Data Assist (Pty) Ltd

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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1. INTRODUCTION

DataAssist (Pty) Ltd ("Data Assist") is a software development company specialising in custom software development, application integration, software innovation and user-experience interface design. Data Assist helps businesses transform and integrate their systems, enabling smoother operations, better data flow, and tailored tech solutions.

2. PURPOSE OF PAIA MANUAL

This 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 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 DATA ASSIST (PTY) LTD

Company Registration: Data Assist (Pty) Ltd	2003 / 000844 / 07
Managing Director / Information Officer	Herman Badenhorst
Street Address	Woodmead Office Park, 1 Stirrup Ln, Woodmead Sandton, 2128
Telephone	010 157 2872
Website	www.dataassist.co.za
Data Assist contact email	info@dataassist.co.za
Email for purposes of PAIA	paia@dataassist.co.za
Email for purposes of POPIA	privacy@dataassist.co.za

4. GUIDE ON HOW TO USE PAIA AND OBTAINING 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 on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person 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, phone and fax number and, if available, electronic mail address of-

4.3.2.1. the Information Officer 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;

4.3.6.2. a complaint to the Regulator; and

4.3.6.3. an application with a court against a decision by the information officer 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 body and 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 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 Information Officer;

4.5.2. from the website of the Regulator (https://inforegulator.org.za/)

5. RECORDS HELD BY DATA ASSIST

5.1. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

Records of DataAssist (Pty) Ltd which are available without a person having to request access:

Category of Records	Types of the Record	Access method
Governance and Compliance	PAIA Manual	Soft copy / website
	External Privacy Notice	Soft copy / website
	Data Subject Request Forms	Soft copy / website
Company Information	Company Overview, Mission and Vision	Website
	Contact Information and Location	Website
Service Offerings and Marketing Material	Product and Service offerings	Soft copy / website
	Case Studies	Website
	Partners and Customer Names	Website
	Newsletters and Publications	Website
	Operating Countries	Website

5.2. RECORDS IN ACCORDANCE WITH THE LAW

Records kept by DataAssist (Pty) Ltd in accordance with applicable legislation

Legislation	Types of information to be retained
Basic Conditions of Employment Act No. 75 of 1997	Records containing personal details of all employees, working hours, remuneration, leave, and employment contracts.
Broad-Based Black Economic Empowerment Act No. 53 of 2003 ("B-BBEE")	Records of activities undertaken to promote economic transformation, B-BBEE submissions, procurement, and employment equity measures.
Companies Act No. 71 of 2008	Company documents, Memorandum of Incorporation (MOI), directors' and company secretary records, annual returns, and statutory filings.
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993	Employee records or reproductions relating to wages, time worked, piece work, overtime, and compensation claims.
Consumer Protection Act No. 68 of 2008	Records of transactions with clients, consumer complaints, product/service information, and marketing disclosures.
Criminal Procedure Act No. 51 of 1977	Records admissible as evidence, including those compiled during trade or business activities by persons with personal knowledge of the matter.
Electronic Communications and Transactions Act No. 25 of 2002	Records of electronic transactions, digital communications, contracts concluded electronically, and online client interactions.
Employment Equity Act No. 55 of 1998	Workforce records, employment equity plans, diversity reports, and related correspondence.
Financial Intelligence Centre Act No. 38 of 2001	Client identification documents, verification records, proof of authority for third-party interactions, nature of business relationships, transaction amounts, and employee logs of record capture.
Labour Relations Act No. 66 of 1995	Records of disciplinary actions, grievances, resolutions, and employment disputes.
Occupational Health and Safety Act No. 85 of 1993	Records relating to workplace safety, health monitoring, incident reports, risk assessments, and compliance reports.
Pension Funds Act No. 24 of 1956	Records of pension contributions, books of account, fund assets, and transactions under the fund.
Prevention and Combating of Corrupt Activities Act No. 12 of 2004	Records of any offers or receipt of improper gratification, procurement records, contract execution, and employment relationship compliance.
Skills Development Act No. 97 of 1998	Records of learnership agreements, training program participation, and related employee development documentation.
Skills Development Levies Act No. 9 of 1999	Records of employer contributions to the Skills Development Levy and payment proof.

Legislation	Types of information to be retained
Unemployment Insurance Act No. 30 of 1996	Records of contributions to the Unemployment Insurance Fund, claims for illness, maternity, and dependents.
Protection of Personal Information Act No. 4 of 2013 (POPIA)	Records of processing, storage, and protection of personal information of employees, clients, and service providers; consent forms, privacy notices, and security measures.
Value Added Tax Act No. 89 of 1991	VAT registration, invoices, tax returns, and supporting transactional records.
Income Tax Act No. 58 of 1962	Records of employee payroll tax deductions, company income tax filings, and supporting documentation.
Financial Advisory and Intermediary Services Act No. 37 of 2002 (if applicable)	Records relating to advisory services provided, client agreements, risk disclosures, and compliance monitoring.

5.3. CATEGORIES OF RECORDS HELD BY DATA ASSIST

Description of the subjects on which the body holds records and categories of records held on each subject by DataAssist (Pty) Ltd

Subjects on which the body holds records	Category of records
Company Secretarial and Governance	Memorandum of Incorporation (MOI); Shareholder and Director Registers; Statutory Returns; Powers of Attorney; CIPC Registration and Annual Return Confirmations; Board and Shareholder Resolutions.
Authorisations and Licences	CIPC Certificate of Incorporation; SARS Registration Documents; VAT and PAYE Registrations; UIF and SDL Registrations; B-BBEE Certificate/Affidavit.
Finance and Accounting	Financial Statements; Management Accounts; Bank Statements; Tax Returns; Invoices; Debtors and Creditors Records; Asset Register; Audit and Assurance Reports.
Legal and Contractual	Master Service Agreements (MSA); Non-Disclosure Agreements (NDA); Supplier and Client Contracts; Service Level Agreements (SLA); Tender Submissions; Legal Opinions; Litigation and Dispute Records.
Human Resources	Employment Contracts; Employee Personal Records; Payroll and Remuneration Records; Leave Records; Training and Skills Development Records; Performance and Disciplinary Records; Equity and Transformation Plans.
Information Technology and Security	IT Systems Documentation; Access Control Logs; Information Security Policies; Incident Reports; Data Backup Records; Software Licensing Agreements.
Procurement and Supplier Management	Supplier/Vendor Application Forms; Supplier Contracts; Procurement Policies; Due Diligence and BEE Compliance Records; Purchase Orders; Supplier Performance Reports.
Compliance and Risk Management	POPIA Compliance Documentation; PAIA Manual; Risk Register; Audit Findings; Compliance Monitoring Reports; Internal Control Frameworks.
Marketing and Communications	Marketing Material; Company Profiles; Brochures; Social Media and Website Content; Advertising Material; Corporate Presentations; Media Releases.
Customer and Service Records	Client Proposals; Project Documentation; Service Requests; Client Correspondence; Feedback Surveys; Service Reports.
Intellectual Property and Strategic Documents	Company Templates; Methodologies; Proprietary Frameworks; Research Papers; Trademarks; Copyright Material; Strategic Plans and Proposals.
Facilities and Administration	Lease Agreements; Office Management Records; Asset Maintenance Logs; Insurance Certificates; Health and Safety Compliance Documentation.

6. PROCESSING OF PERSONAL INFORMATION

6.1. PURPOSE OF PROCESSING PERSONAL INFORMATION

In accordance with the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”), and section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA”), Data Assist processes personal information only for lawful, specific, and explicitly defined purposes that relate to its business functions, contractual obligations, and legal requirements.

Data Assist will not process personal information for any purpose other than that for which it was collected, unless permitted or required by law, or with the consent of the data subject.

6.1.1. Operational Purposes

Data Assist processes personal information as reasonably necessary to:

- Establish and maintain business relationships with clients, suppliers, partners, and employees.
- Design, develop, test, deploy, and support custom software solutions, applications, and system integrations.
- Manage client accounts, process transactions, and administer contractual engagements.
- Communicate with clients and stakeholders about services, support, billing, or performance updates.
- Manage IT environments, development platforms, hosting infrastructure, and software tools, including access control and security monitoring.
- Support data protection, cybersecurity, and secure software development practices.
- Conduct internal reporting, analytics, and business intelligence activities to improve service delivery.
- Maintain accurate internal administrative, accounting, and human resource records.
- Manage supplier and procurement activities, including due diligence and compliance verification.

If a data subject objects to processing for these operational purposes, it may impact the organisation’s ability to render or maintain contractual services.

6.1.2. Marketing and Relationship Management Purposes

Personal information may also be processed to:

- Provide information about Data Assist services, products, events, or updates relevant to clients and stakeholders.
- Send newsletters, market insights, and professional updates in line with consent or legitimate interest.
- Manage brand communications and maintain client relationship records.
- Conduct client satisfaction surveys and service improvement initiatives.

6.1.3. Employment and Human Resource Management Purposes

Personal information relating to employees and candidates is processed to:

- Administer employment contracts, remuneration, benefits, training, and performance management.
- Comply with labour laws, tax obligations, and skills development requirements.
- Maintain employment equity and transformation reporting.
- Verify qualifications, experience, and background screening for recruitment purposes.
- Facilitate workplace access control and occupational health and safety compliance.

6.1.4. Legal, Regulatory, and Compliance Purposes

Data Assist processes certain categories of personal information to meet its statutory, legal, and regulatory obligations under applicable legislation, including but not limited to:

- Companies Act, No. 71 of 2008 (corporate governance and director disclosures).
- Financial Intelligence Centre Act, No. 38 of 2001 (FICA), where applicable.
- Tax Administration Act, No. 28 of 2011 (tax reporting and SARS compliance).
- Basic Conditions of Employment Act, Employment Equity Act, and Skills Development Act (HR reporting).
- Electronic Communications and Transactions Act, No. 25 of 2002 (ECTA).
- Cybercrimes Act, No. 19 of 2020 (data protection and incident response obligations).
- POPIA and PAIA (information access, data protection, and record-keeping compliance).

6.1.5. Security, Risk, and Audit Purposes

Personal information may be processed to:

- Prevent, detect, and investigate fraud, corruption, or unauthorised access incidents.
- Monitor information systems for cybersecurity, access control, and data integrity assurance.
- Maintain compliance with internal audit and governance frameworks.
- Manage insurance, legal claims, and contractual dispute resolution.

6.1.6. Consent-Based or Other Lawful Purposes

Where required, Data Assist may process personal information based on:

- The data subject's explicit consent;
- A legal obligation;
- A legitimate business interest; or
- The performance or conclusion of a contract.

Consent is obtained where no other lawful ground for processing applies and may be withdrawn at any time, subject to lawful limitations.

6.2. CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION PROCESSED

The categories of Data Subjects and of the information or categories of information relating thereto includes but is not limited to those set out in:

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	Name, surname, contact details, identity or registration numbers, demographic information (gender, race, age), addresses (physical, postal, email), financial details (banking information, payment records), contractual information, correspondence records, and service usage data where applicable.
Service Providers / Supplier	Registered business name, registration number, VAT number, directors' details, business contact details, bank account details, tax information, contractual information, and payment records.
Employees	Personal identification (name, ID, passport number, date of birth), demographic data (gender, race, nationality), contact details, residential and postal address, employment information (job title, performance, remuneration, leave, disciplinary records), qualifications, tax and banking information, next of kin, and benefit information (medical aid, pension/provident fund).
Prospective Employees / Candidates	CV and qualifications, employment history, references, contact details, demographic data, background checks, and assessment results where applicable.
Third Parties / Contractors / Consultants	Name, identity number, company registration number, business contact details, contractual and service-related correspondence, and payment details.
Corporate Clients / Partners	Company name, registration and VAT numbers, directors' or authorised representative details, contact information, business address, contractual and payment information.
IT and System Users (Internal or External)	Username, login credentials, IP address, access logs, email address, system activity records, and related cybersecurity monitoring data (in accordance with security and monitoring policies).
Marketing Contacts / Subscribers	Name, surname, contact details, email address, business name (if applicable), and communication preferences or consent information.
Finance / Payroll Records	Employee and vendor banking details, account numbers, branch codes, remuneration, account type, and tax-related information (PAYE, UIF, SDL).
Visitors and CCTV Records	Name, ID or visitor register details, and CCTV footage for security monitoring and access control purposes.

6.3. RECIPIENTS OF PERSONAL INFORMATION

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names (for criminal or background checks)	South African Police Service (SAPS); authorised background screening agencies.
Qualifications and academic records (for verification purposes)	South African Qualifications Authority (SAQA); accredited verification service providers.
Credit and payment history (for financial vetting or due diligence)	Registered Credit Bureaus; financial institutions; auditors.
Tax and registration details (for statutory compliance and reporting)	South African Revenue Service (SARS); Department of Labour; Unemployment Insurance Fund (UIF); Skills Development Levy (SDL).
Employment records (for statutory, payroll, and benefits administration)	Department of Employment and Labour; external payroll administrators; benefit providers (medical aid, pension/provident fund).
Client, supplier, or business contact information (for contractual and operational purposes)	Third-party contractors, business partners, or service providers who require access for legitimate business functions under confidentiality obligations.
Regulatory and compliance documentation	Statutory oversight bodies, regulators, or law enforcement agencies (e.g., the Information Regulator, Financial Intelligence Centre, or other authorised authorities).
Banking and financial records (for payments and reconciliation)	Company's bankers, auditors, and accounting service providers.
Personal contact details and identification information (for verification and access control)	External security service providers; IT support and identity verification service providers.
Information required for dispute resolution or litigation	Legal representatives, insurers, courts, tribunals, or arbitration forums.
Marketing and communication preferences	Designated marketing service providers, subject to consent and POPIA requirements.
Information disclosed upon lawful PAIA request	Any requester who has made a valid and successful application for access under the Promotion of Access to Information Act, to the extent permitted by law.

6.4. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

Certain business operations may involve transferring personal information outside South Africa for processing, storage, or service delivery purposes. Such transfers are conducted in compliance with POPIA and other applicable data protection laws. Personal information will only be shared with recipients or service providers in countries that maintain similar privacy standards, or where binding agreements are in place to ensure an adequate and lawful level of protection.

6.5. INFORMATION SECURITY MEASURES

The organisation maintains appropriate technical and organisational safeguards to protect personal information and ensure its confidentiality, integrity, and availability. Security controls include measures such

as firewalls, antivirus and anti-malware protection, data encryption, secure access controls, and regular system monitoring. Employees are bound by confidentiality obligations, and authorised service providers are required to implement equivalent security standards. These measures are reviewed and updated periodically to align with recognised best practices and ensure ongoing protection against unauthorised access, loss, or misuse of personal information.

7. AVAILABILITY OF THE MANUAL

7.1 A copy of the Manual is available-

7.1.1 on https://www.dataassist.co.za/

7.1.2 head office of DataAssist (Pty) Ltd. for public inspection during normal business hours;

7.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

7.1.4 to the Information Regulator upon request.

8. REQUEST PROCEDURE FOR ACCESS TO RECORDS

8.1. A request for access to a record of DataAssist (Pty) Ltd must be made on the prescribed Form 2 of the PAIA Regulations, attached hereto as Annexure B, and submitted to the Information Officer at the address or email provided in Section 3.

8.2. The requester must provide sufficient detail on the form to enable the Information Officer to identify—

8.2.1. the record(s) requested;

8.2.2. the identity of the requester;

8.2.3. the form of access required; and

8.2.4. the right which the requester is seeking to exercise or protect and an explanation of why the requested record is required to exercise or protect that right.

8.3. The requester must pay the prescribed fees before any request is processed, as set out in Annexure A.

8.4. Proof of identity must accompany all requests. If a request is made on behalf of another person, proof of authorisation must also be attached.

8.5. The Information Officer will process the request and notify the requester of the decision within 30 calendar days, unless an extension is required in terms of section 57 of PAIA.

8.6. If a request is refused, written reasons will be provided, and the requester may lodge an internal appeal (if applicable) or a complaint with the Information Regulator.

9. Lodgement of Complaints

The Act makes provision for the lodgement of a complaint to the Information Regulator by any person who alleges that the decision was not in compliance with the Act for refusing access, aggrieved by a decision regarding fees prescribed, the extension of the period within which the request must be dealt; or refusing access in the form requested by the Requester. The complainant may also apply to a court with appropriate jurisdiction. The complaint to the Information Regulator must be in the prescribed manner and form as published on the website of the Information Regulator and lodged within 180 days of the decision from Data Assist.

10. Updating of the Manual

This manual will be updated whenever we make material changes to the current information.

This manual was last updated on 6 November 2026.

Issued by

H. Badenhorst
Information Officer

ANNEXURE A – PRESCRIBED FEES

In accordance with Annexure B of the Regulations to the Promotion of Access to Information Act, 2 of 2000 ("PAIA"), the following prescribed fees apply to requests for access to records of a private body:

Item	Description	Amount (ZAR)
1	Request fee payable by every requester	R140.00
2	Photocopy/printed black and white copy of an A4-size page	R2.00 per page or part thereof
3	Printed copy of an A4-size page	R2.00 per page or part thereof
4	For a copy in a computer-readable form on flash drive (to be provided by requester)	R40.00
5	For a copy in a computer-readable form on compact disc (if provided by requester)	R40.00
6	For a copy in a computer-readable form on compact disc (if provided to the requester)	R60.00
7	Transcription of visual images per A4-size page	Service to be outsourced; dependent on service provider quotation
8	Copy of visual images	Service to be outsourced; dependent on service provider quotation
9	Transcription of an audio record per A4-size page	R24.00
10	Copy of an audio record on flash drive (to be provided by requester)	R40.00
11	Copy of an audio record on compact disc (if provided by requester)	R40.00
12	Copy of an audio record on compact disc (if provided to the requester)	R60.00
13	To search for and prepare the record for disclosure (for each hour or part thereof, excluding the first hour)	R145.00 per hour (not to exceed R435.00 total)
14	Deposit (if search exceeds six hours)	One-third of the total amount per request calculated in terms of items 2 to 12
15	Postage, e-mail, or any other electronic transfer	Actual expense, if any

Note:

- No request fee applies to a requester seeking access to their own personal information ("personal requester").

- Reproduction, access, and transmission fees may still apply.
- Data Assist, as a VAT-registered private body, will add VAT to all the fees listed.

ANNEXURE B – FORM 2

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: 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	
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.)	
Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD *(Mark the applicable box with an "X")*	
Record is in written or printed form	☐
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	☐
Record consists of recorded words or information which can be reproduced in sound	☐
Record is held on a computer or in an electronic, or machine-readable form	☐

FORM OF ACCESS *(Mark the applicable box with an "X")*	
Printed copy of record (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 record on flash drive (including virtual images and soundtracks)	☐
Copy of record on compact disc drive(including virtual images and soundtracks)	☐
Copy of record saved on cloud storage server	☐

MANNER OF ACCESS *(Mark the applicable box with an "X")*	
Personal inspection of record 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)	☐
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)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
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.	
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) A request fee must be paid before the request will be considered.
b) You will be notified of the amount of the access fee to be paid.
c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

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