

WeTAX4you (PTY) LTD

(Reg no 2016/526524/07)

PAIA MANUAL

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

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PREAMBLE

The Promotion of Access to Information Act No. 2 of 2000, “(the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

INTRODUCTION TO THIS PRIVATE BODY

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer
1.3	“HR”	Human Resources
1.4	“IO”	Information Officer
1.5	“MD”	Managing Director
1.6	“Minister”	Minister of Justice and Correctional Services
1.7	“PAIA”	Promotion of Access to Information Act No.2 of 2000 (as amended)
1.8	“POPIA”	Protection of Personal Information Act No. 4 of 2013
1.9	“Regulator”	Information Regulator
1.10	“Republic”	Republic of South Africa
1.11	“SAPS”	South African Police Services
1.12	“SAQA”	South African Qualifications Authority

2. PURPOSE OF THE PAIA MANUAL

This PAIA Manual is useful for the public to –

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;

- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer (“IO”) and Deputy Information Officer (“DIO”), if applicable, who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF WeTAX4you (PTY) LTD

3.1 Chief Information Officer (IO)

Name	Quinzelle Kunz
Tel	0832974189
E-mail	quinzelle@wetax4you.co.za

Fax no. Not applicable

3.2 Deputy Information Officer (DIO)

Name Not applicable

Tel Not applicable

E-mail Not applicable

Fax no. Not applicable

3.3 Access to information general contacts

E-mail quinzelle@wetax4you.co.za

3.4 National or Head Office

Postal Address 17B Mgazi Av, Umtentweni, Port Shepstone, 4235

Physical Address 17B Mgazi Av, Umtentweni, Port Shepstone, 4235

Telephone 0832974189

E-mail quinzelle@wetax4you.co.za

Website www.wetax4you.co.za

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

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide (see 4.5.2 below) on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person (also called a data subject) who wishes to exercise any right contemplated in PAIA and POPIA.

4.2 The Guide is available in each of the official languages and in braille.

4.3 The aforesaid Guide contains the description of –

4.3.1 the objects of PAIA and POPIA;

4.3.2 the postal and street address, phone and fax number (if still applicable) and, if available, electronic e-mail address of –

4.3.2.1 the IO of every public body, and

- 4.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA,
- 4.3.3 the manner and form of a request for –
 - 4.3.3.1 access to a record of a public body contemplated in section 11, and
 - 4.3.3.2 access to a record of a private body contemplated in section 50.
- 4.3.4 the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging –
 - 4.3.6.1 an internal appeal (re a public body);
 - 4.3.6.2 a complaint to the Regulator (re a public or private body); and
 - 4.3.6.3 an application with a court against a decision by the IO of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7 the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public or private body, respectively;
- 4.3.9 the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

4.3.10 the regulations made in terms of section 92.

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

4.5 The Guide can also be obtained –

4.5.1 upon request to the designated IO; and/or

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

4.6 A copy of the Guide is also available in the following two official languages, for public inspection, on request and with due prior warning, during normal office hours:

4.6.1 English and Afrikaans.

5. CATEGORIES OF RECORDS OF WeTAX4you (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of Records	Types of the Record	Available on Website	Available upon request
Website (e.g. Company Info)	Info re services provided by the Company	X	
Marketing Material	Pamphlets, Brochures		X
Social Media (e.g. WhatsApp, Instagram, Facebook)	Info re services & about the company	X	
Company Digital Brochure	Providing info on what company does.	X	

6. DESCRIPTION OF THE RECORDS OF WeTAX4you (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Statutory documents – CIPC (e.g. Memorandum of Incorporation)	Companies Act 71 of 2008, as amended*

PAIA Manual (including POPIA)	Promotion of Access to Information Act 2 of 2000, as amended Protection of Personal Information Act 4 of 2013, as amended*
Statutory Employee Records/Info/ Documentation/Conditions (e.g. Employment Contracts / Payroll info, Attendance Info, Records, etc.)	Basic Conditions of Employment Act 75 of 1997 Labour Relations Act 66 of 1995 Occupational Health & Safety Act 85 of 1993, as amended Compensation for Occupational Injuries & Diseases Act 130 of 1993, as amended Unemployment Insurance Fund Act 63 of 2001 Occupational Health and Safety Act 85 of 1993, as amended National Minimum Wage Act 9 of 2018, as amended UIF Act 63 of 2001, as amended
Clients / Customers	Consumer Protection Act 68 of 2008, as amended
Statutory documents (e.g. re VAT & Income Tax) – primarily re SARS	Value Added Tax Act 89 of 1991, as amended* Income Tax Act 58 of 1962, as amended*
Other work-related legislation (marked *) & SARS Notes re tax work-related aspects, registration and accounting	Tax Administration Act (TAA) 28 of 2011, as amended SARS Interpretation Note 132 (re Tax Practitioners), dd 27/08/24

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY WETax4YOU (PTY) LTD

Subjects on which the body holds records	Categories of records
Strategic Company & Business Documents/Info	Annual Reports, Strategic Plan, Annual Performance Plan, Plans, Proposals, Registration proof re SARS.
Human Resources (HR)	HR Policies & Procedures, Employee records & documents, Employee Contact Details, Attendance Info, Banking details, Contracts.
Finance / Accounting	Annual Financial Statements, Invoices, Books of Account, Bank Statements, Income Tax Returns,
Information Technology	Hardware, Operating Systems, Software Packages, Agreements, Licenses

Marketing	Services, Client/Customer Info, Advertising & Info materials,
Insurance	Insurance Policies
Agreements & Contracts	Material Agreements concerning the provision of services, Agreements with Contractors, Suppliers & Customers/Clients, warranty, Sale, Purchase or Lease Agreements
Taxation	Copies of all Income Tax Returns

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of processing Personal Information:

To run an efficient and successful business, manage client/customer relationships & communication and to employ & administer employees (staff), including payroll and statutory compliance. For billing, accounting & tax obligations and to comply with legal & regulatory requirements.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients (database)	Names, addresses, registration numbers or identity numbers, employment status, bank details, contact details, VAT numbers, etc.
Service Providers	Names, registration numbers, VAT numbers, addresses, trade secrets and bank details
Employees	Names, Addresses, Qualifications, Contact & Banking details, Genders and Race

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity numbers and names, for criminal checks	South African Police Services
Qualifications, for qualification	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureau's
Employee Tax & Payroll Data	SARS, UIF, Payroll Service Providers

Banking & Payment Information	Financial Institutions
Legal & Compliance Data	Regulatory Authorities as per law.

- 8.4 Planned transborder flows of personal information
No, although personal information may be stored or processed using cloud-based platforms located outside the RSA.
- 8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information
Standard anti-virus packages for PC's, laptops and cellular phones.
Restricted access to IT System.

9. AVAILABILITY OF THE MANUAL

- 9.1 A copy of the Manual is available –
- 9.1.1 at the head office of the WeTAX4you (PTY) LTD for public inspection during normal business hour
- 9.1.2 if any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.3 to the Information Regulator upon request.
- 9.2 A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations and this Manual, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The Owner of WeTAX4you (Pty) Ltd will on a regular basis (as and when required with the latest information that needs to be contained herein), update this Manual.

Issued by

QUINZELLE KUNZ

MANAGING DIRECTOR

RELEVANT EXTRACTS / INFORMATION FROM THE GUIDE TO PAIA

1. Useful terms:

Term	Description
Access Fee	A fee paid by the requester to the body from which the info is requested, to cover the costs of finding and copying the records required. What can be charged is prescribed by regulation (See Annexure B).
Automatically Available Records	Records provided to a requester by a public or private body without them needing to file a request. These records are listed in a “voluntary disclosure notice”, which should be made public.
Days	Unless specified as a “working day” in a section in PAIA, a day is considered to be a calendar day. To calculate time period, the day on which the request is received is excluded, and every day thereafter is included including weekends and public holidays until the final day is counted. If the final day for responding to a request falling on a Sunday or public holiday, the next day is counted as the final day.
Deemed Refusal	If no response is received to a request within the prescribed time, it is deemed such.
Private Body	It is a person, company or other kind of juristic entity that carries on trade, business or profession, including a political party: <ul style="list-style-type: none"> • Natural Person Sole proprietor who carries on any trade, business or profession, but only in such capacity and not in his personal capacity. • Partnership Any partner of the partnership or any person duly authorised by the partnership. • Political Party Leader of the political party or any person duly authorised by that leader. • Juristic Person CEO / MD or equivalent officer of the juristic person or any person duly authorised by the leader.
Public Body	A government department or other functionary or institution, which is performing a public function.

Information Regulator	The Office of the Information Regulator has been established, in terms of section 39 of POPIA, to monitor and enforce compliance with both POPIA and PAIA.
Record	Any recorded information regardless of the form, including, e.g. written documents, audio, digital & video materials. A record requested from a public or private body refers to a record that is in the body's possession regardless of whether that body created the record.

2. Contact details of the Regulator:

Contact details	Names, Addresses, E-mails, Numbers
Information Officer (IO) / CEO	Mr Mosalanyane Mosala
Contact Person	Mr Pfano Nenweli
E-mail	PNenweli@justice.gov.za
Deputy Information Officer (DIO)	Ms Varsha Sewlal
E-mail	VarSewlal@ justice.gov.za
Physical Address	JD House, 27 Siemens Street Braamfontein Johannesburg 2001
Postal Address	PO Box 31533 Braamfontein Johannesburg 2017
Telephone	010 023 5200

3. PAIA Manual of private bodies:

Whilst private bodies are, in terms of section 51 of PAIA also, required to compile a PAIA Manual, although there is no requirement to compile it in more than one (1) language. It is, however, recommended that the PAIA Manuals for private bodies should be at least in English.

4. Making a request for information (record/s):

Any person, whether South African or non-South African, is allowed to make a request under PAIA. The requester can be a natural or juristic person. A public body is considered a juristic person and may make a request for access to records held by private bodies, but only if the public body is acting in the interests of the public and if the records are required to fulfil or protect any rights other than those of the public body.

A step-by-step process flow chart is included in the Guide (paragraph 25, page 56) on how to request access to the records. It all starts with the completion of Form 2 (see Annexure C of this Manual) and sending it to the IO of the appropriate body in order to request access to the records of a private body.

Requesters are advised to first read the relevant PAIA Manual of the body they wish to approach with a request/s for records kept by them.

5. Types of information possibly required (*Provided as examples as stated in “A Step-by-Step Guide to Providing Access to Information”*):

The following categories of information might be found in a private body, i.e.

- 5.1 Statutory Company Information;
- 5.2 Accounting Records;
- 5.3 Statutory Employee Records;
- 5.4 Other Employee Records;
- 5.5 Pension and Retirement Funding Records;
- 5.6 Environmental Health & Safety;
- 5.7 Fixed Property;
- 5.8 Movable Property;
- 5.9 Intellectual Property;
- 5.10 Agreements and Contracts;
- 5.11 Taxation;
- 5.12 Insurance;
- 5.13 Transportation;
- 5.14 Information Technology;
- 5.15 Sales and Marketing;
- 5.16 BEE; and
- 5.17 Community and Stakeholder Engagement.

6. Duties of Information Officers:

The role of the IO's and/or DIO's of private bodies is to in so far as it relates to the processing of requests for access to records:

- 6.1 receive the PAIA or POPIA request;
- 6.2 coordinate the processing of the request within the body;
- 6.3 decide as to whether to grant or refuse access to the records being requested;
- 6.4 liaise with the requester, (e.g. may need to ask the requester for more details or they may need to request an extension of time to deal with the request, etc.);

- 6.5 advise the requester of the outcome of his/her/it's PAIA request, which must be given as soon as is reasonably possible, but within 30 days after receiving the request. The initial period of 30 days may be extended once for a further period of not more than 30 days, e.g., if the requester has agreed to the extension or the request requires a search for records that cannot reasonably be completed within the original period;
- 6.6 provide the requester with reasons for the decision to refuse access. It is very important that the reasons given for a refusal are clear and detailed and must include reference to the specific sections of PAIA (see paragraph 19.4, p35 of the Guide; also see point 8 below, regarding the grounds for refusal of access to records – as well as sections 33 to 46 of PAIA);
- 6.7 inform relevant third parties through the third-party notification process, in terms of section 47 of PAIA; and
- 6.8 if access to the records is granted, provide the requester with a copy of the record.

When notifying the requester about the decision, it's important to outline the forms of recourse (e.g. a complaint to the Information Regulator in writing on the prescribed Form 5, within 180 days of receipt of the decision from the body and possible issue of an Enforcement Notice or, once informed of a decision by the Regulator and Enforcement Committee, file an application to a Court, Magistrate or High Court, within 180 days from the date of the applicable event).

The additional role and responsibilities of the IO's and/or DOI's are those detailed in the Guidance Note on Information Officers and Deputy Information Officers available at <https://www.justice.gov.za/infoereg/docs.html>. They must facilitate the request for access to information and provide the assistance to requesters for free.

7. Assistance available from the Information Regulator in terms of PAIA / POPIA:

Once the Regulator receives a complaint from an aggrieved Requester as per Form 5, he/she must investigate the complaint and either refer its findings to the Enforcement Committee for a decision or take no action on the complaint due to the fact that –

- 7.1 the complaint has not been submitted within the prescribed period of 180 days and there are no reasonable grounds to condone the late submission of a complaint;
- 7.2 the complaint is frivolous or vexatious or not made in good faith; or

- 7.3 having regard to all the circumstances of the case, any further action is unnecessary or inappropriate, e.g. the information requested has been made publicly available.

The Regulator can also, where appropriate, conciliate or use its best endeavours to secure such a settlement or assist the parties to settle their dispute/s and advise the complainant and the IO to whom the complaint relates, of the course of action to be undertaken.

8. Mandatory grounds of refusal (grounds of exemption):

There are more mandatory grounds than discretionary grounds. With mandatory grounds (applicable to private bodies), the IO or DIO **must** refuse a request because they apply to the record –

8.1 Mandatory protection of privacy of a third party who is a natural person

The IO of a private body must not allow a requester access to the personal information of another person if it amounts to “an unreasonable disclosure”. This does not apply if, e.g. when records are already in the public knowledge, or where a person has given consent.

8.2 Mandatory protection of commercial information of a third party

The IO of a body must not allow a requester access to the commercial information of another person (in other words, who is not the requester or requestee). This would include information like trade secrets, or that might threaten that third party’s commercial interests, e.g. KFC use certain recipes, including some ingredients manufactured by a third party, which are the trade secrets of that third party and its disclosure might threaten the commercial interests of that third party.

8.3 Mandatory protection of certain confidential information and protection of certain other confidential information, of a third party.

The IO of a private body must not allow a requester access to a record if its release would amount to a breach of a duty of confidence owed to a third party in terms of an agreement or contract.

8.4 Mandatory protection of safety of individuals and protection of property

The IO of a private body must not allow a requester access to a record if its release could reasonably be expected to compromise the safety of an individual. In the same sections, it also states that the IO of a body may refuse access if it would be likely to impair the security of a building or property.

8.5 Mandatory protection of research information of a third party and protection of research information of a public or private body

The IO of a body must not allow a requester access to a record if the record relates to research that is, or will be that is, or will be, undertaken by the body in question and its release would be likely to impose the researcher, the third party or the matter under research to a serious disadvantage.

If only part of the record is linked to an exemption ground, the IO or DOI of a private body is under an obligation to consider whether partial disclosure of information is possible whether they determine that full disclosure is not possible and they should take reasonable steps to sever or redact that part that cannot be released to the requester and grant access to the rest of the record.

9. Discretionary grounds of refusal:

With discretionary grounds, an IO or DIO may consider whether or not to refuse a request because the grounds apply to the record requested. Because it is a discretion, the IO must apply his/her mind objectively when considering the different grounds, which are:

Applicable different grounds	Explanation
South Africa’s defence, security & international relations	The IO may refuse access if the release of the info could reasonably be expected to threaten the defence or security of the country. This could also apply where the release of the info might harm SA’s relations with another country, e.g. revealing records supplied in confidence.
Economic, financial & commercial interests	The IO may refuse access if its release will be harmful to the economic & Financial status of SA.
Operations of public bodies (NA re private bodies)	The IO of a public body may refuse access if the release of the info could reasonably hamper operations, e.g. if it is trying to formulate policy, or deliberate on an issue.
Manifestly frivolous or vexatious requests	The IO’s may refuse a request for info if they are of the opinion that processing requests will be unreasonably time consuming and lead to a waste of resources. In addition, they may refuse access to a record if the request is seen to be made by a requester to unnecessarily annoy or provoke.

10. Mandatory disclosure of records in the public interest

10.1 Even if a discretionary or mandatory ground for refusal exists in relation to a request for access to records of public or private bodies, there is always

the possibility that the public interest in the disclosure of the record is more important than the harm created by the release of the record.

- 10.2 Where the importance of the public interest exists as stated above and the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with the law; or an imminent and serious public safety or environmental risk then the IO of a body must grant a request for access to a record despite the existence of the exemption grounds listed above.

ANNEXURE B

PAIA “REQUEST FOR ACCESS TO INFO” FEES RE PRIVATE BODIES:

FEES:

- | | | |
|---|---|------------|
| 1. Request / Access Fee (<i>per request</i>) | - | R140.00 |
| 2. Search & Preparation Fees (<i>each or part of</i>) | - | R145.00/hr |
| 3. Photostats / Copy Fees (<i>A4 size B&W</i>) | - | R2.00/page |

OTHER ADDITIONAL APPLICABLE COSTS:

- | | | |
|---|---|--------|
| 1. Postage (<i>Actual costs, if applicable</i>) | - | R..... |
| 2. E-mail (<i>Actual costs, if applicable</i>) | - | R..... |
| 3. VAT (<i>only If body is VAT registered</i>) | - | R..... |
| 4. Other specified cost headings (<i>per the Guide</i>) | - | R..... |

DEPOSIT

1. A private body can ask a 33,3% deposit of the total calculated prescribed cost prior to starting on the exercise.
2. A private body can only ask a deposit if it is envisaged that the search and preparation of the information will exceed 6 hours.

FORM 2

REQUEST FOR ACCESS TO RECORD

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

Request is made in my own name
person.

Request is made on behalf of another

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:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

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

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

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

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

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer