

THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (“PAIA”) AND TO ADDRESS
THE REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013
 (“POPIA”)

FOR

NGK Spark Plugs SA (Pty) Ltd

JUNE 2021 version

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1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act 2 of 2000, as amended, ("the Act") was enacted with the purpose of addressing section 32(2) of the Constitution of the Republic of South Africa 108 of 1996, as amended ("Constitution"). This section provides that any person has a right to gain access to any information held by public and private body. If the record is requested from a private body, the requester is required to show that the record is required for the exercise or protection of a right.
- 1.2 One of the main requirements specified in the Act is the compilation of a manual that provides information on both types and categories of records held by the public or private body. In terms of the Act, a private body includes any former or existing juristic person.
- 1.3 This document serves as the manual in terms of the Act which provides a reference in relation to the records held by the private body and the process which must be followed in order to request access to such records.

2. SCOPE, PURPOSE, BACKGROUND AND DEFINITIONS

This manual has been prepared in respect of NGK Spark Plugs SA (Pty) Ltd, referred to as the "Company".

- 2.1 In this manual, the following words shall bear the following meanings -
 - 2.1.1 "the Act" means the Promotion of Access to Information Act 2 of 2002 and the Protection of Personal Information Act 4 of 2013, as amended, together with all the relevant regulations;
 - 2.1.2 "company" means NGK Spark Plugs SA (Pty)Ltd,;
 - 2.1.3 "Information Officer" means the Chief Executive Officer of the company or such person who is from time to time duly authorised to act as Information Officer by that Chief Executive Officer;
 - 2.1.4 "personnel" means any person who works for, or provides services or products to or on behalf of the Company,, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company,. This includes, without limitation,

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directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers;

2.1.5 "customer" means any natural or juristic entity that receives services or products from the Company,.

"the / this manual" means this manual together with all annexures thereto as available at the corporate offices of the company at 41 Jansen Rd. Jet Park and

2.1.6 "IR" means the Information Regulator established in terms of S39 of the Protection of Personal Information Act, 2013

2.2 Although this manual attempts to describe certain salient features of the Act as they may apply to the Company, makes no representations and gives no warranties as to the accuracy or completeness thereof. Any person who wishes to obtain access to information held by the Company, should obtain independent legal advice as to their rights and obligations under and in terms of the Act.

2.3 The Act recognises that the right of access to information should be subject to justifiable limitations, including, but not limited to -

2.3.1 limitations aimed at the reasonable protection of privacy;

2.3.2 commercial confidentiality; and

2.3.3 effective, efficient and good governance,

and in a manner that balances that right with any other rights, including the rights contained in the Bill of Rights in the Constitution.

2.4 The company is a private company and manufactures and distributes steel products. The company, *inter alia*, offers rolled steel, steel and alloy iron castings, cast alloy iron and forged steel grinding media, chains, steel wire ropes, and strand and wire products.

2.5 This manual supercedes and replaces all prior manuals prepared by the company in terms of section 51 of the Act.

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3. CONTACT DETAILS

- 3.1 Information Officer: Willem Christiaan Coenraad Brewis
- Postal address: PO Box 8156, Elandsfontein, 1406,
- Physical address: Bantry Park, 41 Jansen Rd, Jet Park, Boksburg, 1459
- Telephone: 0114187900
- Email address: WillieB@ngkntk.co.za
- 3.2 Deputy Information Officer 1: Not Registered

Telephone: _____,

Email address: _____,

3. General information

Physical address: Bantry Park, 41 Jansen Rd, Jet Park, Boksburg, 1459

Postal address: PO Box 8156, Elandsfontein, 1406

Telephone: 0114187900

Fax: -

4. GUIDE OF THE INFORMATION REGULATOR

In terms of section 10 of the Act, the IR is required to compile within three years, in each official language update and make available a guide to the Act, to assist people in exercising their rights under the Act. This guide is available from the IR upon request. Any enquiry regarding this guide should be directed to the IR at -

The Information Regulator:
The PAIA Unit (The Research and Documentation Department)

Postal address: P.O Box 31533, Braamfontein, 2017

Telephone: +27 (0) 10 023 5200

Fax: +27 (0) 10 023 5200

Website: www.justice.gov.za/inforeg/index.ht

E-mail: inforeg@justice.gov.za

5. OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

- to provide a list of all records held by NGK Spark Plugs SA (PTY) Ltd ;
- to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- to define the manner and form in which a request for information must be submitted; and
- to comply with the additional requirements imposed by POPIA.

6. AUTOMATICALLY AVAILABLE INFORMATION

Information that is obtainable via the www.ngksparkplugs.co.za and www.kyb.co.za, website about NGK Spark Plugs SA (Pty) Ltd is automatically available and need not be formally requested in terms of this Manual.

The following categories of records are automatically available for inspection, purchase or photocopying:

- Company Press Releases
- Annual Financial Statements
- Website www.ngksparkplugs.co.za and www.kyb.co.za .
- The Companies, website is available to anybody who accesses the Internet.

7. CATEGORIES OF INFORMATION AVAILABLE WITHOUT REQUEST

To date, no notice in terms of section 52(2) of the Act regarding categories of records of NGK Spark Plugs (Pty) Ltd which are available without request has been published. Information regarding NGK Spark Plugs (Pty) Ltd is accessible at www.ngksparkplugs.co.za and www.kyb.co.za Web Page, without request.

8. CATEGORIES OF INFORMATION AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

8.1 Insofar as may be applicable, NGK Spark Plugs (Pty) Ltd keeps records of information to the extent required in terms of, *inter alia*, the following legislation

-

8.1.1 Income Tax Act 58 of 1962, as amended;

8.1.2 Insolvency Act 24 of 1936, as amended;

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- 8.1.3 Companies Act 71 of 2008, as amended;
 - 8.1.4 Value-Added-Tax Act 89 of 1991, as amended;
 - 8.1.5 Occupational Health and Safety Act 85 of 1993, as amended;
 - 8.1.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended;
 - 8.1.7 Labour Relations Act 66 of 1995, as amended;
 - 8.1.8 Basic Conditions of Employment Act 75 of 1997, as amended;
 - 8.1.9 Employment Equity Act 55 of 1998, as amended;
 - 8.1.10 Skills Development Act 97 of 1998, as amended;
 - 8.1.11 Medical Schemes Act 131 of 1998, as amended;
 - 8.1.12 Skills Development Levies Act 9 of 1999, as amended;
 - 8.1.13 Consumer Protection Act 63 of 2008, as amended;
 - 8.1.14 Regional Services Council Act 109 of 1985, as amended;
 - 8.1.15 Copyright Act 98 of 1978, as amended; and
 - 8.1.16 Unemployment Contributions Act 4 of 2002, as amended.
 - 8.1.17 Protection of Personal Information Act 4 of 2013
- 8.2 The legislation referred to above is not exhaustive. Information and records held by NGK Spark Plugs (Pty) Ltd in terms of any legislation in terms of which NGK Spark Plugs (Pty) Ltd, is obliged to hold records will be made available in terms of the provisions of the relevant legislation, but without prejudice to the provisions of the Act.

9. **DESCRIPTION RECORDS HELD BY NGK SPARK PLUGS (PTY) LTD ON EACH SUBJECT**

- 9.1 This section serves as a reference in relation to the records held by NGK Spark Plugs (Pty) Ltd in order to facilitate a request in terms of the Act.
- 9.2 The information is classified and grouped according to records relating to the subjects and categories set out below.

9.3 Human resources

- 9.3.1 Accounting and payroll records;

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- 9.3.2 BBBEE statistics;
- 9.3.3 Personnel information;
- 9.3.4 Employment equity reports;
- 9.3.5 General terms of employment;
- 9.3.6 Letters of employment;
- 9.3.7 Leave records;
- 9.3.8 Clock-in records;
- 9.3.9 Indemnity records;
- 9.3.10 Record of bank details;
- 9.3.11 Disciplinary records;
- 9.3.12 OHS records;
- 9.3.13 School fees records;
- 9.3.14 Criminal checks records;
- 9.3.15 Curriculum Vitae;
- 9.3.16 Paye records and returns;
- 9.3.17 Policies and procedures; and
- 9.3.18 Medical certificates
- 9.3.19 UIF returns.

9.4 Finance and administration

- 9.4.1 Accounting records;
- 9.4.2 Annual financial statements;
- 9.4.3 Agreements;
- 9.4.4 Banking records;
- 9.4.5 Correspondence;
- 9.4.6 Annual reports;
- 9.4.7 Statutory documentation;

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- 9.4.8 Memoranda and articles of association (to be amended to the memorandum of incorporation);
- 9.4.9 Share registers;
- 9.4.10 Share certificates;
- 9.4.11 Statutory returns to relevant authorities;
- 9.4.12 Minutes.
- 9.4.13 Invoices and statements;
- 9.4.14 Management reports;
- 9.4.15 Tax records and returns;
- 9.4.16 Financial policies and procedures;
- 9.4.17 Statutory returns records;
- 9.4.18 Value-added tax returns records;
- 9.4.19 Financial audit statements;
- 9.4.20 Customer account application forms;
- 9.4.21 Supplier account application forms;
- 9.4.22 Agreements records;
- 9.4.23 Court case judgement records;
- 9.4.24 Insurance records; and
- 9.4.25 Certificates.

9.5 Information technology and Security

- 9.5.1 Agreements;
- 9.5.2 Equipment register;
- 9.5.3 Shareholder and syndicate partner records;
- 9.5.4 Customer account records;
- 9.5.5 Policies, procedures, and guidelines;
- 9.5.6 Licensing and software documents;

- 9.5.7 Employee access request forms;
- 9.5.8 Supplier agreements;
- 9.5.9 CCTV footage;
- 9.5.10 Organizational structure safety records
- 9.5.11 Biometric information records;
- 9.5.12 ATG System; and
- 9.5.13 Accident investigation reports;

9.6 Operations and production

- 9.6.1 Access control records;
- 9.6.2 Agreements;
- 9.6.3 Archival administration documentation;
- 9.6.4 Correspondence;
- 9.6.5 Quality control records;
- 9.6.6 Production records;
- 9.6.7 Material handling equipment records;
- 9.6.8 Inventory records; ad
- 9.6.9 Good receipt notes;
- 9.6.10 Vehicle registration documentation.

9.7 Marketing and Sales

- 9.7.1 Price information;
- 9.7.2 Customer delivery schedule;
- 9.7.3 Customer records;
- 9.7.4 Invoices;
- 9.7.5 Debit and credit notes;
- 9.7.6 Account application forms;
- 9.7.7 Indemnity forms;

- 9.7.8 Delivery notes;
- 9.7.9 Event records; and
- 9.7.10 Customer application

9.8 Safety, Health, Environment and Quality – SHEQ

- 9.8.1 Health Survey records;
 - 9.8.2 Audit records;
 - 9.8.3 Quality control records;
 - 9.8.4 Specification and related documents;
 - 9.8.5 OHS records;
 - 9.8.6 Agreements; and
 - 9.8.7 Systems and procedure records.
- 9.9 Third party records
- 9.9.1 Records held by NGK Spark Plugs (Pty) Ltd, relating to third parties, including, without limitation, financial records, correspondence, contractual records, records provided by the third party, and records third parties have provided about NGK Spark Plugs (Pty) Ltd.

10. REQUEST PROCEDURE

- 10.1 Records held by NGK Spark Plugs (Pty) Ltd, may be accessed upon request once the requirements for access have been complied with.
- 10.2 A requester is any person making a request for access to a record of NGK Spark Plugs (Pty) Ltd. There are two types of requesters, namely, a personal requester and an "other requester". A personal requester is a requester who seeks access to a record containing personal information about the requester. An "other requester" is a requester who seeks access to information about third parties. NGK Spark Plugs (Pty) Ltd, is not obliged to automatically grant access to any information, and the requester (whether a personal or an "other requester") must comply with the requirements for requesting access in terms of the Act excluding the payment of a fee. As described in the set regulations, a fee is only paid by the requested when:

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- The Information Officer has determined that the search for such a record will require more than six (6) hours to search. Form 3 is completed and the requester is required to pay as a deposit a portion of the access fee as set out in Annexure B of the PAIA Regulations.
- 10.3 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to information.
- 10.4 The requester must complete the prescribed form attached as **Form 2** and submit it,
- 10.5 The prescribed form must be completed with enough detail to enable the Information Officer to identify -
- 10.5.1 the record or records requested;
 - 10.5.2 the identity of the requester;
 - 10.5.3 what form of access is required, if the request is granted; and
 - 10.5.4 the postal address and/or fax number of the requester.
- 10.6 The requester must state that he requires the information in order to exercise or protect a right, and clearly state the nature of the right in question. In addition, the requester must clearly specify why the record is necessary to exercise or protect such right.
- 10.7 The requester will be informed in writing as to whether its request is granted or refused. If, in addition to a written reply, the requester wishes to be informed of the decision in any other manner, he must state the manner and necessary particulars to be so informed.
- 10.8 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.
- 10.9 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The Information Officer must complete Form 2 on behalf of the requester and provide a copy to the requester.
- 10.10 This manual, or part thereof can be obtained from either -

- 10.10.1 NGK Spark Plugs (Pty) Ltd, head offices, at the prescribed fee as set out in **Appendix 2**;
- 10.10.2 the IR, the details of which are set out in paragraph 4 above;
- 10.10.3 the Government Gazette; or
- 10.10.4 it can be downloaded from our website at <<[insert website](#)>>.

11. FEES

- 11.1 The Act provides for the payment of two types of fees, namely -
 - 11.1.1 a request fee, which will be a standard fee; and
 - 11.1.2 an access fee, which must be calculated by taking into account production costs, search and preparation time and cost, as well as postal costs.
- 11.2 When a request is received by the Information Officer, such person shall by notice, require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing such request.
- 11.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.
- 11.4 The Information Officer is entitled to withhold access to a record until the requester has paid the applicable fees set out in **Form 3**.
- 11.5 A requester whose request for access to a record has been granted must pay an access fee for reproduction and for search and preparation time, and for any time reasonably required in excess of the prescribed hours, including making arrangements to make it available in the requested format.
- 11.6 If a deposit has been paid in respect of a request for access, which is refused, the Information Officer must repay the deposit to the requester.

12. DECISION

- 12.1 NGK Spark Plugs (Pty) Ltd will, within thirty days of receipt of the request,

endeavour to determine whether or not to accept the request and notify the requester of such determination in writing.

- 12.2 The thirty day period may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of NGK Spark Plugs (Pty) Ltd, and the information cannot reasonably be obtained within the initial thirty day period. NGK Spark Plugs (Pty) Ltd, will notify the requester in writing should an extension be sought.

13. **RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST**

If NGK Spark Plugs (Pty) Ltd, has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

14. **GROUND FOR REFUSAL OF ACCESS TO RECORDS**

The grounds on which NGK Spark Plugs (Pty) Ltd, may or must refuse a request for access to information are set out in sections 63 to 69 of the Act.

15. **REMEDIES AVAILABLE WHEN A REQUEST IS REFUSED**

15.1 Internal remedies

A decision made by the Information Officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the Information Officer.

15.2 External remedies

- 15.2.1 A requester that is dissatisfied with the Information Officer's refusal to disclose information may, within thirty days of notification of the decision, apply to court for relief.
- 15.2.2 A third party dissatisfied with the Information Officer's decision to grant a request for information may, within a prescribed period, apply to a court for relief.

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14 Categories of Data Subjects and their Personal Information

NGK Spark Plugs (Pty) Ltd, may possess or possesses records relating to clients/customers, suppliers, board members, contractors, service providers, members of the public who lodged complaints:

Data subject category	Personal information processed
Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; Passport number; Tax related information; nationality; gender; confidential correspondence
Juristic Persons / Entities	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Contracted Service Providers	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Board	Gender; Marital Status; Ethnicity; Age; Home Language, Education information; Financial Information; Employment History; ID number; Physical and Postal address; Contact details

(Prescribed forms to be completed)

ANNEXURE A

**FORM 1
REQUEST FOR A COPY OF THE GUIDE
[Regulations 2 and 3]**

TO: *The Information Regulator
 P.O Box 31533
 Braamfontein,
 2017
 E-mail address: infoereg@justice.gov.za Tel number:
 +27 (0) 10 023 5200

OR

*The information officer

I,

Full names:			
In my capacity as (mark with "x"):	Information officer	<input type="checkbox"/>	Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

hereby request the following copy(ies) of the Guide:

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Language (<i>mark with "X"</i>)		No of copies	Language(<i>mark with "X"</i>)		No of copies
	Sepedi,			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Manner of collection (*mark with "x"*):

Personal collection	Postal address	Street address (<i>postal services</i>)	Street address (<i>courier</i>)	E-mail	Facsimile

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

* Delete whichever is not applicable

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**FORM 2
REQUEST FOR ACCESS TO RECORD**

[Regulation 7]

Note: If requests made on behalf of another person, proof of the capacity in which the request is made, 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 (<i>when made on behalf of another person</i>):			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (<i>if applicable</i>):			
Identity number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			

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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 (<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 (Mark the applicable box with an "X")	
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>)	
MANNER OF ACCESS (Mark the applicable box with an "X")	
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>)	
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>)	

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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:	

FEEES	
a)	<i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i>
b)	<i>You will be notified of the amount required to be paid as the request fee.</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	Post to street address	Facsimile	E-mail

Signed at _____ this _____ day of _____ 20 _____

Signature of requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

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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 Guide/portion of the Guide/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 <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>	
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which 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.

OR

2. You requested:

Printed copies of the information <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 information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	

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 <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
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>	

Kindly note that your request has been:

Approved

Denied, for the following reasons

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Copy of Guide	R3.90		
Photocopy	R3.90		
Printed copy	R4.80		
Copy in a computerreadable form on: a) Flash drive b) Compact disc	a) R0.00 b) 56.00		
Transcription of visual images	Service to be outsourced. Will depend on quotation from Service provider.		
Copy of visual images			
Transcription of an audio record			
Copy of an audio record	R56.00		
Postage	Actual cost		
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 Regulator/information officer

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**FORM 4
 LODGING OF AN INTERNAL APPEAL
 [Regulation 9]**

Reference number: _____

PARTICULARS OF PUBLIC BODY			
Name of public body:			
Name and surname of information officer:			
PARTICULARS OF APPELLANT WHO LODGES THE INTERNAL APPEAL			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail address:			
Is the internal appeal lodged on behalf of another person?		Yes	No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED (If lodged by a third party)			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail address:			
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>			
Refusal of request for access:			
Decision regarding fees prescribed in terms of section 22 of the Act:			
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act:			
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester:			
Decision to grant request for access:			
GROUND FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed.)</i>			
State the grounds on which the internal appeal is based:			

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Post to street address	Facsimile	E-mail

Signed at _____ this _____ day of _____ 20 _____

Signature of appellant/Third party

FOR OFFICIAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information officer)</i>							
Date received:							
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			<table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes							
No							
OUTCOME OF APPEAL							
Refusal of request for access. Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Fees (Sec 22). Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Extension (Sec 26(1)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						

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Access (Sec 29(3)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Request for access granted. Confirmed?	Yes			
	No		New decision <i>(if not confirmed)</i>	

Signed at _____ this _____ day of _____ 20 _____

Relevant authority

FORM 5
LODGING OF COMPLAINT
[Regulation 10]

Note:

1. *This form is designed to assist the Requester (hereinafter referred to as "the Complainant") in requesting a review of a public or private body's response or non-response to a request for access to records under the Promotion of Access to Information Act 2 of 2000 ("PAIA"). Please fill out this form*

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

and send it to the Information Regulator (“Regulator”) or complete the online complaint form available at <https://www.justice.gov.za/inforeg/>.

2. PAIA gives the public a right to file a complaint with the Regulator about any of the nature of complaints detailed in part E of this complaint form-
3. It is the policy of the Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as “the Body”) an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Regulator, you are required to complete the prescribed PAIA form and submit it to the Body.
4. A copy of this form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein
5. The Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. Please attach copies of the following documents, if you have them:
 - Copy of the form to the organisation requesting access to records;
 - The organisation’s response to your complaint or access request;
 - Any other correspondence between you and the organisation regarding your request;
 - Copy of the appeal form, if your complaint relate to a public body;
 - The organisation’s response to your appeal;
 - Any other correspondence between you and the organisation regarding your appeal; - Documentation authorizing you to act on behalf of another person (if applicable);
 - Court order or court documents relevant to your complaint, if any.
7. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

TO: The Information Regulator
 P.O Box 31533
 Braamfontein,
 2017

E-mail address: inforeg@justice.gov.za
 Tel number: +27 (0) 10 023 5200

PREREQUISITES

Did you submit request (PAIA form) for access to record of a public/private body?	Yes		No	
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes		No	
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes		No	
Have you applied to Court for appropriate relief regarding this matter?	Yes		No	

FOR REGULATOR’S USE ONLY

Received by: (Full names)				
Position:				
Signature:				
Complaint accepted:	Yes		No	

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Reference Number:	
<i>Date stamp</i>	

PART A PERSONAL INFORMATION OF COMPLAINANT			
Full names:			
Identity number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		

I consent to being contacted at the above e-mail address or through that of my representative on my behalf. I acknowledge that sending e-mail over the Internet is not secure, in that it can be intercepted and/or manipulated and retransmitted.

PART B REPRESENTATIVE INFORMATION			
<i>(Complete only if you will be represented. A Power of Attorney must be attached if complainant is a representative, failing which the complaint will be rejected)</i>			
Full names of representative:			
Nature of representation:			
Identity number/Registration number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		

PART C ORGANISATION AGAINST WHICH THE COMPLAINT IS LODGED			
Type of body:	Private		Public
Name of *public/private body:			
Registration number (if any):			

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Name, surname and title of person you dealt with at the public or private body to try to resolve your complaint or request to access of information:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		
Reference number given (if any):			

PART D COMPLAINT			
<i>Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public body for response and possible resolution; there are limited exceptions)</i>			
Date on which request for access to records submitted:			
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body:			
Have you attempted to resolve the matter with the organisation?	Yes		No
If yes, when did you receive it? (Please attach the letter to this application.)			
Did you appeal against a decision of the information officer of the public body?	Yes		No
If yes, when did you lodge an appeal?			
Have you applied to Court for appropriate relief regarding this matter?	Yes		No
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.			

PART E DETAILED TYPE OF ACCESS TO RECORDS
<i>(Please select one or more of the following to describe your complaint to the Regulator)</i>

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation:	<i>I filed my appeal against the decision of the public body late and applied for</i>	
(Sections 77A(2)(b) and 75(2) of PAIA)	<i>condonation. The condonation application was dismissed.</i>	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A (d)(i) or 77A(3)(b) or of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive: (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed request fee.</i>	
	<i>The tender or payment of a deposit.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension: (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request is inappropriate.</i>	
Form of access denied: (Sections 29(3) or sections 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Sections 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision. No response received and no extension has been taken.</i>	
	<i>Extension period has expired and no response received.</i>	
Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records that are subject to the grounds for refusal of access to records have been inappropriately or unreasonable disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and a body did not provide valid or adequate reasons for the refusal, including the provisions of this Act relied on.</i>	
Partial access to record: (Section 28(2) of 59(2) of PAIA)	<i>The body has granted access to part of the requested records and I believe that more of them should be disclosed.</i>	
Fee waiver: (Sections 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and the body has refused to grant my request to waive the fees.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Failure to disclose records:	<i>The body decided to grant me access to requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Access to personal information: (Section 23 of POPIA)	<i>My request to a responsible party to confirm whether or not the responsible party holds personal my information has been refused</i>	
	<i>My request for access to record or a description of my personal information held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to my personal information has been refused.</i>	
Other: (Please explain):		

PART F EXPECTED OUTCOME
How do you think the Regulator can assist you? Describe the result or outcome that you seek.

PART G AGREEMENTS

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

I agree that the Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by Protection of Personal Information Act, 2013. I understand that if I do not agree, the Regulator will still process my complaint.

The information in this Complaint Form is true to the best of my knowledge and belief.

I authorize the Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the the right of access to information and / or the protection of the right to privacy.

I authorize anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Regulator. The Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.

If any of my contact information changes during the complaint process, it is my responsibility to inform the Regulator; otherwise my complaint could experience a delay or even be closed.

Signed at _____ this _____ day of _____ 20 _____

Complainant

FORM 6
ACKNOWLEDGEMENT OF RECEIPT OF COMPLAINT
[Regulation 11(1)]

Note: Please use the undermentioned reference number in all future correspondence.

Reference number: _____

TO: _____

COMPLAINT LODGED		
Receipt of your complaint, regarding:		
Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A (d)(i) or 77A(3)(b) or of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive: (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed request fee.</i>	
	<i>The tender or payment of a deposit.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension: (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request is inappropriate.</i>	
Form of access denied: (Sections 29(3) or sections 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Sections 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision. No response received and no extension has been taken.</i>	
	<i>Extension period has expired and no response received.</i>	

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records that are subject to the grounds for refusal of access to records have been inappropriately or unreasonably disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and a body did not provide valid or adequate reasons for the refusal, including the provisions of this Act relied on.</i>	
Partial access to record: (Section 28(2) of 59(2) of PAIA)	<i>The body has granted access to part of the requested records and I believe that more of them should be disclosed.</i>	
Fee waiver: (Sections 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and the body has refused to grant my request to waive the fees.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The body decided to grant me access to requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Access to personal information: (Section 23 of POPIA)	<i>My request to a responsible party to confirm whether or not the responsible party holds personal my information has been refused.</i>	
	<i>My request for access to record or a description of my personal information held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to my personal information has been refused.</i>	
Other: (Please explain):		

is hereby acknowledged. Kindly note that the complaint will be dealt with as follows:

- The Information Regulator will investigate the complaint further.
- The complaint will be referred to the Enforcement Committee.

Signed at _____ this _____ day of _____ 20 _____

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Information Regulator

FORM 7
NOTIFICATION TO INFORMATION OFFICER
[Regulation 11(2)]

Note: Please use the undermentioned reference number in all future correspondence.

Reference number: _____

TO: _____

RE: COMPLAINT RECEIVED AND INTENTION TO INVESTIGATE

The following complaint was received from _____, identity number _____, on _____:

COMPLAINT LODGED		
Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A (d)(i) or 77A(3)(b) or of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive: (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed request fee.</i>	
	<i>The tender or payment of a deposit.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension: (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request is inappropriate.</i>	
Form of access denied: (Sections 29(3) or sections 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Sections 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision. No response received and no extension has been taken.</i>	
	<i>Extension period has expired and no response received.</i>	

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records that are subject to the grounds for refusal of access to records have been inappropriately or unreasonably disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and a body did not provide valid or adequate reasons for the refusal, including the provisions of this Act relied on.</i>	
Partial access to record: (Section 28(2) of 59(2) of PAIA)	<i>The body has granted access to part of the requested records and I believe that more of them should be disclosed.</i>	
Fee waiver: (Sections 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and the body has refused to grant my request to waive the fees.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The body decided to grant me access to requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Access to personal information: (Section 23 of POPIA)	<i>My request to a responsible party to confirm whether or not the responsible party holds personal my information has been refused.</i>	
	<i>My request for access to record or a description of my personal information held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to my personal information has been refused.</i>	
Other: (Please explain):		

You are hereby notified that the Information Regulator intends to investigate the matter. You are hereby requested to respond to the complaint and produce to the Information Regulator any information, item or document, on which your decision is based, within 10 working days after receipt of this notification.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

FORM 8
DEVELOPMENT AND OUTCOME OF INVESTIGATION
[Regulation 11(5)]

Reference number: _____

TO: _____

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

RE: COMPLAINT LODGED WITH REGARDS TO _____

Kindly note that:

The investigation is ongoing.

The following decision is taken:

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 9
SETTLEMENT MEETING**
[Regulation 12(2)]

Reference number: _____

TO: _____

RE: COMPLAINT LODGED WITH REGARDS TO: _____

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

KINDLY TAKE NOTE THAT:

- (a) It appears from the nature of the complaint and the response made in relation to the complaint, that it may be possible to secure a settlement between the parties concerned.
- (b) The Information Regulator has decided to act as facilitator in the matter.

YOU ARE HEREBY INVITED

to attend a conciliation meeting at *(place)* _____ on the _____ day of _____ 2020, at _____ *(time)* and on any subsequent date that may be required, regarding the above-mentioned matter.

Kindly confirm your attendance with the Information Regulator on/before _____.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 10
 SETTLEMENT CERTIFICATE
 [Regulation 12(4)]**

Reference Number: _____

IN THE MATTER BETWEEN

Full names	
Identity number	

Full names	
Identity number	

Full names	
------------	--

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Identity number	
-----------------	--

Full names	
Identity number	

AND

Name of public/private body	
Name of information officer	

I, _____ in my capacity as facilitator in the matter between the above-mentioned parties,

HEREBY CERTIFY THAT:

The matter has been resolved, and the following settlement reached:

The matter has not been resolved, and will be referred back to the information Regulator to be dealt with in terms of section 77C of the Act.

Signed at _____ this _____ day of _____ 20 _____

Facilitator

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

**FORM 11
CONCILIATION OF MATTER
[Regulation 13(2)]**

Reference number: _____

TO: _____

RE: COMPLAINT LODGED WITH REGARDS TO: _____

KINDLY TAKE NOTE THAT:

- (a) It appears from the nature of the complaint and the response made in relation to the complaint, that it may be possible to secure a settlement between the parties concerned.
- (b) The Information Regulator has decided to act as a conciliator in the matter.

YOU ARE HEREBY INVITED

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

to attend a conciliation meeting at *(place)* _____ on the _____ day of _____ 2020, at _____ *(time)* and on any subsequent date that may be required, regarding the above-mentioned matter.

Kindly confirm your attendance with the Information Regulator on/before _____.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 12
 CONCILIATION CERTIFICATE
 [Regulation 13(5)]**

Reference Number: _____

IN THE MATTER BETWEEN

Full names	
Identity number	

Full names	
Identity number	

Full names	
Identity number	

Full names	
Identity number	

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

AND

Name of public/private body	
Name of information officer	

I, _____ in my capacity as conciliator in the matter between the above-mentioned parties,

HEREBY CERTIFY THAT:

The matter has been resolved, and the following settlement reached:

The matter has not been resolved, and will be referred back to the Information Regulator to be dealt with in terms of section 77C of the Act.

Signed at _____ this _____ day of _____ 20 _____

Conciliator

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

FORM 13
REQUEST FOR ASSESSMENT
[Regulation 14(1)]

TO: The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

I,

Full names:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular		

hereby in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), request that the Information Regulator assess whether the undermentioned public or private body generally complies with the provisions of the Act insofar as its policies and implementation procedures are concerned.

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Name of private/public body:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
PARTICULARS OF INFORMATION TO BE ASSESSED			
PERSONS AFFECTED BY THE RELEVANT INFORMATION PRACTICE/S			
THE REASON WHY AN ASSESSMENT IS REQUESTED			
SPECIFIC ASPECTS OF THE INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS			

Signed at _____ this _____ day of _____ 20 _____

Requester

FORM 14
NOTICE OF *REQUEST/INFORMATION REGULATOR'S OWN DECISION TO DO AN ASSESSMENT
[Regulation 14(2)]

Reference number: _____

TO: _____

You are hereby notified that the Information Regulator—

was requested to conduct an assessment

has on its own initiative decided to conduct an assessment,
in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

PARTICULARS OF INFORMATION TO BE ASSESSED

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

PERSONS AFFECTED BY THE RELEVANT INFORMATION PRACTICE/S
THE REASON WHY AN ASSESSMENT IS REQUESTED
SPECIFIC ASPECTS OF THE INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS

You are hereby invited to submit a written response, together with substantiated proof with regards to the *request/the Information Regulator's own initiative to conduct an assessment on/before_____.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

FORM 15
DECISION WITH REGARDS TO CONDUCTING AN ASSESSMENT
[Regulation 14(3)]

Reference number: _____

TO: _____

The Information Regulator *was requested to conduct an assessment/ has on its own initiative decided to conduct an assessment, in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), and has, after taking all the relevant information into consideration, to—

proceed with an assessment; or

not to proceed with an assessment

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

FORM 16
DECISION WITH REGARDS TO ASSESSMENT
[Regulation 14(5)]

Reference number: _____

TO: _____

The Information Regulator *was requested to conduct an assessment/ has on its own initiative decided to conduct an assessment, in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), and has, after taking all the relevant information into consideration, formed the undermentioned views:

VIEWS OF INFORMATION REGULATOR

- The Information Regulator hereby wishes to confirm that it wishes to take no further action in this regard.
- The Information Regulator hereby wishes to confirm that it wishes to take the following action in this regard:

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

Signed at _____ this _____ day of _____ 20 _____

*Information Regulator***ANNEXURE B****Fees payable**

Item	Description	Amount
1.	Copy of Guide per A4-size page	R3.90 per page.
2.	Photocopy of A4-size page	R3.90 per page or part thereof.
3.	Printed copy of A4-size page	R4.80 per page or part thereof.
Item	Description	Amount
4.	For a copy in a computer-readable form on: a) Flash drive b) Compact disc	a) R0 b) R56.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	
8.	Copy of an audio record	R56.00
9.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
10.	Postage	Actual expense.

FIRST DRAFT FOR DISCUSSION PURPOSES ONLY

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