

## **Omne - PAIA Manual**

**Prepared in accordance with Section 51 of the  
Promotion of Access to Information Act, Number 2  
of 2000**

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## 1 INTERPRETATION

In this Manual:

- 1.1 clause headings are used for convenience only and shall be ignored in its interpretation.
- 1.2 unless the context clearly indicates a contrary intention, the following expressions shall bear the meanings assigned to them below:
  - 1.2.1 **“Deputy Information Officer”** – Omne’s deputy Information Officer as described in this Manual;
  - 1.2.2 **“The Guide”** – the guidance document published by the South African Human Rights Commission in terms of section 10 of PAIA for assisting person’s in exercising their rights in respect of PAIA;
  - 1.2.3 **“Information Officer”** - Omne’s designated Information Officer as described in this Manual;
  - 1.2.4 **“Manual”** - this document together with all its annexures as amended from time to time, and published in terms of section 51 of PAIA;
  - 1.2.5 **“Omne”** – includes any of:
    - Omne Advisory (Pty) Ltd a company with limited liability, incorporated in terms of South African company law with registration number 2015/019844/07;
    - Omne Forex (Pty) Ltd a company with limited liability, incorporated in terms of South African company law with registration number 2011/000956/07;
  - 1.2.6 **“PAIA”** - Promotion of Access to Information Act 2 of 2000, as amended from time to time including the regulations promulgated in terms of PAIA;
  - 1.2.7 **“POPIA”** – Protection of Personal Information Act 4 of 2013, as amended from time to time including the regulations promulgated in terms of POPIA;
  - 1.2.8 **“POPIA Regulations”** – the regulations relating to the protection of personal information promulgated in term of POPIA;
  - 1.2.9 **“Regulator”** – the Information Regulator of South Africa established in terms of section 39 of POPIA

## 2 PUPOSE OF THIS MANUAL

- 2.1 This Manual is published pursuant to section 51 of PAIA as a guide for requesting information from Omne. It also serves to –
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- 2.1.1 Indicate the categories of information records, held by Omne;
- 2.1.2 list the records Omne holds in accordance with legislation;
- 2.1.3 inform the public as to the personal information Omne processes, the purposes thereof, the categories of data subjects relating thereto, the recipients or categories of recipients to whom the personal information may be supplied, and whether Omne conducts transborder flows of personal information;
- 2.1.4 provide relevant contact details of Omne's Information Officer and Deputy Information Officer;

### 3 CONTACT DETAILS FOR ACCESS TO INFORMATION

#### 3.1 Information Officer

| Name & Designation              | Contact Details  |
|---------------------------------|------------------|
| Simon White – Managing Director | simon@omne.co.za |

#### 3.2 Deputy Information Officer

| Name & Designation                          | Contact Details   |
|---------------------------------------------|-------------------|
| Andrea Upfold – Stakeholder Liaison Officer | andrea@omne.co.za |

#### 3.3 OMNE Head Office

| Physical Address                                       | Contact Details                           | Postal Address                                     |
|--------------------------------------------------------|-------------------------------------------|----------------------------------------------------|
| 14 African Street<br><br>Grahamstown North<br><br>6140 | Tel: 087 802 7811<br><br>hello@omne.co.za | P.O. Box 7025<br><br>Grahamstown North<br><br>6148 |

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## 4 GUIDANCE ON PAIA

### 4.1 South African Human Rights Commission – Guide for requesting information

4.1.1 The South African Human Rights Commission has compiled “the Guide” in terms of Section 10 of PAIA to assist persons in exercising their rights in terms of PAIA. The Guide contains information on:

4.1.1.1 how to use the procedures, forms and regulations of PAIA;

4.1.1.2 Information Officers of private and public bodies;

4.1.2 The Guide is available in all official languages. Any enquiries regarding the Guide can be directed to:

The South African Human Rights Commission – PAIA Unit

Private Bag X 2700 Houghton, 2041

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

[section51.paia@sahrc.org.za](mailto:section51.paia@sahrc.org.za) or [info@sahrc.org.za](mailto:info@sahrc.org.za)

SAHRC – Sentinel House Sunnyside Office Park, 32 Princess of Wales Terrace, Parktown

## 5 RECORDS AUTOMATICALLY AVAILABLE

5.1 Records of a public nature, typically those disclosed on Omne’s website and annual reports may be accessed by the public - without the need to submit a formal application in terms of PAIA.

5.2 Access to all other non – public records held by Omne, should be formally applied for in terms of the provisions of PAIA.

## 6 RECORDS HELD BY OMNE – AVAILABLE VIA FORMAL PAIA REQUEST

### 6.1 Records held in accordance with legislation

Where applicable Omne holds records as required in accordance with the legislation listed below. Take note that accessibility to documents and records kept in accordance with legislation may be refused in accordance with the grounds of refusal as set out in this Manual and/or PAIA.

|       |                                                     |
|-------|-----------------------------------------------------|
| 6.1.1 | Auditing Professions Act, 26 of 2005                |
| 6.1.2 | Basic Conditions of Employment Act, No 57 of 1997 3 |

|        |                                                                                                                    |
|--------|--------------------------------------------------------------------------------------------------------------------|
| 6.1.3  | Broad Based Black Economic Empowerment Act, No 53 of 2003                                                          |
| 6.1.4  | Companies Act, No 71 of 2008                                                                                       |
| 6.1.5  | Companies Act, No 61 of 1973 (those sections not yet repealed)                                                     |
| 6.1.6  | Compensation for Occupational Injuries and Diseases Act, No 130 of 1993                                            |
| 6.1.7  | Competition Act, No 89 of 1998                                                                                     |
| 6.1.8  | Constitution of the Republic of South Africa Act, No 108 of 1996                                                   |
| 6.1.9  | Consumer Protection Act, No 68 of 2008                                                                             |
| 6.1.10 | Copyright Act, No 98 of 1978                                                                                       |
| 6.1.11 | Electronic Communications and Transactions Act, No 25 of 2002                                                      |
| 6.1.12 | Employment Equity Act, No 55 of 1998                                                                               |
| 6.1.13 | Financial Intelligence Centre Act, No 38 of 2001                                                                   |
| 6.1.14 | Income Tax Act, No 58 of 1962                                                                                      |
| 6.1.15 | Labour Relations Act, No 66 of 1995                                                                                |
| 6.1.16 | National Building Regulations and Buildings Standards Act, No 103 of 1977                                          |
| 6.1.17 | National Credit Act, No 34 of 2005                                                                                 |
| 6.1.18 | Occupational Health and Safety Act, No 85 of 1993                                                                  |
| 6.1.19 | Patents Act, No 57 of 1987                                                                                         |
| 6.1.20 | Promotion of Access to Information Act, No 2 of 2000                                                               |
| 6.1.21 | Promotion of Equality & Prevention of Unfair Discrimination Amendment Act, No 52 of 2002                           |
| 6.1.22 | Protected Disclosures Act, No 26 of 2000                                                                           |
| 6.1.23 | Protection of Personal Information Act, No 4 of 2013                                                               |
| 6.1.24 | Regulation of Interception of Communications and Provision of Communication Related Information Act, No 70 of 2002 |
| 6.1.25 | Sales and Service Matters Act, No 25 of 1964                                                                       |
| 6.1.26 | Skills Development Act, No 97 of 1998                                                                              |

|        |                                               |
|--------|-----------------------------------------------|
| 6.1.27 | Skills Development Levy Act, No 9 of 1999     |
| 6.1.28 | South African Reserve Bank Act, No 90 of 1989 |
| 6.1.29 | Tax Administration Act, 28 of 2011            |
| 6.1.30 | Unemployment Insurance Act, No 30 of 1966     |
| 6.1.31 | Value Added Tax Act, No 89 of 1991            |
| 6.1.32 | Various City By-Laws                          |

## 6.2 Other records held

The Table below contains a description of the categories of information held by Omne. A request made in terms of PAIA for records in any of the categories may be refused in accordance with grounds of refusal in this Manual and/or PAIA.

|                               |                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client related records</b> | <ol style="list-style-type: none"><li>1. Records provided by clients.</li><li>2. Records provided by clients to third parties acting for or on behalf of Omne.</li><li>3. Records generated by or within Omne relating to its clients, including transactional records.</li><li>4. Records provided by a third party relating to Omne's clients.</li></ol> |
| <b>Human resource records</b> | <ol style="list-style-type: none"><li>1. Personnel Records</li><li>2. Employment contracts</li><li>3. Medical aid records</li><li>4. Retirement annuity fund records</li><li>5. Payroll records</li><li>6. Workplace policies</li><li>7. Disciplinary records</li></ol>                                                                                    |

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|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <ul style="list-style-type: none"><li>8. Leave records</li><li>9. Training Records</li><li>10. Skills development / levy records</li><li>11. Employee address and contact lists</li><li>12. Performance management records</li><li>13. Employee correspondence</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Business / Statutory related records</b> | <ul style="list-style-type: none"><li>1. Company incorporation documents</li><li>2. Minutes of meetings of the board of directors</li><li>3. Records relating to the appointments of directors, auditors, and other officers.</li><li>4. Receipts and payments</li><li>5. Banks statements</li><li>6. List of debtors and creditors</li><li>7. Management accounts</li><li>8. Asset registers</li><li>9. Invoices</li><li>10. Trademarks and intellectual property</li><li>11. Internal / external correspondence</li><li>12. Marketing material, newsletters, and brochures</li><li>13. Policies and procedures</li><li>14. Company secretarial records</li><li>15. Supplier contracts</li><li>16. Lease agreements</li></ul> |

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|                                       |                                                                                                                                                                                                  |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Information technology records</b> | <ol style="list-style-type: none"><li>1. IT usage, equipment, and security details</li><li>2. Software Licenses and supplier agreements</li><li>3. Information policies and procedures</li></ol> |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **7 PROCESSING OF PERSONAL INFORMATION**

### **7.1 POPIA**

7.1.1 Omne processes personal information in accordance with Chapter 3 of POPIA for both living and juristic persons.

### **7.2 Processing of personal information by Omne**

7.2.1 Omne processes personal information in the ordinary course of business in providing accounting, tax and business advisory services. Personal information is processed for several reasons, including –

- 7.2.1.1 the provision of services to clients;
- 7.2.1.2 creating and managing commercial relationships with clients;
- 7.2.1.3 creating and managing supplier relationships;
- 7.2.1.4 general human resource and payroll functions – including obligations imposed by legislation;
- 7.2.1.5 recruitment and procurement processes;
- 7.2.1.6 analysis, evaluation, review and collation of information to provide advice and prepare or comment on opinions, memoranda, agreements, correspondence, reports, publications, documents relating to taxation, financial and other related business records;
- 7.2.1.7 safety and security measures.

### **7.3 Categories of Data subjects and types of personal information processed**

7.3.1 Personal information of both living and juristic persons is processed by Omne in relation to – employees, clients and potential clients, service providers, visitors, interviewees, attendees of Omne events (seminars, training sessions, etc.)

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#### **7.4 Disclosure of personal information to third parties**

- 7.4.1 Omne may disclose personal information processed to third parties for legitimate business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements regarding confidentiality.
- 7.4.2 Where Omne discloses information to third parties - the latter will be obliged to use such information for the reasons and purpose the personal information was disclosed for.
- 7.4.3 Omne may be obliged to disclose personal information where a duty to disclose is necessary, as required by legislation, or to protect the rights of Omne.

#### **7.5 Cross border flows of personal information**

- 7.5.1 Omne may transfer personal information across the border of the Republic of South Africa. Such a transfer of personal information will be conducted in compliance with the provisions of POPIA and on assurance by the third-party recipient that the information will be subject to a law or binding agreement which provides for an adequate level of protection similar to POPIA.

#### **7.6 Data security**

- 7.6.1 Omne takes reasonable technical and organisational measures to protect and secure personal information from unauthorised or unlawful processing or access, accidental loss, alteration, damage or disclosure.
- 7.6.2 Omne regularly reviews security controls and processes to secure personal information. Where reasonable grounds exist that personal information has been accessed or acquired unlawfully by a third party Omne will notify the Information Regulator and the data subject concerned – unless the Regulator or other investigative body informs Omne that such a notification will impede a criminal investigation.

#### **7.7 Objecting to Processing of Personal Information – Correction, Deletion or Destruction of Personal Information**

- 7.7.1 For POPIA – related requests to object to the processing, correction, deletion or destruction of personal information held by Omne, the requester must complete either Annexure A (objection) or Annexure B (correction, deletion or destruction) attached to this Manual and submit same to the Information Officer at the addresses provided for in paragraph 3 of this Manual.
-

- 7.7.2 Data subjects have the right to request Omne to confirm:
  - 7.7.2.1 whether it holds personal information about the subject;
  - 7.7.2.2 the nature / description of the personal information held;
  - 7.7.2.3 the details of third parties who have or have had access to the personal information.
- 7.7.3 Omne may charge the prescribed fees for reproduction of the personal information requested.
- 7.7.4 PAIA related requests may also be made by submitting the prescribed forms available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

## **8 ACCESS TO A RECORD / INFORMATION FROM OMNE IN TERMS OF PAIA**

### **8.1 Procedural Requirements**

- 8.1.1 To request a record / information in terms of PAIA the requester must complete Annexure C to this Manual and submit same to the Information Officer at the address provided in paragraph 3 of this Manual. The prescribed forms available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) may also be utilised.
- 8.1.2 All information requested in Annexure 3 must be provided, failing which the process will be delayed until the required information is provided. The requester must provide sufficient detail on:
  - 8.1.2.1 the record / information being required;
  - 8.1.2.2 the nature or form of access that is required;
  - 8.1.2.3 the right that the requester is seeking to exercise and protect;
  - 8.1.2.4 the reason why access to the information is required to exercise or protect the right.
  - 8.1.2.5 the identity and contact details of the requester;
- 8.1.3 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

### **8.2 Fees Payable**

- 8.2.1 PAIA provides for two types of fees payable, namely
    - 8.2.1.1 a request fee – which is a standard non- refundable fee, payable to Omne prior to the request being considered; and
-

8.2.1.2 an access fee – payable to Omne when access is granted and calculated with reference to reproduction costs, search, preparation and postal costs.

8.2.2 Omne may withhold a record / information until a requester has paid the fees applicable in terms of 8.2.1.1 and 8.2.1.2

8.2.3 The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

### 8.3 **Applicable Time Periods**

8.3.1 Omne will inform the requester within 30 days after receipt of the request - of its decision to either grant or refuse the request. The 30-day period will start once Omne receives all required information in the application request.

8.3.2 In addition, the 30 – day period may be extended by a further period of not more than 30 days if the request:

8.3.2.1 requires reviewing an extensive amount information;

8.3.2.2 would unreasonably interfere with the activities of Omne;

8.3.2.3 relates to records sought that are not located at Omne's offices / premises.

## 9 **OUTCOME OF REQUEST FOR INFORMATION**

### 9.1 **Granting of Information request**

9.2 In circumstances where Omne grants a request for access to information Omne shall advise the requester of such decision and disclose the record of information only when payment of the access and reproduction fees has been received.

### 9.3 **Refusal of request for information**

9.3.1 Omne is entitled in terms of the provisions of PAIA to refuse access to information on the following grounds:

9.3.1.1 mandatory protection of the privacy of a third party who is a natural person, a deceased person or a juristic entity – which would involve the unreasonable disclosure of personal information;

9.3.1.2 mandatory protection of personal information and disclosure of personal information to comply with the provisions of POPIA;

9.3.1.3 mandatory protection of the commercial information of a third party, if the record of information requested, contains:

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- 9.3.1.3.1 trade secrets of the third party;
- 9.3.1.3.2 financial, scientific, commercial or technical information - the disclosure of which could likely cause harm to the financial or commercial interests of a third party;
- 9.3.1.3.3 information disclosed in confidence by a third party to Omne – if the disclosure of such information could put such party at a disadvantage in negotiations and commercial competition;
- 9.3.1.4 mandatory protection of confidential information of third parties protected in terms of an agreement;
- 9.3.1.5 mandatory protection of the safety of individuals and protection of property;
- 9.3.1.6 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 9.3.1.7 the commercial dealings of Omne, which may include (but are not limited to):
  - 9.3.1.7.1 trade secrets;
  - 9.3.1.7.2 financial, commercial, scientific, technical or research information which disclosure could likely cause harm to its financial or commercial interest;
- 9.3.1.8 requests for information that are frivolous and vexatious or require an unreasonable diversion of resources;
- 9.3.2 In circumstances where a record cannot be found by Omne or a record does not exist, the Information Officer shall, by way of affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be deemed to be a decision to refuse a request for access to the record for purposes of PAIA. If the record should later be found, the requester shall be given access to the record – unless the Information Officer refuses access to such record.

#### **9.4 Remedies for refusal of request for information**

- 9.4.1 A requester or third party that is dissatisfied with the Information Officer's refusal to grant access to the requested information, may within 30 (thirty) days of notification of the decision, apply to a Court with competent jurisdiction, for relief.

### **10 AVAILABILITY OF PAIA MANUAL**

- 10.1 This Manual is available in English in electronic and hard copy format. The hard copies are available at the head office of Omne as contained in paragraph 3. The electronic version of this Manual is available on Omne's website.
-

## **ANNEXURE A**

### **OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013**

#### **(ACT NO. 4 OF 2013)**

**Note:**

1. Affidavits or other documentary evidence in support of the objection must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. The completed form and annexures (if any) must be addressed and sent to Omne's Information Officer using the address and contact details specified in Omne's PAIA Manual.

| <b>DETAILS OF DATA SUBJECT</b>                 |  |
|------------------------------------------------|--|
| <b>Surname</b>                                 |  |
| <b>Full Names</b>                              |  |
| <b>Residential, postal or business address</b> |  |
| <b>Contact Numbers</b>                         |  |
| <b>E-mail address</b>                          |  |

| <b>REASONS FOR OBJECTION TO PROCESSING PERSONAL INFORMATION</b> |
|-----------------------------------------------------------------|
|                                                                 |

.....

Data Subject Signature

.....

Date

---

## **ANNEXURE B**

### **REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24 (1) OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013**

**(ACT NO. 4 OF 2013)**

**Note:**

1. Affidavits or other documentary evidence in support of the objection must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. The completed form and annexures (if any) must be addressed and sent to Omne's Information Officer using the address and contact details specified in Omne's PAIA Manual.

Mark the appropriate box with an X

Request for:

|                          |                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Correction or deletion of personal information about the data subject which is in possession or under control of Omne</b> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|

|                          |                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Destroying or deletion of a record of personal information about the data subject which is in possession or under control of Omne and who is no longer authorised to retain the record of information</b> |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>DETAILS OF DATA SUBJECT</b>                 |  |
|------------------------------------------------|--|
| <b>Surname</b>                                 |  |
| <b>Full Names</b>                              |  |
| <b>Residential, postal or business address</b> |  |
| <b>Contact Numbers</b>                         |  |

---

|                       |  |
|-----------------------|--|
| <b>E-mail address</b> |  |
|-----------------------|--|

| <b>REASONS FOR REQUEST</b> |
|----------------------------|
|                            |

.....

Data Subject Signature

.....

Date

---

## ANNEXURE C

### REQUEST FOR ACCESS TO A RECORD

**Note:**

1. Proof of identity must be attached by the requester.
2. If request is made on behalf of another person, proof of such authorisation must be attached to this Form.
3. The completed Form and annexures (if any) must be addressed and sent to Omne's Information Officer using the address and contact details specified in Omne's PAIA Manual.

Mark the appropriate box with an X

|                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <b>Request is made in my own name</b> |
|--------------------------|---------------------------------------|

|                          |                                                          |
|--------------------------|----------------------------------------------------------|
| <input type="checkbox"/> | <b>Request is being made on behalf of another person</b> |
|--------------------------|----------------------------------------------------------|

| PERSONAL INFORMATION                                                             |  |
|----------------------------------------------------------------------------------|--|
| <b>Surname</b>                                                                   |  |
| <b>Full Names</b>                                                                |  |
| <b>Identity Number</b>                                                           |  |
| <b>Capacity in which request is made (when made on behalf of another person)</b> |  |

|                                                                                        |  |
|----------------------------------------------------------------------------------------|--|
| <b>Postal Address</b>                                                                  |  |
| <b>Street Address</b>                                                                  |  |
| <b>E-mail address</b>                                                                  |  |
| <b>Contact Numbers</b>                                                                 |  |
|                                                                                        |  |
| <b>Full name of person<br/>on whose behalf<br/>request is made (if<br/>applicable)</b> |  |
| <b>Identity number</b>                                                                 |  |
| <b>Postal Address</b>                                                                  |  |
| <b>Street Address</b>                                                                  |  |
| <b>E-mail Address</b>                                                                  |  |
| <b>Contact numbers</b>                                                                 |  |

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| <b>PARTICULARS OF RECORD REQUESTED</b>                                                                                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Provide full particulars of the record to which access is required, including the reference number if that is known to you, to enable the record to be located.</b><br><br><b>(If there is not enough space, please use an additional page and attach it to this form. All additional pages to the Form must be signed)</b> |  |
| <b>Description of record or relevant part of record</b>                                                                                                                                                                                                                                                                        |  |
| <b>Reference number, if available</b>                                                                                                                                                                                                                                                                                          |  |
| <b>Any further particulars of record</b>                                                                                                                                                                                                                                                                                       |  |

| <b>TYPE OF RECORD</b><br><b>(Mark with an X)</b>                                                                                        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Record is in printed or written form</b>                                                                                             |  |
| <b>Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</b> |  |
| <b>Record consists of recorded words or information which can be reproduced in sound</b>                                                |  |
| <b>Record is held on a computer or an electronic, or machine-readable form</b>                                                          |  |

---

| <b>FORM OF ACCESS</b><br><b>(Mark with an X)</b>                                                                                                               |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Printed copy of record (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 record on flash drive (including virtual images and soundtracks)                                                                                       |  |
| Copy of record on compact disc drive (including virtual images and soundtracks)                                                                                |  |
| Copy of record saved on cloud storage server                                                                                                                   |  |

| <b>MANNER OF ACCESS</b><br><b>(Mark with an X)</b>                                                                                                                                                                                                 |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Personal inspection of record 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) |  |
| 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)                                                                                                                                                                   |  |

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|                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>E-mail of information (including soundtracks if possible)</b>                                                                                                                |  |
| <b>Cloud share / file transfer</b>                                                                                                                                              |  |
| <b>Preferred Language:</b><br><br>(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) |  |

| <b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>                                        |  |
|-------------------------------------------------------------------------------------------------|--|
| <b>Indicate which right is to be exercised or protected</b>                                     |  |
| <b>Explain why the record requested is required for the exercise or protection of the right</b> |  |

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

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**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:**

| <b>Postal Address</b> | <b>Facsimile</b> | <b>Electronic Communication</b> |
|-----------------------|------------------|---------------------------------|
|                       |                  |                                 |

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

.....

**Signature of Requester / person on whose behalf request is made**