where your personal information will be adequately protected under the other country's laws or an agreement with the third-party recipient
- Where the transfer is necessary to enter into or perform under a contract with you, or a contract with a third party that is in your interest
- Where you have consented to the transfer
- Where it is not reasonably practical to obtain your consent, and the transfer is in your interest.

This transfer will happen within the requirements and safeguards of the law. Where possible, the party processing your personal information in the other country will agree to apply the same level of protection as available by law in your country, or if the other country's laws provide better protection, the other country's laws will be agreed to and applied. An example of us transferring your personal information to another country is when foreign payments are made, such as when you purchase goods or services in a foreign country or request that we facilitate salary payments to your employees in that country.

12.6 Your duties and rights regarding the personal information we have about you

You must provide proof of identity when enforcing the rights below. You must inform us when your personal information changes.

12.7 How we secure your personal information

We will take appropriate and reasonable technical and organisational measures to protect your personal information per industry best practices. Our security measures (including physical, technological and procedural safeguards) will be appropriate and reasonable. This includes the following:

- Keeping systems secure (such as monitoring access and usage of the PSiber payroll system)
- Storing our records securely
- Controlling access to our buildings, systems and/or records
- Safely destroying or deleting records

12.8 How long do we keep your personal information?

We will keep your personal information for as long as:

- The law requires us to keep it
- A contract between you and us requires us to keep it
- You have consented to us keeping it
- We are required to keep it to achieve the purposes listed in this Privacy Policy
- We require it for statistical or research purposes
- A code of conduct requires us to keep it
- We require it for our lawful business purposes

Note: We may keep your personal information even if you no longer have a relationship with us, for the historical data that your employer or employee may require.

12.9 Purpose of Processing Personal Information

12.9.1 to fulfil agreements concerning its employees;

12.9.2 to provide services to its Clients per the terms agreed to by the Clients;

12.9.3 to undertake activities related to the provision of services, such as

- to fulfil domestic legal, regulatory and compliance requirements
- to verify the identity of Customer representatives who contact the Company or may be contacted by the Company;
- for risk assessment, information security management, statistical, trend analysis and planning purposes;
- to monitor and record calls and electronic communications with the Client for quality, training, investigation and fraud prevention purposes;
- to enforce or defend the Company or the Company's affiliates' rights;
- to manage the Company's relationship with its clients, which may include providing information to its clients and their affiliates about the Company's and the Company's affiliates' products and services;

12.9.4 the purposes related to any authorised disclosure made in terms of agreement, law or regulation;

12.9.5 any additional purposes expressly authorised by the Company's client;

12.9.6 any additional purposes as may be notified to the Client or Data Subjects in any notice provided by the Company.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Customer Representatives	name, address, registration numbers, SARS Registration numbers; DOL registration Numbers ID/Passport and bank details
Service Providers	names, registration numbers, SARS Registration numbers, addresses, and bank details
Employees	address, qualifications, gender and race; PAYE registration numbers, ID/Passport Numbers, emergency contact details, family details, medical details, bank details

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
ID/Passport number and names - for criminal checks	South African Police Services / MIE
Qualifications - for qualification verifications	South African Qualifications Authority / MIE
Credit and payment history - for credit information	Credit Bureaus / MIE
Employment History – for Employment background information	MIE

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

- 12.4.1 The Company implements numerous Security measures to protect personal information that is stored electronically and physically.
- 12.4.1.1 The Company ensures that appropriate security measures are taken and updates these measures regularly.
- 12.4.1.2 The Company have also implemented various policies for additional security for personal information stored both physically and electronically.
- 12.4.2 The personal information that is stored physically is protected as follows:
- 12.4.2.1. Where physical records of the data exist, such records will be stored in a secure area that can be 'locked away' to avoid a breach of the personal information.
- 12.4.2.2. Such physical data records will be 'locked away' and secured when not in use.

- 12.5. The Company may share personal information with third parties and in certain instances, this may result ***in cross-border flow of personal information***. The personal information will always be subject to protection, not less than the protection it is afforded under the Protection of Personal Information Act No.4 of 2013.

13 AVAILABILITY OF THE MANUAL

- 13.1 A copy of the Manual is available-
- 13.1.1 on www.shrs.co.za
 - 13.1.2 SHRS Offices for public inspection during normal business hours
 - 13.1.3 to any person upon request and the payment of a reasonable prescribed fee; and
 - 13.1.4 to the Information Regulator upon request.
- 13.2 A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations, shall be payable for each A4-size photocopy made.

14 UPDATING OF THE MANUAL

The Information Officer of SHRS will regularly update this manual.

Issued by

Hermina Patton
Owner / Founder Member
Information Officer

ANNEXURE A

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 (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