



VAN RENSBURG VIVIERS INC. t/a HORN & VAN RENSBURG ATTORNEYS

Registration no: 2014/178787/21

Date: NOVEMBER 2021

Version: #2

POLICY ON THE PROTECTION OF PERSONAL INFORMATION

1. Preamble

This document is the policy on the protection of personal information of HORN & VAN RENSBURG ATTORNEYS as approved by the Directors on 01 April 2021. The policy has been drafted in accordance with the Protection of Personal Information Act 4 of 2013 (hereafter referred to as POPIA) and the Promotion of Access to Information Act 2 of 2000 (hereafter referred to as PAIA) and other applicable legislation on the legal profession.

This policy will set out how personal information of clients and employees are processed, disclosed and destroyed.

HORN & VAN RENSBURG ATTORNEYS is committed to protecting the privacy of all data subjects, ensuring that the processing of personal information is done in accordance with applicable laws.

2. Definitions

For purposes of this policy, the following terms are assigned the meanings as indicated:

“Biometric information” means information obtained through a technique of personal identification that is based on physical, physiological or behavioural characterisation, including blood-typing, fingerprinting, DNA analysis, retinal scanning and voice recognition.



“Competent person” means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning themselves, or, if applicable, a child.

“Council” means the Legal Practice Council.

“Data subject” means the person to whom personal information relates.

“Employee” refers to a staff member appointed by HORN & VAN RENSBURG ATTORNEYS.

“Employer” refers to HORN & VAN RENSBURG ATTORNEYS

“Information officer” is MARIUS JANSE VAN RENSBURG (mjvr@hvrprok.co.za)

“Firm” is HORN & VAN RENSBURG ATTORNEYS

“Personal information” means information relating to an identifiable, living, natural person and, where applicable, an identifiable, existing juristic person, including but not limited to —

(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

(b) information relating to the education or the medical, financial, criminal or employment history of the person;

(c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

(d) the biometric information of the person;

(e) the personal opinions, views or preferences of the person;

(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence;

(g) the views or opinions of another individual about the person; and



(h) the name of the person if it appears with other personal information relating to the person, or if the disclosure of the name itself would reveal information about the person.

“Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including —

(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use thereof;

(b) dissemination by means of transmission, distribution or making available in any other form; or

(c) merging, linking, as well as restriction, degradation, erasure or destruction of information.

“Record” means any recorded information —

(a) regardless its form or medium, including any of the following:

(i) Writing on any material

(ii) Information produced, recorded or stored by means of any tape recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored

(iii) A label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means

(iv) A book, map, plan, graph or drawing

(v) A photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced

(b) in the possession or under the control of a responsible party;

(c) whether or not it was created by a responsible party; and

(d) regardless of when it came into existence.



“Responsible party” means HORN & VAN RENSBURG ATTORNEYS and the Legal Professionals employed by HORN & VAN RENSBURG ATTORNEYS, who determines the purpose of and means for processing personal information.

3. Application of this policy

This policy applies to all personal information collected from all data subjects with whom HORN & VAN RENSBURG ATTORNEYS interacts, including but not limited to clients, employees and vendors.

4. The collection of personal information

- 4.1. Personal information may be processed only if, given the purpose for which it is processed, such processing is adequate, relevant, not excessive, and in accordance with the relevant provisions of POPIA.
- 4.2. HORN & VAN RENSBURG ATTORNEYS collects and processes personal information pertaining to the proper functioning, management and governance of the firm and pertaining to the proper legal services to be performed for a client.
- 4.3. The type of information collected and processed will depend on the purpose for which it is collected, and any such information will be processed for that purpose alone. The firm will inform the data subject of the information required, whether or not the supply of the information by that data subject is voluntary or mandatory, the purpose for which the information is to be processed, and the consequences of not providing the information.
- 4.4. The firm will see to it that agreements are in place with all product suppliers, insurers and third-party service providers to ensure a mutual understanding of the protection of a data subject’s personal information.
- 4.5. For purposes of this policy, any references to data subjects include both potential and existing data subjects.



5. The processing and use of personal information

- 5.1. Personal information will be processed (a) lawfully, and (b) in a reasonable manner that does not infringe the privacy of the data subject.
- 5.2. A data subject's personal information will be used only for the purpose for which it was collected. The overall purpose of data collection, processing and use by the firm is to ensure that the firm is governed and managed in accordance with the principles and prescripts stipulated in the Legal Practice Act 28 of 2014 and other applicable education legislation and policies and to ensure that proper, adequate legal services are provided to clients.
- 5.3. Personal information may be processed only if these conditions are met:
 - (a) If the data subject consented to the processing of the personal information beforehand. Consent is obtained from parents/guardians through the signing of the applicable consent form together with the client information form when a file is opened. Where the data subject is a child, the consent must be given by a competent person.
 - (b) If processing is necessary to carry out actions in order to conclude or perform a contract to which the data subject is a party.
 - (c) If processing complies with a legal obligation imposed on the firm.
 - (d) If processing protects a legitimate interest of the data subject.
 - (e) If processing is necessary for the firm's proper exercising of a public law duty.
 - (f) If processing is necessary for pursuing the legitimate interests of the firm or a third party to whom the information is supplied.
- 5.4. Unless legislation provides for the processing of personal information, a data subject may object to such processing in terms of subparagraphs (d) to (f) above, in the prescribed manner and on reasonable grounds relating to the



particular situation, in which case the firm may no longer process the information.¹

- 5.5. The firm will not process personal information concerning the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject, unless processing is carried out with the data subject's consent or is necessary for the establishment, exercise or defence of a right or obligation in law, or the information has deliberately been made public by the data subject.

6. Disclosure of personal information

- 6.1. The information officer will refuse a third party's request for access to a record held by the firm if its disclosure would involve the unreasonable disclosure of personal information about a data subject.

- 6.2. A data subject, having provided adequate proof of identity, has the right to request the firm —

(a) to confirm whether or not it holds personal information about the data subject; and

(b) to supply the record or a description of the personal information so held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time; at a prescribed fee, if any; in a reasonable manner and format, and in a form that is generally understandable.

- 6.3. A data subject may request the firm to —

¹ The prescribed objection forms are included in the Protection of Personal Information Act: Regulations relating to the Protection of Personal Information GN 42110 14 December 2018.



- (a) correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or
 - (b) destroy or delete a record of personal information about the data subject that the firm is no longer authorised to retain.²
- 6.4. On receipt of a request, the firm will, as soon as reasonably practicable —
- (a) correct the information;
 - (b) destroy or delete the information; or
 - (c) provide the data subject, to his or her satisfaction, with credible evidence in support of the information.
- 6.5. The firm will notify the data subject of the action taken as a result of the request.

7. Safeguarding personal information

- 7.1. The firm is legally required to adequately protect personal information. Therefore, the firm will continually review its security controls and processes to ensure that personal information is secure.
- 7.2. The following procedures are in place to protect personal information:
- Each new employee is required to sign an employment contract containing relevant consent clauses for the use and storage of employee information or any other action so required in terms of legislation, as well as an undertaking and agreement that (s)he will not, during or after the period of service to the firm, convey any personal information of any data subject collected by the firm to any third party/
 - Every employee currently employed at the firm is required to sign an addendum to their employment contracts containing relevant consent clauses for the use and storage of employee information or any other action

² The applicable forms are included in the Protection of Personal Information Act: Regulations relating to the Protection of Personal Information GN 42110 14 December 2018.



so required in terms of legislation, as well as an undertaking and agreement that (s)he will not, during or after the period of service to the firm, convey any personal information of any data subject collected by the firm to any third party.

- Where feasible, all servers hosting personal information shall be located in a physically secure environment, where access is strictly controlled. All server rooms shall be regarded as high-risk security areas with strict access control.
- All servers shall be equipped and protected with approved antivirus software.
- Only an authorised administrator shall be granted administrative rights to the servers. Administrative passwords shall be kept secret and changed on a regular basis, and only personnel nominated at the discretion of the Information Officer shall have access to the passwords.
- Third-party service providers will be required to sign a service provider agreement guaranteeing their commitment to the protection of personal information.
- All electronic files or data are backed up with the assistance of TERTIUS SWARTZ (tertius@protechafrica.co.za) which is also responsible for system security to protect against third-party access and physical threats.
- If the firm has reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, the firm will notify the data subject of such breach in accordance with sections 22(4) and (5) of POPIA.

8. Retention and restriction of records



- 8.1. Records of personal information will not be retained any longer than is necessary for achieving the purpose for which the information was collected or subsequently processed, unless —
- (a) retention of the record is required or authorised by law;
 - (b) the responsible party reasonably requires the record for lawful purposes relating to its functions or activities;
 - (c) retention of the record is required by a contract between the parties thereto; or
 - (d) the data subject or, where the data subject is a child, a competent person has consented to the retention of the record.
- 8.2. The firm will destroy, delete or de-identify a record of personal information as soon as is reasonably practicable after the firm is no longer authorised to retain the record. This will be done in a manner that prevents reconstruction of the information in an intelligible form.
- 8.3. The firm will retain all documents for a period of seven years onsite or offsite, in line with Rule 54.9.2 of the Council's Rules.³
- 8.4. The firm will restrict the processing of personal information in accordance with section 14(6) of POPIA.

9. Details of information officer

INFORMATION OFFICER DETAILS

Name: MARIUS JANSE VAN RENSBURG

Telephone number: 051 448 9985

Fax number: 051 448 9987

³ GN 401 of 20 July 2018: Final rules as per section 95 (1), 95 (3) and 109 (2) of the Legal Practice Act - (Government Gazette No. 41781)



E-mail address: mjvr@hvrprok.co.za

10. Access to documents held by the firm

Any request for access to a document held by the firm must be done in writing by a competent person, stating the reasons for the request and the form in which the documentation is needed. Should hard copies be requested, standard fees for printing will be charged. Requests for records will be considered in line with the Promotion of Access to Information Act 2 of 2000. Our PAIA Manual can be found in the next section of this document.

11. Policy amendments

The firm may amend, supplement, modify or alter this policy from time to time.



MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 AND THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

1. Description of manual

This manual is compiled in terms of Section 51 of the *Promotion of Access to Information Act 2 of 2000 (PAIA)*, read with sections 9, 10 and 52 of PAIA and in line with regulations published in GN 1030 of 16 September 2016 (Government Gazette No. 40279) and GN187 of 15 February 2002 (Government Gazette No. 25411), as amended.

The purpose of this manual is to provide for compliance with PAIA and the Protection of Information Act 4 of 2013 (POPIA) and should be read with our Privacy Policy which is available per request via email to mjvr@hvrprok.co.za.

Horn & Van Rensburg Attorneys conducts business as a law firm, including litigation, conveyancing and other legal matters such as labour law, commercial law and administration of estates.

This manual provides an outline of the type of records and personal information it holds and provides procedures for requesting access to said records in terms of the Promotion of Access to Information Act 2 of 2000. It sets out how to object to, access and request correction of information processed by it, in terms of section 23 and 24 of the Protection of Personal Information Act 4 of 2014.

2. Definitions

“Application fee” means a fee prescribed for the purposes of section 54(6) of PAIA;

“Biometrics” means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;

“Data subject” means the person to whom personal information relates;



“Information Regulator” means the Information Regulator established in terms of section 39 of PAIA, who is empowered to monitor and enforce compliance with POPIA and to receive complaints in terms of POPIA and PAIA;

“Information Officer” is Marius Janse Van Rensburg;

“Instructor” is a person who will supervise firearm training at an accredited training institution.

“GG” is Government Gazette;

“Manual” is this PAIA manual;

“Normal business hours” is Monday to Thursday, 08h00 to 16h30 and Friday 08h00 to 16h00;

“PAIA” is the Promotion of Access to Information Act 2 of 2000;

“Person” means a natural person or a juristic person;

“Personal information” is personal information as defined in POPIA:

Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable existing juristic person, including, but not limited to –

- (a) Information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) Information relating to the education of the medical, financial, criminal or employment history of the person;
- (c) Any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other assignment to the person;
- (d) The biometric information of the person;
- (e) The personal opinions, views or preferences of the person;
- (f) Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature of further correspondence that would reveal the content of the original correspondence;
- (g) The views or opinions of another individual about the person; and



(h) The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

“POPIA” is the Protection of Personal Information Act 4 of 2013

“Processing” is processing as defined in POPIA:

Any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including –

- (a) The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) Dissemination by means of transmission, distribution or making available in any other form; or
- (c) Merging, linking, as well as restriction, degradation, erasure or destruction of information;

“Record” of, or in relation to, to a public or private body, means any recorded information;

- (a) Regardless of form or medium;
- (b) In the possession or under the control of that body; and
- (c) Whether or not it was created by that public or private body;

“Request for access” means any person, including but not limited to, a public body or an official thereof, making a request for access to a record of that private body; or a person acting on behalf of such person;

“Requester” means the person or business or entity requesting information;

“Requester in terms of section 52(3) of PAIA” means a person or body requesting information which has been made automatically available by the heads of a private body, subject to a prescribed fee for reproduction as set out in Annexures A, B & C of this manual;

“Third party” in relation to a request for access to a record of a private body, means any person, including, but not limited to, a public body, other than the requester;



“**Transborder flow of personal information**” means the transfer of personal information outside of the Republic of South Africa;

“**Working days**” means any days other than Saturdays, Sundays, or public holiday, as defined in section 1 of the Public Holidays Act, 1994.

3. Information required by section 51 of PAIA and direction 9 of GG No. 25411, as amended

Name of business:	Horn & Van Rensburg Attorneys
Registration numbers:	2014/178787/21
Postal address:	PO Box 453, Bloemfontein, 9300
Physical address:	4 Nobel Street, Bloemfontein
Phone number:	051 448 9985
Email:	mjvr@hvrprok.co.za

4. Availability of this manual, as prescribed by section 51(3) of PAIA

This manual will be made available on the following platforms:

- At principal place of business for public inspection during normal business hours;
- To any person upon request and upon payment of a reasonable amount; and
- To the Information Regulator upon request.

5. Information Officer and Deputy Information Officer

	Information Officer
Name and Surname:	Marius Janse Van Rensburg Attorneys
Email:	mjvr@hvrprok.co.za
Telephone:	051 448 9985

6. Records held in terms of legislation as contemplated in section 51(1)(d) of PAIA

The following information must be requested in terms of PAIA. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a



company must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual. This information is not automatically available and must be requested in terms of PAIA and this manual.

1. Basic Conditions of Employment Act 75/1997
2. Companies Act 75/2008
3. Employment Equity Act 55/1998
4. Income Tax Act 58/1962
5. Labour Relations Act 66/1995
6. Legal Practice Act 28/2014
7. Occupational Health and Safety Act 85/1993
8. Unemployment Insurance Act 63/2001
9. Unemployment Insurance Contributions Act 4/2002
10. Value Added Tax Act 89/1991
11. Promotion of Access to Information Act 2/2000
12. Protection of Personal Information Act 4/2013

7. Subjects and Categories of Information held

The following information must be requested in terms of PAIA. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a company must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual. This information is not automatically available and must be requested in terms of PAIA and this manual.

The subjects and categories of official and/or confidential or private information on which the company holds records are the following:

7.1. Human resources

Employee records
Employment contracts
Employee guidelines and policies



Employee insurance records
General files containing information on employee benefits and employee recruitment and selection information
Personnel information including personal information, employment history and health records that the company may hold from time to time
Time sheets

7.2. Finances

Audited financial statements
Tax records
Asset register
Bank statements
Debtor's information

7.3. Client Records

Covid-19 screening forms
Client files

7.4. Information Technology Records

Equipment details
Please take note that our servers and equipment are administered and managed by Mr Tertius Swart at Protech U Africa IT Solutions (mailto:tertius@protechafrica.co.za).

7.5. Information required by Section 52 of PAIA Direction 9A of GG No 25411, as amended: records that are automatically available without a person having to make a request in terms of PAIA

7.5.1. The following records are automatically available to all employees and need not be requested:

7.5.1.1. personnel records are available to the employee whose file it is;



7.5.1.2. records of disciplinary hearings and related matters are available to the employee concerned;

7.5.2. The following records are automatically available to the general public and all employees and need not be requested:

7.5.2.1. Covid-19 policy;

7.5.2.2. PAIA policy;

7.5.2.3. Privacy policy.

8. Information required by section 10 of PAIA: Section 10 of PAIA requires that the objects of PAIA and POPIA be included in this manual

8.1. Objects of PAIA

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; to provide that the Information Regulator, established in terms of the Protection of Personal Information Act, 2013, must exercise certain powers and perform certain duties and functions in terms of this Act; and to provide for matters connected therewith.

8.2. Objects of POPIA

To promote the protection of personal information processed by public and private bodies; to introduce certain conditions so as to establish minimum requirements for the processing of personal information; to provide for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of this Act and the Promotion of Access to Information Act, 2000; to provide for the issuing of codes of conduct; to provide for the rights of persons regarding unsolicited electronic communications and automated decision making; to regulate the flow of personal information across the borders of the Republic; and to provide for matters connected therewith.



9. Request for access to records

- 9.1.** Requests for information must be made in writing to our Information Officer on the prescribed forms in Annexures B or C and the prescribed fee set out on Annexure A must be paid;
- 9.2.** The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should indicate if it requires notice of the decision of the head of the private body in any manner, other than in writing.
- 9.3.** The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 9.4.** 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 satisfaction of the head of the company.
- 9.5.** The fees set out in Annexure A of the manual are as prescribed by the Regulations of PAIA.
- 9.6.** After the head of the private body has made a decision on the request, the requester will be notified in writing, as prescribed in Annexure B and C.
- 9.7.** If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure

10. Purpose of processing data

The company processes information for purposes of fulfilling mandates received by client for legal work, including litigation, conveyancing, administration of estates, policy drafting and consultation.

11. Recipients or categories of recipients to whom the personal information may be supplied in terms of the Protection of Personal Information Act

We may share personal information of our data subjects with:



Subject	Category
Data subject categories and their personal information	Employees: employee history and activities; General public: general enquiries and viewing the company website (cookies); Media: records of media interactions.
Recipients of personal information	Industry bodies;

We may not share personal information of our data subjects with persons or bodies which are not prescribed by law or whether data subjects have not provided written consent. This is in line with our privacy policy.

The company will notify all data subjects in writing when we have been obliged by law or contractually to share their personal information. Personal information will only be shared with governmental departments should it be prescribed by law.

Our employees adhere to the processing of personal information as prescribed by POPIA.

12. Information Security Measures

Reasonable technical and administrative measures are taken to ensure the physical and digital security of records held by the company, as outlined in our privacy policy.

Reasonable measures are taken to ensure the confidentiality, integrity and availability of the information which is to be processed.

13. Transborder flow of personal information

Personal information will only be shared outside of the Republic of South Africa if it is in line with applicable legislation or if the data subject consents in writing to the flow of their data to a third country.

14. Personal Information received by third parties



In instances where personal information is received from these parties, the company will confirm whether the third party has written consent from the data subject for the transfer of their personal information.

15. Prescribed forms for requesting access to records

All requests must be done as prescribed in Annexures A, B and C of this manual and paragraph 9 of this manual.

16. Internal Remedies

The company does not have any internal remedy or appeal procedures. If a request for access to the records held by the company is denied, requesters may apply to the Information Regulator for appropriate relief.

16.1. The contact details of the Information Regulator are as follows:

Information Regulator

General enquiries: enquiries@inforegulator.org.za

Complaints (complete POPIA/PAIA form 5)

- PAIAComplaints@inforegulator.org.za - should your PAIA request be denied or there is no response from a public or private bodies for access to records you may use this email address to lodge a complaint.
- POPIAComplaints@inforegulator.org.za – should you feel that your personal information has been violated, you may use this e-mail address to lodge a complaint

17. Updating and amending this manual

The company may update and amend this manual from time to time.



ANNEXURES

ANNEXURE A: Fees in respect of private bodies as prescribed by GG No. 25411, as amended

No.	Item	Fee
1.	Copy of entire manual	R1.10 per A4 page or part thereof
2.	Reproduction in terms of section 52(3) of PAIA	
2.1.	For every photocopy of an A4-sized page of part thereof	R1.10
2.2.	For every printed copy of an A4-sized page or part thereof held on a computer	R0.75
2.3.	For a copy in a computer-readable form on:	
2.3.1.	Stiffy disc	R7.50
2.3.2.	Compact dic	R70.00
2.4.	For a transcription of visual images, for an A4-sized page or part thereof	R40.00
2.5.	For a copy of visual images	R60.00
2.6.	For a transcription of an audio record, for an A4-sized page of part thereof	R20.00
2.7.	For a copy of an audio record	R30.00
3.	Request fee (payable by a requester, other than a personal requester)	R50.00
4.	Access fees payable by a requester in terms of section 54(8) of PAIA	
4.1.	For every photocopy of an A4-sized page of part thereof	R1.10
4.2.	For every printed copy of an A4-sized page or part thereof held on a computer	R0.75
4.3.	For a copy in a computer-readable form on:	
4.3.1.	Stiffy disc	R7.50



4.3.2.	Compact disc	R70.00
4.4.	For a transcription of visual images, for an A4-sized page or part thereof	R40.00
4.5.	For a copy of visual images	R60.00
4.6.	For a transcription of an audio record, for an A4-sized page of part thereof	R20.00
4.7.	For a copy of an audio record	R30.00
4.8.	To search for and prepare the record for disclosure – per hour or part of an hour reasonably required for such search and preparation	R30.00
5.	For purposes of S54(2) of PAIA	
5.1.	Six hours as the hours to be exceeded before a deposit is payable;	
5.2.	One third of the access fee is payable as a deposit by the requester;	
5.3.	The actual postage is payable when a copy of a record must be posted to the requester.	

Manner of payment

Please contact our Information Officer per email (louisvz@pftc.co.za) to receive a reference number for payment before making payment. After receiving the reference number, please email proof of payment to the same address.



ANNEXURE B: Request for access to private bodies as prescribed by GG No. 25411, as amended

Section 53(1) of PAIA read with Regulation 10 of GG no. 25411, as amended.

A. Particulars of private body

Name of private body:	South African Professional Firearm Trainers Council (PFTC)
Registration number:	NPO Registration Number: 177-676 Professional Body Number: ID:821 ETQA Number: CEO/13/04/005
Postal address:	P.O. Box 1109, Paardekraal, 1752
Physical address:	31 Voortrekker Road, Mindalore, Krugersdorp, 1739
Phone number:	011 664 8655
Name of Head of Business:	Louis Van Zyl
Phone number of Head of Business:	011 664 8655
Email of Head of Business:	louisvz@pftc.co.za

B. Particulars of person requesting access to the record⁴

Full names and surname:	
Identity number:	
Postal address:	
Phone number/s:	
Fax number (if any):	

⁴ The particulars of the person who requests access to the record must be given; the address and/or fax number in the Republic to which the information is to be sent must be given; and proof of capacity in which the request is made, if applicable, must be attached.



Phone number:	
Email:	
Capacity in which request is made, when made on behalf of another person:	

C. Particulars of persons on whose behalf request is made⁵

Full names and surname:	
Identity number:	

D. Particulars of record⁶

1. Description of record or relevant part of record:
2. Reference number, if available:
3. Any further particulars of record:⁷

E. Fees

Reason for exemption from payment of fees, if any:

⁵ This section must only be completed if a request for information is made on behalf of another person.

⁶ Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the records to be located; if necessary, please use a separate folio which must be signed and dated as well.

⁷ (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;

(b) You will be notified of the amount required to be paid as a request fee;

(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 a prepare the record;

(d) If you qualify for exemption of payment of any fee, please state the reason for exemption.



--

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 appropriate box with an x ⁸ :		
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)		
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:		
Printed copy of record	Printed copy of information derived from record	Copy in computer readable form (stiffy or compact disc)
5. If you requested a copy or transcription of a record (above), do you wish to have it posted to you:		

⁸ (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;



Yes	No
-----	----

G. Particulars of right to be exercised or protected⁹

1. Indicate which right it 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 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 _____ on the the ____ day of _____ 20 __.

Signature of requester / person on whose behalf of request is made:	
--	--

ANNEXURE C: Automatically available records and access to such records as per GG No. 25411, as amended

⁹ If necessary, please use a separate folio which must be signed and dated as well.



(Section 52 of PAIA and Regulation 5A)

Description of Category of Records automatically available in terms of section 15(1)(a) of PAIA	Manner of Access to Records (e.g. Website) (Section 15(1)(b) of PAIA)
For inspection in terms of section 52(1)(a)(i):	
For purchasing in terms of section 52(1)(a)(ii):	
For copying in terms section 52(1)(a)(iii):	