

# Quantum Financial Solutions

## PAIA MANUAL

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

# Contents

1.	List of Acronyms and Abbreviations .....	3
2.	Purpose of PAIA Manual .....	3
3.	Key Contact Details for Access to Information of QFS.....	4
4.	Guide On How to Use PAIA And How to Obtain Access to the Guide .....	5
5.	Available Records (PAIA Section 51(1)(d)) .....	7
6.	Types and Categories of Records .....	7
7.	Form of Request to Access Information and Records (PAIA Section 51(1)(e)) .....	8
8.	Processing Details .....	9
9.	Third Party Data .....	9
10.	Categories of Data Subjects .....	9
11.	Recipients to whom personal information may be supplied .....	10
12.	Planned Transborder Flows of Personal Information .....	10
13.	Security Measures.....	11
14.	Fees Payable.....	11
15.	Grounds for refusal of a Request .....	11
16.	Information or Records not Found .....	12
17.	Availability of the Manual .....	12
	Appendix 1: Available Records.....	13
	Appendix 2: List of Fees Payable.....	15
	Appendix 3: Request for Information Form.....	16

## 1. List of Acronyms and Abbreviations

- 1.1 **“QFS”** Quantum Financial Solutions (Pty) Ltd
- 1.2 **“CEO”** Chief Executive Officer
- 1.3 **“DIO”** Deputy Information Officer;
- 1.4 **“IO”** Information Officer;
- 1.5 **“Minister”** Minister of Justice and Correctional Services;
- 1.6 **“PAIA”** Promotion of Access to Information Act No. 2 of 2000(as Amended);
- 1.7 **“POPIA”** Protection of Personal Information Act No.4 of 2013;
- 1.8 **“Regulator”** Information Regulator; and
- 1.9 **“Republic”** Republic of South Africa

## 2. Purpose of PAIA Manual

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy 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 QFS**

#### **3.1 Chief Information Officer**

Name: Nicholas Ord  
Tel: +27 (0)71 017 8202  
Email: [nick@quantumfinancialsolutions.co.za](mailto:nick@quantumfinancialsolutions.co.za)

#### **3.2 Deputy Information Officer**

Name: Nicholas Ord  
Tel: +27 (0)71 017 8202  
Email: [nick@quantumfinancialsolutions.co.za](mailto:nick@quantumfinancialsolutions.co.za)

#### **3.3 Access to information general contacts**

Email: [nick@quantumfinancialsolutions.co.za](mailto:nick@quantumfinancialsolutions.co.za)

#### **3.4 National or Head Office**

Postal Address: First Floor Constantia Checkers Emporium c/o Ladies Mile and, Spaanschemat River Rd, Constantia, Cape Town, 7806  
Physical Address: First Floor Constantia Checkers Emporium c/o Ladies Mile and, Spaanschemat River Rd, Constantia, Cape Town, 7806  
Telephone: +27 (0)71 017 8202  
Email: [nick@quantumfinancialsolutions.co.za](mailto:nick@quantumfinancialsolutions.co.za)

Website: <https://quantumfinancialsolutions.co.za/>

## 4. Guide On How to Use PAIA And How to Obtain Access to the Guide

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide 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 address, 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<sup>1</sup> and section 56 of POPIA<sup>2</sup>;

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<sup>3</sup>; and

4.3.3.2 access to a record of a private body contemplated in section 50<sup>4</sup>;

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;

---

<sup>1</sup> 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.*

<sup>2</sup> 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.*

<sup>3</sup> 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.*

<sup>4</sup> 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.*

- 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<sup>5</sup> 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<sup>6</sup> and 52<sup>7</sup> 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<sup>8</sup> and 54<sup>9</sup> regarding fees to be paid in relation to requests for access; and
- 4.3.10 the regulations made in terms of section 92<sup>10</sup>.
- 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;

---

<sup>5</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>6</sup> 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

<sup>7</sup> 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

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> 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.”

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

## 5. Available Records (PAIA Section 51(1)(d))

Available QFS Record Categories are contained in **Appendix 1** of this Manual. Although certain Records may be freely available and some may be published on QFS's website, the inclusion of a category of Records, does not mean that the Information and Records falling within those categories will automatically be made available to a Requester and that certain grounds of refusal may apply to a request for such record.

## 6. Types and Categories of Records <sup>11</sup>

A requester may also request information that is available in terms of other legislation, such as (the below is not an exhaustive list):

- 6.1 Competition Act 89 of 1998;
- 6.2 The Companies Act 71 of 2008;
- 6.3 The Labour Relations Act 66 of 1995;
- 6.4 Employment Equity Act 55 of 1998;
- 6.5 Basic Conditions of Employment Act 75 of 1997;
- 6.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6.7 Financial Intelligence Centre Act 38 of 2001;
- 6.8 Income Tax Act 58 of 1962;
- 6.9 Occupational Health and Safety Act 85 of 1993;
- 6.10 Unemployment Insurance Act 63 of 2001;
- 6.11 Value-added Tax Act 89 of 1991; and
- 6.12 Consumer Protection Act 68 of 2008.

---

<sup>11</sup> Note that although QFS used its best endeavours to provide a list of the latest applicable legislation, it may not be a complete or updated list due to constant changes in legislation. Kindly contact the Information Officer if you have any queries about applicable legislation.

## 7. Form of Request to Access Information and Records (PAIA Section 51(1)(e))

### 7.1 Requester

#### 7.1.1 Personal Requester:

A Personal Requester is a requester who is seeking access to a record containing Personal Information about the Requester itself. Access will be granted by QFS subject to applicable legislation.

#### 7.1.2 Other Requester:

If a person other than the Personal Requester is seeking access to a record containing Personal Information, then QFS is not obliged to grant access to such record, unless such person fulfils the requirements for access as provided for in terms of PAIA.

### 7.2 Request for Information Procedures

The procedures to request information are as follows:

7.2.1 A Requester must complete and sign the prescribed form enclosed herewith in **Appendix 3** together with payment of the required fee (only if it is an Other Requester).

7.2.2 The completed and signed form together with proof of payment must either be posted, submitted per hand, or be emailed to the Information Officer at the email address stated above.

7.2.3 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally to the Information Officer.

7.2.4 If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request on behalf of the other person to the satisfaction of the Information Officer.

7.2.5 All required information must be provided on the **Appendix 3** form and the information must be true, complete and correct with enough particularity to enable the Information Officer to identify:

7.2.5.1 the Requester's identity;

7.2.5.2 contact details of the Requester;

7.2.5.3 the requested record/s, and

7.2.5.4 the form of access required by the Requester.

7.2.6 A Requester may only request access to a record in order to exercise or protect a right and must clearly state what the nature of the right is so to be exercised or protected. The requester is further required to provide an explanation of why the requested record is required for the exercise or protection of that right.

7.2.7 QFS will process a request to access a record within 30 (thirty) days of receipt of the completed **Appendix 3** form together with proof of payment, if applicable, unless the Requestor has stated exceptional reasons and circumstances together with proof, if applicable, that would satisfy the Information Officer that the time period not be complied with.

7.2.8 QFS shall inform the Requester in writing whether access has been granted or denied together with reasons thereof.

7.2.9 If the Requester requires access to the records in another manner, the Requester must state the manner and the particulars so required.

## 8. Processing Details

### 8.1 Purpose of Processing

#### 8.1.1 Personnel data

8.1.1.1 QFS processes personnel data for business administration purposes.

#### 8.1.2 Client related data

8.1.2.1 QFS processes client related records as an integral party of its commercial services. For example, QFS processes client related records during the client application and for provision of a service.

8.1.2.2 This list of processing purposes is non-exhaustive.

## 9. Third Party Data

9.1 QFS processes third party records for business administration purposes.

## 10. Categories of Data Subjects

10.1 Employees / Personnel of QFS;

10.2 Clients of QFS;

- 10.3 Any third party with whom QFS conducts its business services;
- 10.4 Contractors of QFS;
- 10.5 Suppliers of QFS;
- 10.6 Service providers of QFS.

**This list of categories of data subjects is non-exhaustive.**

## **11. Recipients to whom personal information may be supplied**

11.1 Depending on the nature of the data, QFS may supply information or records to the following categories of recipients:

11.1.1 Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data (i.e., the Information Regulator in terms of POPIA);

11.1.2 Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (i.e., the Competition Commission in terms of the Competition Act 89 of 1998);

11.1.3 South African Revenue Services, or another similar authority;

11.1.4 A contracted third party who requires this information to provide services;

11.1.5 Third parties with whom QFS has a contractual relationship for the retention of data (for example, a third-party hosting service);

11.1.6 Research/academic institutions;

11.1.7 Auditing and accounting bodies (internal and external);

11.1.8 Anyone making a successful application for access in terms of PAIA.

## **12. Planned Transborder Flows of Personal Information**

12.1 QFS may transfer personal information to a third party who is in a foreign country to administer certain services but may only do so subject to the provisions of POPIA. Thus, internal cross-border transfers, as well as external cross-border transfers of information are envisaged, subject to the provisions of POPIA.

## 13. Security Measures

13.1 QFS takes extensive information security measures to ensure the confidentiality, integrity, and availability of personal information in QFSs possession. QFS takes appropriate technical and organizational measures designed to ensure that personal data remain confidential and secure against unauthorized or unlawful processing and against accidental loss, destruction or damage.

## 14. Fees Payable

14.1 The applicable fees that are prescribed in terms of the PAIA Regulations are as follows:

14.1.1 A non-refundable prescribed request fee is payable on submission of any request for access to any record before the request will be processed. The fees above do not apply if the request is for personal records of the person requesting – in this instance no fee is payable.

14.1.2 If the preparation of the record requested requires more than the prescribed hours (currently 6 hours), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

14.1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.

14.1.4 Records may be withheld until the fees have been paid by the Requester.

14.1.5 Fees are subject to confirmation by the Regulator in the Government Gazette and any applicable fees or changes will be upfront disclosed to Requesters.

14.1.6 A List of the current Fees payable are set out in **Appendix 2**.

## 15. Grounds for refusal of a Request

15.1 Chapter 4 of PAIA provides for several grounds on which a request for access to Personal Information must be refused. These grounds may include where:

15.1.1 the privacy and interests of other individuals are protected, including a deceased person, where disclosure would be unreasonable;

15.1.2 such records are already otherwise publicly available;

15.1.3 the public interests are not served;

15.1.4 the mandatory protection of commercial information of a third party/company which include trade secrets, financial, commercial or technical information that

may cause harm if disclosed and information that could put a third party/company at a disadvantage in contractual/other negotiations or commercial competition or computer programs owned by a company protected by copyright and intellectual property laws;

15.1.5 the mandatory protection of certain confidential information of a third party;

15.1.6 the mandatory protection of confidential information of third parties if it is protected in terms of an agreement;

15.1.7 mandatory protection of the safety of individuals and protection of property;

15.1.8 mandatory protection of Records that are privileged in legal proceedings;

15.1.9 research information of a third party/company if disclosure would put the research or researcher at a disadvantage;

15.1.10 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

## 16. Information or Records not Found

16.1 If information or Records cannot be found despite reasonable and diligent searches by QFS, then the Information Officer must provide the Requester with a notice in the form of an affidavit setting out the measures taken to locate the document and the inability to locate it.

## 17. Availability of the Manual

17.1 A copy of the Manual is available-

17.1.1 on <https://quantumfinancialsolutions.co.za/>;

17.1.2 head office of the **Quantum Financial Solutions** for public inspection during normal business hours;

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

17.1.4 to the Information Regulator upon request.

17.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## Appendix 1: Available Records <sup>12</sup>

Category of records	Types of the Record	
Public Affairs	<ul style="list-style-type: none"> <li>• Media Releases</li> <li>• Public Company Information</li> </ul>	<ul style="list-style-type: none"> <li>• Website Information</li> </ul>
Corporate Governance	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Social Responsibility Records</li> <li>• Business Agreements</li> <li>• Due diligence assessments</li> <li>• Legal Records</li> <li>• Management Information</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance Records</li> <li>• Risk Management records</li> <li>• Company Policies</li> <li>• Codes of Conduct</li> <li>• Correspondence</li> <li>• Planning session records</li> </ul>
Secretarial Services	<ul style="list-style-type: none"> <li>• Statutory company documents of incorporation</li> <li>• Shareholder Agreements and Certificates</li> <li>• Corporate structure and associations</li> </ul>	<ul style="list-style-type: none"> <li>• Licenses and authorisations</li> <li>• Statutory returns to authorities</li> <li>• Resolutions</li> <li>• Meeting minutes</li> </ul>
Assets and liabilities	<ul style="list-style-type: none"> <li>• Immovable and movable property records</li> <li>• Registration documents</li> <li>• License documents</li> </ul>	<ul style="list-style-type: none"> <li>• Loan agreements</li> <li>• Rental agreements</li> <li>• Investment and interest records</li> <li>• Income records</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Accounting Records</li> <li>• Auditor Records</li> <li>• Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Banking details</li> <li>• Invoices and statements</li> <li>• Financial and tax records</li> </ul>
Human Recourses/ Employment	<ul style="list-style-type: none"> <li>• BEE statistics</li> <li>• Training and career development records</li> <li>• Personal Information</li> <li>• Employment Equity reports</li> <li>• Employment agreements</li> <li>• Disciplinary records</li> <li>• Due diligence assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Leave records</li> <li>• PAYE and commission records</li> <li>• Performance appraisals</li> <li>• UIF records</li> <li>• Retirement benefits</li> <li>• Medical Aid records</li> <li>• Study loan agreements</li> </ul>

<sup>12</sup> Note that although QFS used its best endeavours to provide a list of records, it may not be a complete or updated list due to constant changes in legislation or business operations. Kindly contact the Information Officer if you have any queries about Records.

	<ul style="list-style-type: none"> <li>• Maternity records</li> </ul>	<ul style="list-style-type: none"> <li>• Travel and accommodation records</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Publications and articles</li> <li>• Presentation records</li> <li>• Compliance opinions and guidance records</li> <li>• Communications and correspondence</li> <li>• Access control and security records</li> <li>• Research documents</li> <li>• Intellectual Property documents</li> <li>• Insurance and claim records</li> <li>• Fees structures</li> <li>• Office rental agreements</li> <li>• Vehicle rentals and expenses records</li> <li>• Office Services Agreements</li> <li>• Office Service Orders</li> <li>• Compliance review records and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Client Agreements</li> <li>• Compliance templates</li> <li>• Cell phone agreements</li> <li>• Administrative records</li> <li>• Documented Standard</li> <li>• Operating Procedures</li> <li>• Procurement strategies</li> <li>• Proposal documents</li> <li>• Client service offerings</li> <li>• Client service strategy records</li> <li>• Client compliance records</li> <li>• Client documentation and templates</li> <li>• Client training and service facilities</li> <li>• Client training records</li> <li>• Client services agreements</li> <li>• Training and presentation records</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• IT services agreements</li> <li>• IT licenses</li> <li>• IT systems and facilities</li> <li>• IT record keeping</li> <li>• Back-up and restore records</li> <li>• Online training</li> <li>• Compliance systems</li> </ul>	<ul style="list-style-type: none"> <li>• IT Disaster Recovery plans and procedures</li> <li>• E-mails</li> <li>• Online meetings and recordings</li> <li>• Online workshops</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• Marketing brochures</li> <li>• Advertisements</li> <li>• Market information and strategies</li> <li>• Business development strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Brand management records</li> <li>• Publications and articles</li> <li>• Marketing Agreements</li> </ul>

## Appendix 2: List of Fees Payable

General	Fee
An upfront Request fee before a request will be processed in terms of Regulation 11(2)	R50.00
Fees for the manual as contemplated in Regulation 9(2)(c) payable for every photocopy of an A4-size page or part thereof.	R1.10
<b>Reproduction fees</b> referred to in Regulation 11(1) are as follows:	
Every photocopy of an A4-size page or part thereof	R1.10
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
Computer-readable form on compact disc	R70.00
Visual images:	R40.00
• For a transcription of visual images, for an A4-size page or part thereof	R60.00
• For a copy of visual images	
Audio records:	R20.00
• For a transcription of an audio record, for an A4-size page or part thereof	R30.00
• For a copy of an audio record	
<b>Access fees</b> referred to in Regulation 11(3):	
Every photocopy of an A4-size page or part thereof	R1.10
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
Computer-readable form on compact disc	R70.00
Visual images:	R40.00
• For a transcription of visual images, for an A4-size page or part thereof	R60.00
• For a copy of visual images	
Audio records:	R20.00
• For a transcription of an audio record, for an A4-size page or part thereof	R30.00
• For a copy of an audio record	
To search for and prepare the record for disclosure, the fee for each hour or part of an hour reasonably required for such search and preparation.	R30.00
For purposes of section 54(2), the following applies:	
• 6 hours as the hours to be exceeded before a deposit is payable	
• 1/3rd of the access fee is payable as a deposit by the requester	
Actual postage is payable when a copy of a record must be posted to a Requester.	

## Appendix 3: Request for Information Form

The following proof must be submitted together with the completed and signed Request for Information Form below to the Information Officer:

1. Proof of payment of fees (if applicable);
2. Certified copy of the Requester’s identity document;
3. Supporting documentation (only if applicable).

<b>1. PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION</b>	
Full Names & Surname:	
Identification Number:	
Other contact no:	
Cell phone no.	
Fax no.	
Email address:	
Postal address:	
Postal code:	
<b>2. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE</b>	
*Only complete this section if a request for information is made on behalf of another person.	
Full Names & Surname	
Identification/ Registration no.	
<b>3. PARTICULARS OF RECORD</b>	
(a) Provide full particulars of the information to which access is requested. (b) If the Provided space is not sufficient, please continue on a separate page and attach it to the form. Any additional pages submitted must be signed.	
Description of record or relevant part of the records:	
Reference number, if available:	

Any further particulars of record:	
<b>4. FORMAT IN WHICH INFORMATION IS REQUESTED</b>	
<p>Indicate the format in which the information requested is required.</p> <p>Please note that the request for access in the specified format may depend on the format in which the record is available and access in the requested format may be refused under certain circumstances.</p>	
<b>5. RIGHT TO BE EXERCISED OR PROTECTED</b>	
What right is to be protected?	
Why the information is Required?	
<b>6. NOTICE OF APPROVAL / REJECTION OF REQUEST</b>	
<p>Please note: You will be notified via e-mail and/or post whether your request has been approved or denied.</p> <p>If you wish to be informed in another manner, please specify the manner and provide the necessary details:</p>	
<b>7. FEES</b>	
<p>(a) A request for access to a record, other than a record containing personal information about the requester, will be processed only after a request fee has been paid.</p> <p>(b) The requester will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>If the requester qualifies for an exemption for payment of any fee, please state the reason for exemption.</p>	

Reason for exemption from payment of fees:	
<b>8. SIGNATURE</b>	
Signed at _____ on this ____ day of _____ 20__.	
<hr/> Signature of Requester/ Person on whose behalf the request is made.	