



We tell it how it is!

**ENGLISH VERSION OF THE MANUAL
IN TERMS OF SECTION 51 OF PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)
READ WITH
PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013
("POPIA")
FOR
PAIZES ATTORNEYS INC
(REGISTRATION NUMBER.: 2018/465196/21)
("PAIZES ATTORNEYS")**

Date of Compilation: 22 JUNE 2021

This is a manual is as prescribed by the PAIA and POPIA



We tell it how it is!

INDEX

1	ABOUT PAIZES ATTORNEYS	4
2	DEFINITIONS.....	4
3	PURPOSE OF THE MANUAL	5
4	PAIZES ATTORNEYS DETAILS	5
5	CONTACT DETAILS OF THE HEAD OF PAIZES ATTORNEYS	5
6	CONTACT DETAILS OF THE INFORMATION OFFICER	6
7	THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION.....	6
8	PAIZES ATTORNEYS DIRECTORS	7
9	PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA	7
10	LIST OF APPLICABLE LEGISLATION	7
11	GROUND FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF PAIA	8
12	INFORMATION OR RECORDS NOT FOUND.....	9
13	REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A REQUEST FOR ACCESS IN TERMS OF PAIA.....	9
14	PROCEDURE FOR A REQUEST FOR ACCESS IN TERMS OF PAIA	9
15	FEES	10
16	DECISION TO GRANT ACCESS TO RECORDS	10
17	AVAILABILITY OF THE MANUAL.....	11
18	PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY PAIZES ATTORNEYS ...	11
1	ANNEXURE 1: SUBSIDIARIES.....	14
2	ANNEXURE 2: SUBJECTS.....	14
3	ANNEXURE 3: LIST OF APPLICABLE LEGISLATION	16
4	ANNEXURE 4 : FORM C REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY	21
5	ANNEXURE 5: FEES	25



We tell it how it is!

6	ANNEXURE 6 Part 1: PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPIA	27
7	ANNEXURE 6 Part 2: Categories of Data Subjects and categories of Personal Information relating thereto	28
8	ANNEXURE 6 Part 3: Recipients of Personal Information	29
9	ANNEXURE 6 Part 4: Cross border transfers of Personal Information.....	30
10	ANNEXURE 6 Part 5: Security measures	30
11	ANNEXURE 7: FORM OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION	31
12	ANNEXURE 8: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION	34



We tell it how it is!

1 ABOUT PAIZES ATTORNEYS

- 1.1 Paizes Attorneys is a law firm and is bound by legal professional privilege. Our company profile can be found at <https://www.paizesattorneys.co.za>

2 DEFINITIONS

- 2.1 “Paizes Attorneys” means **Paizes Attorneys Inc (Registration Number: 2018/465196/21)**, a company duly registered and incorporated with limited liability in accordance with Company laws of the Republic of South Africa and having its principal place of business situated at 148 Pretoria Road, Rynfield, Benoni, Gauteng, Republic of South Africa together with its subsidiaries as specified in Annexure 1;
- 2.2 “Conditions for Lawful Processing” means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPIA;
- 2.3 “Constitution” means the Constitution of the Republic of South Africa, 1996;
- 2.4 Client refers to any natural or juristic person that received or receives legal services from Paizes Attorneys;
- 2.5 “Data Subject” has the meaning ascribed thereto in section 1 of POPIA;
- 2.6 “Head” means the “head” as defined in section 1 of PAIA and referred to in clause 4;
- 2.7 “Information Officer” means the Paizes Attorneys director as referred to in clause 4;
- 2.8 “Manual” means this manual prepared in accordance with section 14 and 51 of PAIA;
- 2.9 “PAIA” means the Promotion of Access to Information Act No. 2 of 2000;
- 2.10 “Personal Information” has the meaning ascribed thereto in section 1 of POPIA;
- 2.11 “Employee” refers to any person who works for, or provides services to or on behalf of Paizes Attorneys, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Paizes Attorneys, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers;
- 2.12 “POPIA” means the Protection of Personal Information Act No.4 of 2013;
- 2.13 “POPIA Regulations” mean the regulations promulgated in terms of section 112(2) of POPIA;
- 2.14 “Private Body” has the meaning ascribed thereto in sections 1 of both PAIA and POPIA;
- 2.15 “Processing” has the meaning ascribed thereto in section 1 of POPIA;
- 2.16 “Responsible Party” has the meaning ascribed thereto in section 1 of POPIA;
- 2.17 “Record” has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;



We tell it how it is!

- 2.18 “Requester” has the meaning ascribed thereto in section 1 of PAIA;
- 2.19 “Request for Access” has the meaning ascribed thereto in section 1 of PAIA; and
- 2.20 “SAHRC” means the South African Human Rights Commission.
- 2.21 Capitalised terms used in this Manual have the meanings ascribed thereto in section 1 of POPIA and PAIA as the context specifically requires, unless otherwise defined herein.

3 PURPOSE OF THE MANUAL

This Manual:

- 3.1 for the purposes of PAIA, details the procedure to be followed by a Requester and the manner in which a Request for Access will be facilitated; and
- 3.2 for the purposes of POPIA, amongst other things, details the purpose for which Personal Information may be processed; a description of the categories of Data Subjects for whom Paizes Attorneys Processes Personal Information as well as the categories of Personal Information relating to such Data Subjects; and the recipients to whom Personal Information may be supplied.

4 PAIZES ATTORNEYS DETAILS

- 4.1 The details of Paizes Attorneys are as follows:

Physical address	148 Pretoria Road Rynfield Benoni 1501
Postal address:	P.O Box 12784 Benoy 1504
Telephone number:	011 4253395
Fax number	086 679 2849
Email address	info@paizesattorneys.co.za

5 CONTACT DETAILS OF THE HEAD OF PAIZES ATTORNEYS



We tell it how it is!

Name	Yulie Paizes
Designation	Head
Physical address	148 Pretoria Road Rynfield Benoni 1501
Postal address	P.O Box 12784 Benoyne 1504
email address:	info@paizesattorneys.co.za
Fax number	086 679 2849

6 CONTACT DETAILS OF THE INFORMATION OFFICER

Name	Yulie Paizes
Designation	Head / Director
Physical address	148 Pretoria Road Rynfield Benoni 1501
Postal address	P.O Box 12784 Benoyne 1504
email address:	info@paizesattorneys.co.za
Fax number	086 679 2849

7 THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

7.1 The SAHRC has compiled a guide, as contemplated in section 10 of PAIA and has further compiled annual reports in terms of Section 84 of PAIA. The guide containing information to assist any person



We tell it how it is!

who wishes to exercise any right as contemplated in terms of PAIA, POPIA and South African Human Rights Commission Act No. 40 of 2013.

7.2 The SAHRC guide and the reports are available from the SAHRC at:

Physical address	27 Stiemens Street, Braamfontein, Johannesburg
Postal address	Private Bag 2700 Houghton 2041
Website	www.sahrc.org.za
Telephone number	011 877 3600 (Switchboard)
Fax number	011 403 0684

8 PAIZES ATTORNEYS DIRECTORS

8.1 At the time of publishing this version of Paizes Attorneys PAIA manual, Paizes Attorneys director is:

8.1.1 Panayiota Yulie Paizes (Director)

8.2 Paizes Attorneys directors may change from time to time.

8.3 Please visit our website <https://www.paizesattorneys.co.za> to find out whether there have been any changes.

9 PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

Schedule of Records:

9.1 The Schedule of Records as contained in **ANNEXURE 2** of this Manual details the Records that are held and/or Processed by Paizes Attorneys for the purposes of PAIA and POPIA respectively.

9.2 Such Access to such Records may not be granted if they are subject to the grounds of refusal which are specified in clause 11 below.

10 LIST OF APPLICABLE LEGISLATION

10.1 Paizes Attorneys retains records which are required in terms of legislation other than PAIA.

10.2 Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the Requester has a right of access to a record other than in terms of the procedure set out in the PAIA are set out in ANNEXURE



We tell it how it is!

3 of this Manual.

11 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF PAIA

The following are the grounds on which Paizes Attorneys may, subject to the exceptions contained in Chapter 4 of PAIA, refuse a Request for Access in accordance with Chapter 4 of PAIA:

- 11.1 mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable and would be privileged;
- 11.2 mandatory protection of the commercial information of a third party, if the Records contain:
 - 11.2.1 trade secrets of that third party;
 - 11.2.2 financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
 - 11.2.3 information disclosed in confidence by a third party to Paizes Attorneys, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- 11.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 11.4 mandatory protection of the safety of individuals and the protection of property;
- 11.5 mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 11.6 protection of the commercial information of Paizes Attorneys, which may include:
 - 11.6.1 trade secrets;
 - 11.6.2 financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the legal, financial or commercial interests of Paizes Attorneys;
 - 11.6.3 information which, if disclosed, could put Paizes Attorneys at a disadvantage in contractual or other negotiations or prejudice Paizes Attorneys in commercial competition; and/or
 - 11.6.4 computer programs which are owned by Paizes Attorneys, and which are protected by copyright and intellectual property laws;
- 11.7 research information of Paizes Attorneys or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 11.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.



We tell it how it is!

12 INFORMATION OR RECORDS NOT FOUND

- 12.1 If Paizes Attorneys cannot find the records that the Requester is looking for despite reasonable and diligent search and it believes either that the records are lost or that the records are in its possession but unattainable, the Requester will receive a notice in this regard from the Information Officer in the form of an affidavit setting out the measures taken to locate the document and accordingly the inability to locate the document.

13 REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A REQUEST FOR ACCESS IN TERMS OF PAIA

- 13.1 Paizes Attorneys does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and Requesters will have to exercise such external remedies at their disposal if the Request for Access is refused.
- 13.2 In accordance with sections 56(3) (c) and 78 of PAIA, a Requester may apply to a court for relief within 180 days of notification of the decision for appropriate relief.

14 PROCEDURE FOR A REQUEST FOR ACCESS IN TERMS OF PAIA

- 14.1 A Requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.
- 14.2 A Requester must complete the prescribed Request for Access form attached as **Annexure 4**, and submit the completed Request for Access form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer at the postal or physical address, facsimile number or electronic mail address stated in clause 4 above.
- 14.3 The Request for Access form must be completed with enough detail so as to enable the Information Officer to identify the following:
- 14.3.1 the Record/s requested;
 - 14.3.2 the identity of the Requester;
 - 14.3.3 the form of access that is required, if the request is granted;
 - 14.3.4 the postal address or fax number of the Requester; and
 - 14.3.5 the right that the Requester is seeking to protect and an explanation as to why the Record is necessary to exercise or protect such a right.
- 14.4 If a Request for Access 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



We tell it how it is!

Officer.

- 14.5 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 14.6 Paizes Attorneys will voluntarily provide the requested Records to a Personal Requester (as defined in section 1 of PAIA). The prescribed fee for reproduction of the Record requested by a Personal Requester will be charged in accordance with section 54(6) of PAIA and paragraph 11 below.

15 FEES

- 15.1 When the Request for Access is received by the Information Officer, the Information Officer will by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the Request for Access.
- 15.2 Prescribed request fees are set out in Annexure 5.
- 15.3 If the search for a Record requires more than the prescribed hours for this purpose, the Information Officer will notify the Requester to pay as a deposit, the prescribed portion of the access fee (being not more than one third) which would be payable if the Request for Access is granted.
- 15.4 The Information Officer will withhold a Record until the Requester has paid the fees set out in Annexure 5.
- 15.5 A Requester whose Request for Access to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure, including making arrangements to make it available in a requested form provided for in PAIA.
- 15.6 If a deposit has been paid in respect of a Request for Access which is refused, the Information Officer will repay the deposit to the Requester.

16 DECISION TO GRANT ACCESS TO RECORDS

- 16.1 Paizes Attorneys will decide whether to grant or decline the Request for Access within 30 days of receipt of the Request for Access and must give notice to the Requester with reasons (if required) to that effect.
- 16.2 The period referred to above may be extended for a further period of not more than 30 days if the Request for Access is for a large number of Records or the Request for Access requires a search for Records held at another office of Paizes Attorneys and the Records cannot reasonably be obtained within the original 30 day period.
- 16.3 Paizes Attorneys will notify the Requester in writing should an extension of time as contemplated above be required.



We tell it how it is!

- 16.4 If, in addition to a written reply from the Information Officer, the Requester wishes to be informed of the decision on the Request for Access in any other manner, the Requester must state the manner and particulars so required.

17 AVAILABILITY OF THE MANUAL

- 17.1 This Manual is made available in terms of PAIA and section 4 of the Regulations to POPIA.
- 17.2 This Manual is also available at: <https://www.paizesattorneys.co.za>
- 17.3 This Manual is further available at the offices of SAHRC and at the offices of Paizes Attorneys for inspection during normal business hours. No fee will be levied for inspection as contemplated in this clause.
- 17.4 Copies of the Manual can be obtained from the Information Officer. A fee will be levied for copies of the manual in accordance with **ANNEXURE 5: FEES**.

18 PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY PAIZES ATTORNEYS

- 18.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 18.2 Paizes Attorneys needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is Processed and the purpose for which it is Processed is determined by Paizes Attorneys. Paizes Attorneys is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:
- 18.2.1 is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by Paizes Attorneys, in the form of privacy or data collection notices. Paizes Attorneys must also have a legal basis (for example, consent) to process Personal Information;
 - 18.2.2 is processed only for the purposes for which it was collected;
 - 18.2.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
 - 18.2.4 is adequate, relevant and not excessive for the purposes for which it was collected;
 - 18.2.5 is accurate and kept up to date;
 - 18.2.6 will not be kept for longer than necessary;



We tell it how it is!

-
- 18.2.7 is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by Paizes Attorneys, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
- 18.2.8 is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
- 18.2.8.1 be notified that their Personal Information is being collected by Paizes Attorneys. The Data Subject also has the right to be notified in the event of a data breach;
- 18.2.8.2 know whether Paizes Attorneys holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
- 18.2.8.3 request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
- 18.2.8.4 object to Paizes Attorneys' use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to Paizes Attorneys' record keeping requirements);
- 18.2.8.5 object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
- 18.2.8.6 complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.
- 18.3 Purpose of the Processing of Personal Information by Paizes Attorneys As outlined above, Personal Information may only be Processed for a specific purpose. The purposes for which Paizes Attorneys Processes or will Process Personal Information is set out in Part 1 of Annexure 6.
- 18.4 Categories of Data Subjects and Personal Information/special Personal Information relating thereto As per section 1 of POPIA, a Data Subject may either be a natural or a juristic person. Part 2 of Annexure 6 sets out the various categories of Data Subjects that Paizes Attorneys Processes Personal Information on and the types of Personal Information relating thereto.
- 18.5 Recipients of Personal Information Part 3 of Annexure 6 outlines the recipients to whom Paizes Attorneys may provide a Data Subjects Personal Information to.
- 18.6 Cross-border flows of Personal Information Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:
- 18.6.1 recipient country can offer such data an "adequate level" of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in
-



We tell it how it is!

- POPIA; or
- 18.6.2 Data Subject consents to the transfer of their Personal Information; or
- 18.6.3 transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
- 18.6.4 transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- 18.6.5 the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.
- 18.6.6 Part 4 of Annexure 6 sets out the planned cross-border transfers of Personal Information and the condition from above that applies thereto.
- 18.7 Description of information security measures implemented by Paizes Attorneys Part 5 of Annexure 6 sets out the types of security measures to implemented by Paizes Attorneys in order to ensure that Personal Information is respected and protected. A preliminary assessment of the suitability of the information security measures implemented or to be implemented by Paizes Attorneys may be conducted in order to ensure that the Personal Information that is processed by Paizes Attorneys is safeguarded and Processed in accordance with the Conditions for Lawful Processing.
- 18.8 Objection to the Processing of Personal Information by a Data Subject Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Annexure 7 subject to exceptions contained in POPIA.
- 18.9 Request for correction or deletion of Personal Information Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Annexure 8.

Dated and signed at Benoni on this 22 Day of June 2021

Signed electronically: Signed original available at physical address

Signed by Head of Paizes Attorneys



We tell it how it is!

1 ANNEXURE 1: SUBSIDIARIES

At the time of this drafting this Manual, Paizes Attorneys does not have any subsidiary or affiliated companies and is not associated to any other law firm, partnership or company.

2 ANNEXURE 2: SUBJECTS

Description of the subjects on which Paizes Attorneys holds records, and the categories of records held on each subject. Each of these records are available on request in terms of PAIA.

Companies Act Records

- CIPC record
- Documents of Incorporation;
- Memorandum of Incorporation;
- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary/ and
- Other Statutory Records.

Financial Records

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Rental Agreements; and
- Invoices.

Income Tax Records

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;
- VAT;
- Skills Development Levies;
- UIF;



We tell it how it is!

- Compensation for occupational injuries and Diseases
- Personnel Documents and Records
- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.



We tell it how it is!

3 ANNEXURE 3: LIST OF APPLICABLE LEGISLATION

- Administration of Estates Act 66 of 1965 (Estates)
- Admission of Advocates Act 74 of 1964 (Professions)
- Advisory Board on Social Development Act 3 Of 2001 (Welfare and Pensions)
- Aged Persons Act 81 of 1967 (Welfare and Pensions)
- Agricultural Credit Act 28 of 1996;
- Airports Company Act 44 of 1993 (Transport)
- Alienation of Land Act 68 of 1981 (Contract and Delict)
- any law administered by the Financial Sector Conduct Authority and/or the South African Reserve Bank and any regulations issued thereunder
- Appeals Amendment Act 105 of 1982 (Procedural Law)
- Apportionment of Damages Act 34 of 1956 (Contract and Delict)
- Arbitration Act 42 of 1965 (Procedural Law)
- Architectural Profession Act 44 of 2000 (Professions)
- Associated Institutions Pension Fund Act 41 of 1963 (Welfare and Pensions)
- Associated Institutions Provident Fund Act 11 of 1971 (Welfare and Pensions)
- Attorneys Act 53 of 1979 (Professions)
- Auditing Profession Act 26 of 2005 (Professions)
- Aviation Act 74 of 1962 (Transport)
- Banking Institutions Act 25 of 1946 (Financial Institutions and Insurance)
- Banks Act 94 of 1990 (Financial Institutions and Insurance)
- Basic Conditions of Employment Act 75 of 1997 (Labour)
- Bills of Exchange Act 34 of 1964 (Commercial Law)
- Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)
- Broadcasting Act 4 of 1999 (Communication)
- Business Names Act 27 of 1960 (Commercial Law)
- Citation of Constitutional Laws Act 5 of 2005 (Constitutional Law)
- Civil Aviation Act 13 of 2009 (Transport)
- Civil Aviation Offences Act 10 of 1972 (Transport)
- Civil Proceedings Evidence Act 25 of 1965 (Procedural Law)
- Close Corporations Act 69 of 1984 (Corporate Law)
- Co-operatives Act 91 of 1981 (Corporate Law)
- Co-operative Banks Act 40 of 2007 (Corporate Law)
- Commission on Gender Equality Act 39 of 1996 (Constitutional Law)
- Communal Land Rights Act 11 of 2004 (Land)
- Companies Act 61 of 1973 (Corporate Law)
- Companies Act 71 of 2008 (Corporate Law)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)



We tell it how it is!

- Competition Act 89 of 1998 (Commercial Law)
 - Computer Evidence Act 57 of 1983 (Procedural Law)
 - Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)
 - Consumer Affairs (Unfair Business Practices) Act 71 of 1988 (Commercial Law)
 - Consumer Protection Act 68 of 2008 (Commercial Law)
 - Contingency Fees Act 66 of 1997 (Legal Administration)
 - Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
 - Conventional Penalties Act 15 of 1962 (Contract and Delict)
 - Copyright Act 98 of 1978 (Commercial Law)
 - Corporate Amendment Act 24 of 2006 and Directors Liability
 - Corruption Act 94 of 1992 (Criminal Law)
 - Council for Medical Schemes Levies Act 58 of 2000 (Health)
 - Council for the Built Environment Act 43 of 2000 (Professions)
 - Counterfeit Goods Act 37 of 1997 (Commercial Law)
 - Credit Agreements Act 75 of 1980 (Contract and Delict)
 - Criminal Procedure Act 51 of 1977 (Procedural Law)
 - Cross-Border Insolvency Act 42 of 2000 (Estates)
 - Customs and Excise Act 91 of 1964 (Revenue)
 - Debt Collectors Act 114 of 1998 (Legal Administration)
 - Deeds Registries Act 47 of 1937 (Legal Administration)
 - Designs Act 195 of 1993 (Commercial Law)
 - Divorce Act 70 of 1979 ((Family and Persons)
 - Documentary Evidence from Countries in Africa Act 62 of 1993 (Procedural Law)
 - Domicile Act 3 of 1992 (Citizenship)
 - Electricity Act 41 of 1987 (Energy)
 - Electronic Communications Act 36 of 2005 (Communication)
 - Electronic Communications and Transactions Act 25 of 2002 (Communications)
 - Employment Equity Act 55 of 1998 (Labour)
 - Enforcement of Foreign Civil Judgments Act 32 of 1988 (Legal Administration)
 - Engineering Profession Act 46 of 2000 (Professions)
 - Environment Conservation Act 73 of 1989 (Environment and Conservation)
 - Estate Agency Affairs Act 112 of 1976 (Professions)
 - Expropriation Act 63 of 1975 Legal (Administration)
 - Finance Act 42 of 2008 (Finance)
 - the Financial Advisory and Intermediary Services Act 37 of 2002
 - Financial and Fiscal Commission Amendment Act 25 of 2003 (Constitutional Law)
 - Financial Institutions (Protection of Funds) Act 28 of 2001 (Financial Institutions and Insurance)
 - Financial Intelligence Centre Act 38 of 2001 (Criminal Law)
 - Financial Services Board Act 97 of 1990 (Financial Institutions and Insurance)
-



We tell it how it is!

- Financial Services Ombud Schemes Act 37 of 2004 (Financial Institutions and Insurance)
- Foreign Courts Evidence Act 80 of 1962 (Procedural Law)
- Formalities in respect of Leases of Land Act 18 of 1969 (Contract and Delict)
- General Pensions Act 29 of 1979 (Welfare and Pensions)
- Hazardous Substances Act 15 of 1973 (Health)
- Health Act 63 of 1977 (Health)
- Identification Act 68 of 1997 (Citizenship)
- Immigration Act 13 of 2002 (Citizenship)
- Immovable Property (Removal or Modification of Restrictions) Act 4 of 1965 (Estates)
- Import and Export Control Act 45 of 1963 (Commercial Law)
- Income Tax Act 58 of 1962 (Income Tax)
- Insolvency Act 24 of 1936 (Estates)
- Institution of Legal Proceedings against certain Organs of State Act 40 of 2002 (Procedural Law)
- Insurance Amendment Act 17 of 2003 (Financial Institutions and Insurance)
- Insurance Laws Amendment Act 27 of 2008 ((Financial Institutions and Insurance)
- Interpretation Act 33 of 1957 (Procedural Law)
- Intestate Succession Act 81 of 1987 (Estates)
- Investigation of Serious Economic Offences Amendment Act 46 of 1995 (Criminal Law)
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)
- Land Affairs Act 101 of 1987 (Land)
- Labour Relations Act 66 of 1995 (Labour)
- Law of Evidence Amendment Act 45 of 1998 (Procedural Law)
- Law of Succession Amendment Act 43 of 1992 (Estates)
- Legal Practice Act, 28 of 2014
- South African Legal Practice Council Rules
- Limitation of Legal Proceedings (Provincial and Local Authorities) Act 94 of 1970(Procedural)
- Liquor Act 59 of 2003 (Liquor)
- Liquor Products Act 60 of 1989 (Liquor)
- Long-term Insurance Act 52 of 1998 (Financial Institutions and Insurance)
- Magistrates' Courts Act 32 of 1944 (Courts)
- Maintenance Act 99 of 1998 (Family and Persons)
- Maintenance of Surviving Spouses Act 27 of 1990 (Estates)
- Matrimonial Affairs Act 37 of 1953 (Family and Persons)
- Matrimonial Property Act 88 of 1984 (Family and Persons)
- Measurement Units and Measurement Standards Act 18 of 2006 (Science)
- Medical Schemes Act 131 of 1998 (Health)
- Mental Health Care Act 17 of 2002 (Health)
- Merchandise Marks Act 17 of 1941 (Commercial Law)



We tell it how it is!

- Merchant Shipping Act 57 of 1951 (Shipping)
 - Mine Health and Safety Act 29 of 1996 (Health)
 - Mineral and Petroleum Resources Development Act 28 of 2002 (Resources)
 - National Building Regulations and Building Standards Act 49 of 1995 (Legal Administration)
 - National Credit Act 34 of 2005 (Contract and Delict)
 - National Health Act 61 of 2003 (Health)
 - National Key Points Act 102 of 1980 (Security and Prisons)
 - National Ports Act 12 of 2005 (Transport)
 - National Roads Act 54 of 1971 (Transport)
 - National Road Safety Act 9 of 1972 (Transport)
 - National Road Traffic Act 93 of 1996 (Transport)
 - National Water Act 36 of 1998 (Resources)
 - Occupational Health and Safety Act 85 of 1993 (Labour)
 - Older Persons Act 13 of 2006 (Welfare and Pensions)
 - Patents Act 57 of 1978 (Commercial Law)
 - Pension Funds Act 24 of 1956 (Welfare and Pensions)
 - Petition Proceedings Replacement Act 35 of 1976 (Courts)
 - Physical Planning Act 88 of 1967 (Environment and Conservation)
 - Prescription Act 68 of 1969 (Procedural Law)
 - Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)
 - Private Security Industry Regulation Act 56 of 2001 (Professions)
 - Prize Jurisdiction Act 3 of 1968 (Procedural Law)
 - Professional and Technical Surveyors' Act 40 of 1984 (Professions}
 - Promotion of Access to Information Act 2 of 2000 (Constitutional Law)
 - Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 (Constitutional Law)
 - Property Valuers Profession Act 47 of 2000 (Professions)
 - Property Practitioners Bill
 - Protection of Businesses Act 99 of 1978 (Commercial Law)
 - Public Accountants and Auditors Act 80 of 1991 (Professions)
 - Public Audit Act 25 of 2004 (Finance)
 - Qualification of Legal Practitioners Amendment Act 78 of 1997 (Professions)
 - Quantity Surveying Profession Act 49 of 2000 (Professions)
 - Recognition and Enforcement of Foreign Arbitral Awards Act 40 of 1997 (Courts)
 - Recognition of Foreign Legal Qualifications and Practice Act 114 of 1993 (Professions)
 - Regulation of Interception of Communication and Provision of Communications Related Information Act 70 of 2002 (Communication)• Removal of Restrictions Act 84 of 1967 (Land)
 - Renaming of High Courts Act 30 of 2008 (Courts)
 - Rental Housing Act 50 of 1999 (Land)
 - Right of Appearance in Courts Act 62 of 1995 (Courts)
-



We tell it how it is!

- Road Accident Fund Act 56 of 1996 (Financial Institutions and Insurance)
- Road Traffic Act 29 of 1989 (Transport)
- Sectional Titles Act 95 of 1986 (Housing)
- Security by means of Movable Property Act 57 of 1993 (Contract and Delict)
- Security Officers Act 92 of 1987 (Security and Prisons)
- Ship Registration Act 58 of 1998 (Shipping)• Short Process Courts and Mediation in Certain Civil Cases Act 103 of 1991 (Courts)
- Short-term Insurance Act 53 of 1998 (Financial Institutions and Insurance)
- Skills Development Act 97 of 1998 (Labour)
- Skills Development Amendment Act 37 of 2008 (Labour)
- Skills Development Levies Act 9 of 1999 (Labour)
- Small Claims Courts Act 61 of 1984 (Courts)
- South African Passports and Travel Documents Act (Citizenship)
- Special Pensions Act 69 of 1996 (Welfare and Pensions)
- Standards Act 8 of 2008 (Science)
- State Attorney Act 56 of 1957 (Professions)
- Supreme Court Act 59 of 1959 and the Uniform Rules of Court (Courts)
- Temporary Employees Pension Fund Act 75 of 1979 (Welfare Pensions)
- The South African National Roads Agency Limited and Roads Act 7 of 1998 (Transport)
- Tobacco Products Control Act 83 of 1993 (Health)
- Town and Regional Planners Act 19 of 1984 (Professions)
- Trade Marks Act 94 of 1993 (Commercial Law)
- Trade Practices Act 76 of 1976 (Commercial Law)
- Transfer Duty Act 40 of 1949 (Revenue)
- Trust Property Control Act 7 of 1988 (Estates)
- Unemployment Insurance Act 63 of 2001 (Labour)
- Unemployment Insurance Contributions Act 4 of 2002 (Labour)
- Value-Added Tax Act 89 of 1991 (Revenue)
- Vexatious Proceedings Act 3 of 1956 (Courts)
- Water Services Act 108 of 1997 (Resources)
- Wills Act 7 of 1953 (Estates)

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.



We tell it how it is!

4 ANNEXURE 4 : FORM C REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Form C
Request for access to record of private body

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))

[REGULATION 10]

Form C containing sections A, B, and C for providing details of the private body, the requester, and the person on whose behalf the request is made.



We tell it how it is!

Full names and surname: _____	
Identity number: _____	
D Particulars of record	
<p>(a) 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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</p>	
1	Description of record or relevant part of the record: _____ _____ _____ _____
2	Reference number, if available: _____
3	Any further particulars of record: _____ _____ _____
E Fees	
<p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>	
Reason for exemption from payment of fees: _____ _____ _____	



We tell it how it is!

--

F Form of access to record

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

Disability: _____ _____ _____	Form in which record is required: _____ _____ _____
-------------------------------------	---

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1 If the record is in written or printed form:

copy of record*	inspection of record	
-----------------	----------------------	--

2 If record consists of visual images
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

view the images	Copy the images*	transcription of the images*
-----------------	------------------	------------------------------

3 If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)
---	---

4 If record is held on computer or in an electronic or machine-readable form:



We tell it how it is!

printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
-------------------------	--	---

G Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

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

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

H Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE



We tell it how it is!

5 ANNEXURE 5: FEES

5.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 for every photocopy of an A4-size page or part thereof.

5.2 The fees for reproduction referred to in regulation 11(1) of PAIA are as follows:

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

5.3 3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

5.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
-----	--	-------



We tell it how it is!

(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75
(c)	For a copy in a computer-readable form on – (i) Stiffy Disk – non existent (ii) Compact disc – non existent	
(d)	For a transcription of visual images, for an A4-size page or part thereof	R40.00
(ii)	For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof - For a copy of an audio record	R20.00
	(ii) For a copy of an audio record	R30.00

5.5 For purposes of section 54(2) of PAIA, the following applies:

5.5.1 Six hours as the hours to be exceeded before a deposit is payable; and

5.5.2 one third of the access fee is payable as a deposit by the requester.

5.5.3 The actual postage is payable when a copy of a record must be posted to a requester.



We tell it how it is!

6 ANNEXURE 6 Part 1: PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPIA

Purpose of the Processing of Personal Information	Type of Processing
<p>1 To provide professional legal services to the Client in accordance with terms and conditions agreed to between the Client and Paizes Attorneys;</p> <p>2 To undertake activities related to the provision of professional legal services and transactions, including:</p> <p>2.1 to fulfil foreign and domestic legal, regulatory and compliance requirements and comply with any applicable treaty or agreement with or between foreign and domestic governments applicable to Paizes Attorneys</p> <p>2.2 to verify the identity of Client or the Client's representatives who contact Paizes Attorneys or may be contacted by Paizes Attorneys;</p> <p>2.3 for risk assessment, information security management, statistical, trend analysis and planning purposes;</p> <p>2.4 to monitor and record calls and electronic communications with the Client for quality, training, investigation and fraud prevention purposes;</p> <p>2.5 for crime detection, prevention, investigation and prosecution;</p>	<p>Collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.</p>



We tell it how it is!

<p>2.6 to enforce or defend Paizes Attorneys rights; and</p> <p>2.7 to manage Paizes Attorneys relationship with the Client.</p> <p>3 The purposes related to any authorised disclosure made in terms of agreement, law or regulation;</p> <p>4 Any additional purposes expressly authorised by the Client; and</p> <p>5 Any additional purposes as may be notified to the Client or Data Subjects in any notice provided by Paizes Attorneys</p>	
---	--

7 ANNEXURE 6 Part 2: Categories of Data Subjects and categories of Personal Information relating thereto

Category of Data Subject	Category of Personal Information
Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; banking details; data received from the Deeds office, credit bureau and third parties, confidential correspondence, tax related information
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 and all legal documentation pertaining to the juristic person
Foreign Persons / Entities	Names; contact details; physical and postal, Financial information addresses; date of birth; Passport number Tax related information; nationality; gender; confidential correspondence; Registration Number; Founding documents; Tax related information; authorised



We tell it how it is!

	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
Intermediary / Advisor	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.
Employees / Directors / Potential personnel / Shareholders / Volunteers / Employees family members / Temporary Staff	Gender, Pregnancy; Marital Status; Race, Age, Language, Education information; Financial Information; Employment History; ID number; Next of kin; Children's name, gender, age, school, grades; Physical and Postal address; Contact details; Opinions, Criminal behaviour and/or criminal records; Well-being; Trade Union membership; external commercial interests; Medical Information:
Website end-users / Application end-users	Names, Electronic identification data: IP address; log-in data, cookies, Electronic localization data; cell phone details, GPS Data.

8 ANNEXURE 6 Part 3: Recipients of Personal Information

- 8.1 The main recipient of personal information is Paizes Attorneys
- 8.2 Paizes Attorneys will supply personal Information to these potential recipients:
- 8.2.1.1 Paizes Attorneys Management;
 - 8.2.1.2 Paizes Attorneys Employees;
 - 8.2.1.3 Paizes Attorneys Accountants and Auditors and
 - 8.2.1.4 Other Attorneys and Associated Law Firms and Advocates associated to Paizes Attorneys
- 8.2.2 We may disclose personal information we collected to any of our third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.



We tell it how it is!

- 8.2.3 We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.
- 8.3 Paizes Attorneys endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so

9 ANNEXURE 6 Part 4: Cross border transfers of Personal Information

- 9.1 When making authorized disclosures or transfers of personal information in terms of section 72 of POPIA, Personal Data may be disclosed to recipients located in countries which do not offer a level of protection for those data as high as the level of protection as South Africa.

10 ANNEXURE 6 Part 5: Security measures

- 10.1 Paizes Attorneys employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information.
- 10.2 These measures include:
- 10.2.1 Firewalls;
 - 10.2.2 Virus protection software and update protocols;
 - 10.2.3 Logical and physical access control; and
 - 10.2.4 Secure setup of hardware and software making up our information technology infrastructure.



We tell it how it is!

11 ANNEXURE 7: FORM OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1 *Affidavits or other documentary evidence as applicable in support of the objection may 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 *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/registered name of data subject:	
Unique Identifier/Identity Number	
Residential, postal or business address:



We tell it how it is!

	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/Registered name of responsible party:	
Residential, postal or
business address:

	Code ()
Contact number(s):	
Fax number/E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>



We tell it how it is!

12 ANNEXURE 8: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

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 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:	
<i>1 Affidavits or other documentary evidence as applicable in support of the request may be attached.</i>	
<i>2 If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.</i>	
<i>3 Complete as is applicable.</i>	
Mark the appropriate box with an 'x'.	
Request for:	
<input type="checkbox"/>	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
<input type="checkbox"/>	Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.
A	DETAILS OF THE DATA SUBJECT



We tell it how it is!

Name(s) and surname/registered name of data subject:	
Unique identifier/Identity Number:	
Residential, postal or business address:
Code ()	
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/registered name of responsible party:	
Residential, postal or business address:



We tell it how it is!

	Code ()
Contact number(s):	
Fax number/E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/DESTROYED
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>
.....	
.....	
.....	
.....	



We tell it how it is!

.....
.....
.....
Signed at this..... day of 20
..... <i>Signature of data subject/designated person</i>