



AMIN
PROFESSIONAL
SERVICES

PAIA MANUAL

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

DATE OF COMPILATION: 21/06/2026

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1. Interpretation

In this document, clause heading is for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention.

1.1 The following terms shall bear the meaning assigned to them below and cognate expressions bear corresponding meanings-

1.1.1 **Amin Professional Services-** Amin Professional Services (Pty) Ltd, a professional services company incorporated in terms of the law of South Africa;

1.1.2 **Information Officer-** the designated Information Officer as described in this Manual;

1.1.3 **Manual-** this document together with all its annexures, as amended from time to time, and published in terms of section 51 of PAIA;

1.1.4 **PAIA-** Promotion of Access to Information Act 2 of 2000, as amended from time to time including the regulations promulgated in terms of PAIA;

1.1.5 **POPIA-** Protection of Personal Information Act 4 of 2013; as amended from time to time including the regulations promulgated in terms of POPIA;

1.1.6 **POPIA Regulations-** the regulations relating the protection of personal information, GG 42110, GNR. 1383 of 2018.

2. Introduction

This manual on access to information held by Amin Professional Services (Pty) Ltd, hereinafter referred to as “Amin”, is compiled in terms of section 51 of the Promotion of Access to Information Act (hereafter referred to as “PAIA”).

The purpose of PAIA is to give effect to the Constitutional Right to the access of any information held by the State and held by any other person to which access to such information is required to exercise or protect any of their rights; and to provide for matters connected therewith.

3. Purpose of PAIA manual

This PAIA Manual is useful for the public to-

- 3.1 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;
- 3.2 know the description of the records of the body which are available in accordance with any other legislation;
- 3.3 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.4 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;
- 3.5 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.6 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.7 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

3.8 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. Key contact information of information officer

4.1 Chief Information Officer

Name:	Josiah Naidoo
Tel:	064 032 8197
Email:	josiah@aminprofessionalservices.co.za
Website:	aminprofessionalservices.co.za

5. Human Rights Commission Guideline

In terms of section 10 of PAIA, the South African Human Rights Commission (“SAHRC”), is mandated to ensure the development a guide which contains a description of the aims of PAIA, the contact details of the information officers of all public bodies, the particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law pertaining to a breach of any of the provisions of PAIA. This guide is available in hard copy from the SAHRC or can be accessed on their website. The details are as follows:

Tel:	+27 11 877 3600
Email:	PAIA@sahrc.org.za
Postal Address:	Private Bag: X2700 Houghton, 2041
Physical Address:	Braampark Forum, 333 Hoodf Street, Braamfontein 2017
Website:	www.sahrc.org.za

6. Guide on how to use PAIA and how to obtain access to the guide

6.1. In terms of section 10 of PAIA, the Regulator has updated and made available the revised guide on how to use PAIA (“the Guide” henceforth), in a form that is easily comprehensive for a reasonable person to who desires to exercise any right determined in both PAIA and POPIA.

6.1.1. The guide is available in both English and Zulu.

6.1.2. The Guide contains the description of-

6.1.2.1. the objects of PAIA and POPIA

6.1.2.2. the postal and street address, phone and if available, electronic mail address of-

6.1.2.2.1. the Information Officer of every public body;

6.1.2.2.2. every Deputy Information Officer of every public and private designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

6.1.2.3. the manner and form of a request for-

6.1.2.3.1. access to a record of a public body contemplated in section 11³; and

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 6.1.2.3.2. access to a record of a private body contemplated in section 50⁴;
- 6.1.2.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 6.1.2.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 6.1.2.6. all remedies in law available regarding an act of failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 6.1.2.6.1. an internal appeal;
 - 6.1.2.6.2. a complaint to the Regulator; and
 - 6.1.2.6.3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal or by decision of the head of a private body;
- 6.1.2.7. the provisions of section 14 and 51 requiring a public or private body, respectively, to compile a manual, and how to obtain access to manual;
- 6.1.2.8. the provisions of section 15⁵ and 52⁶ providing for the voluntary disclosure of categories of records by a public body and a private body, respectively;

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if- a) that record is required for the exercise or protection of any rights; b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁵ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access.

⁶ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

6.1.2.9. the notices issued in terms of sections 22⁷ and 54⁸ regarding fees to be paid in relation to requests for access; and

6.1.2.10. the regulations made in terms of section 92.⁹

6.1.3. Members of the public can inspect copies of the Guide from the office of Amin and the Regulator during normal working hours. The Guide is available in English and Zulu.

6.1.4. The guide can also be obtained-

6.1.4.1. upon request to the Information Officer; or

6.1.4.2. from the website of the Regulator (<https://info regulator.org.za>).

7. Records held by Amin

7.1. Records that are automatically available

7.1.1. At this point in time, the Regulator has not published notices on the specific categories of records that are automatically available without having to request access thereto in terms of PAIA.

7.1.2. The records that are located on the Amin website, however, are automatically available and are freely accessible to any person requesting this information. It is therefore not necessary to apply for access thereto in terms of PAIA. The Amin's website address is <https://www.aminprofessionalservices.co.za>.

7.2. Documents that require a request in terms of PAIA

⁷ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

⁸ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

⁹ Section 92(1) of PAIA provides that –"The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed; (b) any matter relating to the fees contemplated in sections 22 and 54; (c) any notice required by this Act; (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and (e) any administrative or procedural matter necessary to give effect to the provisions of this Act."

The following documents are not automatically available to without a request in terms of PAIA. A request in terms of PAIA for records in any of the categories below may be refused in accordance with any of the grounds of refusal as set out in PAIA.

7.2.1. Records that are retained in terms of statute-

- 7.2.1.1. Company incorporation documents;
- 7.2.1.2. Share register;
- 7.2.1.3. Memorandum of Incorporation;
- 7.2.1.4. Minutes meeting of the board of directors and
- 7.2.1.5. Records relating to the appointment of directors, auditors and other officers.

7.2.2. Financial documents are retained-

- 7.2.2.1. Receipts and payments;
- 7.2.2.2. Bank statements;
- 7.2.2.3. A list of the company's debtors and creditors;
- 7.2.2.4. Budgets;
- 7.2.2.5. Management accounts;
- 7.2.2.6. Assets registers;
- 7.2.2.7. Invoices;
- 7.2.2.8. Salaries;
- 7.2.2.9. Minutes of meetings and
- 7.2.2.10. Correspondence.

7.2.3. Risk and compliance documents that are attained-

- 7.2.3.1. Contracts;
- 7.2.3.2. Policies and Procedures;
- 7.2.3.3. Risk Assessment and
- 7.2.3.4. Compliance records

8. Processing of personal information

8.1 POPIA

8.1.1 Chapter 3 of POPIA indicates the minimum conditions for lawful processing of Personal Information. These condition may not be derogated from unless the specific exclusions outlined in POPIA apply.

8.1.2 Amin processes personal information in accordance with POPIA. As outlined in our privacy policy, Amin will ensure that all personal information is processed in terms of the minimum conditions indicated in POPIA. The personal information of both natural and juristic persons is processed by Amin.

8.2 Purpose for processing personal information by Amin

8.2.1 Amin will process your information in the ordinary course of business in providing professional legal and related services.

8.2.2 Amin processes this personal information for a number of reasons, including-

- 8.2.2.1 providing services requested;
- 8.2.2.2 managing the commercial relationships with clients;
- 8.2.2.3 managing dispute resolution;
- 8.2.2.4 managing contracts, orders, deliveries, invoices and accounting;
- 8.2.2.5 sending quotation estimates and invoices;
- 8.2.2.6 general human resource and finance functions including those obligations imposed by legislation;
- 8.2.2.7 procurement processes;
- 8.2.2.8 analysis, evaluation, review and collation of information in order to determine legal issues and potential disputes, prepare or comment on opinions, memoranda, agreements, correspondence, reports, publications; and
- 8.2.2.9 to allow proper functioning of the website which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

8.3 Disclosure of personal information to third parties

- 8.3.1 Amin may disclose your personal information to third parties for legitimate business purposes, in accordance with applicable law and subject to the professional and regulatory requirements regarding confidentiality.
- 8.3.2 Should Amin disclose your information to third parties, the latter will be obliged to use that personal information for the reasons with which it was disclosed to them. To this end, we have agreements in place with the relevant third parties to ensure that an adequate level of security and confidentiality is adopted by the third to whom which they received your personal information.
- 8.3.3 Amin may be obliged to disclose your personal information where we have a duty to do so in terms of the law or where we believe it is necessary to protect our rights.

8.4 Data security

- 8.4.1 Amin takes reasonable, appropriate and adequate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction, damage, alteration, disclosure or unauthorised access. We contractually mandate any third parties to which your personal information is transferred to do the same.
- 8.4.2 Amin regularly reviews our security controls and related processes to ensure that your personal information is secure. However, where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorised person, we will notify the Regulator and you, unless the Regulator or a public body responsible for detection, prevention or investigation of offences, informs us that notifying you will impede a criminal investigation.

8.5 How to request access to a record

- 8.5.1 To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual annexed hereto marked Annexure

A. This request must be sent to the Information Officer at the addresses provided in paragraph 4.1.

8.5.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed Form 1 (objection) or Form 2 (correction or deletion), which is annexed to this Manual marked Annexure B.

8.5.3 The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate the following:

8.5.3.1 which form of access is required;

8.5.3.2 identify the right that he/she is seeking to exercise or protect and

8.5.3.3 provide an explanation of why the requested record is required for the exercise or protection of that right.

8.5.4 If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.

8.5.5 PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

9. Payment of fees

9.1 PAIA provides for two types of fees, namely-

9.1.1 a request fees which is a standard non-refundable administration fee that is payable prior to the request being considered; and

9.1.2 an access fee which is payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

- 9.2 In succession to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any) before further processing of the request.
- 9.3 Should the request made by the requester exceed the hours prescribed in the regulations, Amin will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 9.4 Amin may withhold a record until the requester has paid the fees as annexed in Annexure C.
- 9.5 Where the requester's request is granted, they must pay the applicable fee for the production, search, preparation and for any time reasonably required in excess of the prescribed hours dictated in the regulations to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 9.6 In terms of POPIA, the requester who has the right to request from Amin, free of charge, may request whether or it holds personal information about the data subject and request from Amin the record or description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 9.7 POPIA further provides that if payment of a fee is required in order to provide the services requested, Amin must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

10. Applicable time-periods

10.1 Amin will inform the requester within 30 days after receipts of the request of its decision whether or not to grant the request.

10.2 If the request is for a large amount of records or requires a search through a large number of records and compliance with 30 days would unreasonably interfere with the activities of Amin or the records are not located at Amin's offices, the 30-day period may be extended by a further of not more than 30 days.

11. Outcome of the Request (Granting or Refusing)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of PAIA relied upon; and that the requestor may lodge an application with a Court against the refusal of the request.

12. Grounds for refusal of access to records

12.1 In terms of section 62 of PAIA, access granted to a record may be refused on one or more of the following grounds-

12.1.1 protection of privacy to a third party who is a natural person;

12.1.2 protection of the commercial information of a third party;

12.1.3 protection of certain confidential information of a third party;

12.1.4 protection of the safety of individuals and the protection of property;

12.1.5 protection of records privileged from production and legal proceedings;

12.1.6 the commercial information and activities of Amin;

12.1.7 the protection of research information of a third a party; and

12.1.8 any other ground legally available on which to refuse access to the information requested.

12.1.9 However, despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal substantial contravention of, or failure to comply with, the law or imminent and serious public safety or

environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated in terms of section 70 of PAIA.

13. Remedies for refusal

Should the requester be unsatisfied with the decision of the Information Officer's to refuse the request of access, the requester may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

14. Availability of the manual

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Amin. A hard copy must be requested from the Information Officer. The electronic version of this manual is available on Amin's website.

15. Updating of this manual

This manual will be reviewed and updated, if necessary on a periodic basis.

FORM 2

Annexure
A

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

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

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 1

Annexure B

REQUEST FOR A COPY OF THE GUIDE

[Regulations 3]

TO: The Information Officer

I,

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

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

Language (mark with "X")		No of copies	Language(mark with "X")		No of copies
☐	Sepedi		☐	Sesotho	
☐	Setswana		☐	siSwati	
☐	Tshivenda		☐	Xitsonga	
☐	Afrikaans		☐	English	
☐	isiNdebele		☐	isiXhosa	
☐	isiZulu				

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
☐	☐	☐	☐

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
--	--

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive(including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

--

--

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
-----------------	--	--	--

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 3(2)]

Note:

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

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
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* Delete whichever is not applicable

Signed at this day of20.....

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Signature of Data subject