



PAIA MANUAL OF VANDERCON (PTY) LTD

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Section 51 of the Promotion of Access to Information Act
02 of 2000 (as amended)

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1. List of acronyms and abbreviations

TERM	DEFINITION
“Data Subject”	means the person to whom Personal Information relates, as contemplated in terms of section 1 of the POPIA;
“Deputy Information Officer”	means a Deputy Information Officer designated in terms of section 56 of the POPIA;
“Information Officer”	means in the case of a juristic person, i. the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or ii. the person who is acting as such or any person duly authorised by such acting person as contemplated in section 1 of the Act;
“Information Regulator”	means the Information Regulator established in terms of section 39 of POPIA;
“Manual”	means this manual compiled by Vandercon (Pty) Ltd in terms of PAIA and POPIA;
“PAIA”	means the Promotion of Access to Information Act, 2 of 2000, including the PAIA regulations, as amended from time to time;
“Personal Information”	means information relating to an identified, or identifiable, living natural person and, where applicable, an identifiable existing juristic person as contemplated in the POPIA;
“Personnel”	means all partners, directors, officers, employees, individual contractors and other personnel of Vandercon (Pty) Ltd;
“POPIA”	means the Protection of Personal Information Act, 4 of 2013, including the POPIA regulations, as amended from time to time;
“Processing”	means any operation, activity or set of operations, whether or not by automated means, concerning Personal Information as contemplated in the POPIA;
“Private Body”	means any former or existing juristic person, as contemplated in the Act and POPIA;
“Record”	means a record as contemplated in PAIA and includes Personal Information;
“Requester”	means, in relation to a Private Body, iii. any person, including, but not limited to, a public body or an official thereof, making a request for access to a Record of that Private Body; or iv. a person acting on behalf of such person as contemplated in the Act;
“Responsible Party”	means a public or Private Body or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information as contemplated in the POPIA;

2. Purpose of the PAIA Manual

To promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of PAIA, in order for them to exercise their rights in relation to public and private bodies.

Wherever reference is made to “Private Body” in this manual, it will refer to Vandercon (Pty) Ltd.

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 Information 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 the Private Body

3.1. Information Officer

Name: Johann

Surname: Zeelie

Telephone No: (+27) 12 548 1000

E-mail: vanderconpty@gmail.com

3.2. **Deputy Information Officer(s)**

N/A

3.3. **Access to information general contact**

Email: vanderconpty@gmail.com

3.4. **Head Office**

Postal Address: 469 Dewar St, Derdepoort 326-Jr, Pretoria, 0186

Physical Address: 469 Dewar St, Derdepoort 326-Jr, Pretoria, 0186

Telephone No: 012 548 1000

E-mail: vanderconpty@gmail.com

Website: <https://www.vandercon.com/>

4. Guide on how to use PAIA and how to obtain access to the Guide

4.1. The Information 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 PAIA¹ and section 56 of POPIA²;

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 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.

- 4.3.3.2 access to a record of a private body contemplated in section 50⁴;
- 4.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 4.3.5 the assistance available from the Information 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 Information 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 Information Regulator or a decision of the head of a private body;
- 4.3.7 the provisions of sections 14⁵ and 51⁶ 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 15⁷ and 52⁸ 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 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10 the regulations made in terms of section 92¹¹.

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 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ 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.

⁷ 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.

⁸ 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.

⁹ 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.

¹⁰ 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.

¹¹ 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

- 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 Information 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 Information Regulator (<https://inforegulator.org.za/>).
- 4.6. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours - in English and Afrikaans.

5. Categories of records of the Private Body which are available without a person having to request access

<i>Category of records</i>	<i>Types of the Record</i>	<i>Available on Website</i>	<i>Available upon request</i>
Client	Invoice		X
	Quotation		X
	Price List		X
	Company Profile	X	X
	Physical Address	X	X
	Contact Details	X	X
	Services	X	X
	News about the Company	X	
	Meet the Team	X	

6.

- e) any administrative or procedural matter necessary to give effect to the provisions of this Act.

7. Description of the records of the Private Body which are available in accordance with any other legislation

<i>Category of records</i>	<i>Types of the Record</i>
Corporate Governance and Statutory Records	<p>Companies Act, No. 71 of 2008 (Memorandum of Incorporation, Share Registers, Director Registers, Annual Returns, Beneficial Ownership Records, Minutes of Directors' and Shareholders' Meetings)</p> <p>Close Corporations Act, No. 69 of 1984 (where historical records remain applicable)</p> <p>Promotion of Access to Information Act, No. 2 of 2000 (PAIA Manual, Information Officer records, Access Requests and Responses)</p> <p>Protection of Personal Information Act, No. 4 of 2013 (Privacy Notices, Consent Records, Processing Activities, Data Subject Requests, Security Safeguards Records)</p> <p>Electronic Communications and Transactions Act, No. 25 of 2002 (Electronic Contracts, Electronic Communications, Electronic Signatures and Records)</p>
Financial, Accounting and Taxation Records	<p>Income Tax Act, No. 58 of 1962</p> <p>Tax Administration Act, No. 28 of 2011</p> <p>Value-Added Tax Act, No. 89 of 1991</p> <p>Customs and Excise Act, No. 91 of 1964 (where imported equipment, electrical components, construction materials or plant are involved)</p> <p>Skills Development Levies Act, No. 9 of 1999</p> <p>Unemployment Insurance Contributions Act, No. 4 of 2002</p> <p>Financial records, invoices, quotations, payment certificates, project cost reports, creditor and debtor records, bank statements and audit records maintained in accordance with applicable tax legislation</p>
Employment and Human Resources Records	<p>Labour Relations Act, No. 66 of 1995</p> <p>Basic Conditions of Employment Act, No. 75 of 1997</p>

	<p>Employment Equity Act, No. 55 of 1998</p> <p>Skills Development Act, No. 97 of 1998</p> <p>Skills Development Levies Act, No. 9 of 1999</p> <p>Unemployment Insurance Act, No. 63 of 2001</p> <p>Compensation for Occupational Injuries and Diseases Act (COIDA), No. 130 of 1993</p> <p>Employment Services Act, No. 4 of 2014</p> <p>Employee contracts, payroll records, leave records, disciplinary records, performance records, training records, competency records, trade certificates and qualifications</p>
Occupational Health, Safety and SHEQ Records	<p>Occupational Health and Safety Act, No. 85 of 1993</p> <p>Construction Regulations, 2014 issued under the Occupational Health and Safety Act</p> <p>General Safety Regulations</p> <p>Electrical Installation Regulations</p> <p>Hazardous Chemical Agents Regulations</p> <p>Environmental Regulations for Workplaces</p> <p>Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993</p> <p>Safety files, risk assessments, incident investigation reports, toolbox talks, method statements, induction records, medical surveillance records, SHEQ audits, construction work permits and contractor compliance files</p>
Construction, Engineering and Infrastructure Project Records	<p>Construction Industry Development Board Act, No. 38 of 2000</p> <p>Engineering Profession Act, No. 46 of 2000</p> <p>National Building Regulations and Building Standards Act, No. 103 of 1977</p> <p>Project contracts, EPC agreements, subcontractor agreements, tender submissions, engineering drawings, construction schedules, quality plans, commissioning reports, project</p>

	<p>completion certificates and maintenance records</p> <p>Records relating to transmission and distribution substations, electrical infrastructure projects, civil works, structural works and refurbishment projects</p>
Electrical Infrastructure and Energy Sector Compliance Records	<p>Occupational Health and Safety Act</p> <p>Electrical Installation Regulations</p> <p>Electrical Machinery Regulations</p> <p>Grid Code compliance records where applicable</p> <p>Eskom vendor compliance documentation, contractor accreditation records and project compliance records</p> <p>Electrical testing certificates, commissioning reports, protection testing records, earthing test results and equipment inspection reports</p>
Environmental Management Records	<p>National Environmental Management Act, No. 107 of 1998</p> <p>National Environmental Management: Waste Act, No. 59 of 2008</p> <p>National Environmental Management: Air Quality Act, No. 39 of 2004 (where applicable)</p> <p>National Water Act, No. 36 of 1998</p> <p>Environmental authorisations, environmental management plans, environmental impact assessments, waste disposal records, spill reports, rehabilitation records and environmental monitoring reports</p>
Procurement, Supply Chain and Contractor Records	<p>Preferential Procurement Policy Framework Act, No. 5 of 2000</p> <p>Broad-Based Black Economic Empowerment Act, No. 53 of 2003</p> <p>Supplier contracts, procurement records, supplier vetting records, subcontractor compliance records, vendor registrations and due diligence documentation</p>
B-BBEE and Transformation Records	<p>Broad-Based Black Economic Empowerment Act, No. 53 of 2003</p> <p>B-BBEE Codes of Good Practice</p>

	B-BBEE Certificates, Affidavits, Supplier Development Records, Enterprise Development Records and Skills Development Reports
Consumer, Client and Commercial Records	Consumer Protection Act, No. 68 of 2008 Common Law of Contract Client contracts, service level agreements, quotations, proposals, project correspondence, warranties and dispute resolution records
Information Technology and Electronic Records	Electronic Communications and Transactions Act, No. 25 of 2002 Cybercrimes Act, No. 19 of 2020 POPIA, No. 4 of 2013 System access logs, email records, website records, cybersecurity records, data backup records and electronic document management records
Property, Assets and Fleet Records	National Road Traffic Act, No. 93 of 1996 Asset registers, plant and equipment records, vehicle records, maintenance records, inspection reports, lease agreements and insurance records
Insurance and Risk Management Records	Short-Term Insurance and Common Law Requirements Contract Works Insurance, Public Liability Insurance, Professional Indemnity Insurance, Plant and Equipment Insurance, Claims Records and Risk Assessments
Litigation and Legal Compliance Records	Magistrates' Courts Act, No. 32 of 1944 Superior Courts Act, No. 10 of 2013 Arbitration Act, No. 42 of 1965 Legal opinions, litigation files, claims records, dispute resolution records, settlement agreements and court documents
Industry Certifications, Registrations and Accreditation Records	Construction Industry Development Board (CIDB) registrations Department of Employment and Labour Electrical Contractor Registration records National Home Builders Registration Council (NHBRC) records (where applicable)

	<p>ISO Quality, Safety and Environmental Management System records (where implemented or certified)</p> <p>Client and vendor accreditation records, including Eskom vendor registration records and contractor compliance records</p>
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8. Description of the subjects on which the Private Body holds records and categories of records held on each subject by the Private Body

<i>Subjects on which the body holds records</i>	<i>Categories of records</i>
Corporate, Strategic and Administrative Records	<ul style="list-style-type: none"> • Certificate of Incorporation, Memorandum of Incorporation (MOI), Share Registers and Beneficial Ownership Records • Director and Shareholder Registers • Board, Executive Committee and Management Meeting Minutes and Resolutions • Corporate Governance Records and Compliance Registers • Strategic Plans, Business Plans and Growth Strategies • Annual Reports and Operational Reports • Company Policies and Procedures • PAIA Manual and POPIA Compliance Documentation • Delegations of Authority • Organisational Structure and Reporting Lines • Business Continuity and Disaster Recovery Plans • Company Registrations, Licenses and Statutory Filings • Internal Audit Reports and Compliance Monitoring Records
Financial, Accounting and Tax Records	<ul style="list-style-type: none"> • Annual Financial Statements • Management Accounts • General Ledger and Trial Balance Records • Accounts Payable and Accounts Receivable Records • Customer Invoices and Supplier Invoices • Payment Certificates and Progress Payment Records • Bank Statements and Banking Records • Tax Returns and Tax Compliance Records • VAT Returns and Supporting Documentation • PAYE, UIF and SDL Records • Fixed Asset Registers

	<ul style="list-style-type: none"> • Plant and Equipment Asset Registers • Capital Expenditure Records • Budgeting and Forecasting Documentation • Procurement Expenditure Records • Audit Reports and Working Papers • Insurance Claim Records relating to Assets and Projects
Tendering, Business Development and Commercial Records	<ul style="list-style-type: none"> • Tender Documents and Bid Submissions • Requests for Quotations (RFQs) • Requests for Proposals (RFPs) • Expressions of Interest (EOIs) • Tender Evaluation Documentation • Bid Clarifications and Correspondence • Commercial Proposals • Cost Estimates and Pricing Schedules • Market Research and Competitor Analysis • Client Presentations and Business Development Records • Contract Negotiation Records
Project Management and Construction Records	<ul style="list-style-type: none"> • EPC Project Documentation • Construction Contracts and Project Agreements • Scope of Work Documentation • Project Execution Plans • Project Programmes and Schedules • Site Establishment Records • Site Diaries and Daily Progress Reports • Construction Method Statements • Site Instructions and Variation Orders • Project Risk Registers • Progress Reports and Project Dashboards • Resource Planning Records • Project Close-Out Reports • Defects Lists and Completion Certificates • Project Handover Documentation
Electrical Infrastructure and Substation Records	<ul style="list-style-type: none"> • Electrical Substation Construction Records (11kV–400kV) • Transmission and Distribution Infrastructure Records • Electrical Design Documentation • Single Line Diagrams (SLDs) • Protection and Control System Records • Earthing System Design and Test Records • Transformer Installation Records • Switchgear Installation Records • Cable Installation and Termination Records • Electrical Testing and Commissioning Reports • Protection Testing Reports • Relay Configuration Records • Equipment Inspection Reports • Electrical Compliance Certificates

	<ul style="list-style-type: none"> • Energisation and Commissioning Documentation
Engineering and Technical Records	<ul style="list-style-type: none"> • Engineering Designs and Drawings • Civil Engineering Drawings • Structural Drawings and Calculations • Design Reviews and Approvals • Technical Specifications • Engineering Calculations • Material Approval Documentation • Technical Queries and Responses (TQs) • Request for Information (RFI) Records • As-Built Drawings • Technical Reports and Studies • Geotechnical Investigation Reports • Survey Records
Quality Management Records	<ul style="list-style-type: none"> • Quality Management System (QMS) Documentation • Quality Plans • Inspection and Test Plans (ITPs) • Quality Inspection Reports • Material Inspection Records • Factory Acceptance Test (FAT) Reports • Site Acceptance Test (SAT) Reports • Non-Conformance Reports (NCRs) • Corrective and Preventive Action Records • Quality Audit Reports • Calibration Certificates • Supplier Quality Assessments
Health, Safety, Environmental and SHEQ Records	<ul style="list-style-type: none"> • SHEQ Management System Documentation • Occupational Health and Safety Compliance Records • Construction Safety Files • Project Health and Safety Plans • Risk Assessments and Hazard Identification Reports • Job Hazard Analyses (JHAs) • Method Statements • Incident, Accident and Near-Miss Reports • Investigation Reports • Medical Fitness Certificates • Induction Records • Toolbox Talk Registers • PPE Issuance Records • Environmental Management Plans • Environmental Monitoring Reports • Waste Management Records • Environmental Incident Reports • Emergency Response Plans and Drill Records
Client Records	<ul style="list-style-type: none"> • Client Contact Information • Client Registration and Due Diligence Records

	<ul style="list-style-type: none"> • Service Level Agreements • Project Contracts and Framework Agreements • Purchase Orders and Work Orders • Client Specifications and Requirements • Client Correspondence • Meeting Minutes • Progress Reports Submitted to Clients • Project Acceptance and Completion Certificates • Customer Complaints and Resolution Records
Supplier, Vendor and Subcontractor Records	<ul style="list-style-type: none"> • Supplier and Vendor Databases • Supplier Registration Documentation • Supplier Due Diligence Records • B-BBEE Certificates and Affidavits • Tax Clearance Documentation • Contractor Competency Assessments • Supplier Contracts and Service Agreements • Purchase Orders • Goods Received Notes (GRNs) • Delivery Notes • Subcontractor Agreements • Supplier Performance Evaluations • Vendor Compliance Documentation
Procurement and Supply Chain Records	<ul style="list-style-type: none"> • Procurement Policies and Procedures • Sourcing Documentation • Bid Evaluations • Procurement Approvals • Material Requisitions • Purchase Orders • Inventory Records • Warehouse and Stock Records • Material Tracking Records • Logistics and Freight Documentation • Import and Export Documentation (where applicable) • Delivery Schedules and Material Allocation Records
Human Resources and Employment Records	<ul style="list-style-type: none"> • Employee Personal Information Records • Employment Contracts • Job Descriptions • Recruitment and Selection Records • Interview Documentation • Qualification Verification Records • Criminal Screening Records (where applicable) • Payroll Records • Leave Records • Attendance Registers and Timesheets • Performance Appraisals • Disciplinary Records

	<ul style="list-style-type: none"> • Grievance Records • Training and Skills Development Records • Trade Test Certificates • Professional Registrations and Memberships • Employee Benefit Records • Retirement Fund and Medical Aid Records • Emergency Contact Information
Plant, Equipment and Fleet Records	<ul style="list-style-type: none"> • Plant and Machinery Registers • Construction Equipment Records • Vehicle Fleet Records • Equipment Inspection Reports • Preventative Maintenance Records • Breakdown and Repair Records • Calibration Records • Equipment Utilisation Records • Fuel Usage Records • Vehicle Tracking Records • Operator Competency Records • Equipment Hire and Lease Agreements
Information Technology and Information Security Records	<ul style="list-style-type: none"> • IT Asset Registers • Hardware and Software Inventories • User Access Management Records • System Access Logs • Network Security Logs • Cybersecurity Incident Reports • Data Backup Records • Disaster Recovery Records • Software License Agreements • Email Archives • Electronic Document Management Records • Website Administration Records
Legal, Insurance and Risk Management Records	<ul style="list-style-type: none"> • Commercial Contracts • Non-Disclosure Agreements (NDAs) • Joint Venture Agreements • Insurance Policies and Schedules • Contract Works Insurance Records • Public Liability Insurance Records • Professional Indemnity Insurance Records • Claims and Litigation Records • Legal Opinions and Advice • Regulatory Correspondence • Internal Risk Assessments • Enterprise Risk Registers • Business Continuity Planning Documentation

<p>B-BBEE, Compliance and Regulatory Records</p>	<ul style="list-style-type: none"> • B-BBEE Verification Certificates and Supporting Documentation • Employment Equity Reports • Skills Development Reports • Compliance Registers • Statutory Submission Records • Regulatory Inspection Reports • CIDB Registration Records • Contractor Accreditation Records • Eskom Vendor Registration and Compliance Records • ISO Certification Records (where applicable) • Internal Compliance Audits and Monitoring Reports
<p>Property and Facilities Management Records</p>	<ul style="list-style-type: none"> • Property Lease Agreements • Building Maintenance Records • Security Access Records • Visitor Registers • Facility Inspection Reports • Utility Consumption Records • Physical Security Records and CCTV Management Documentation
<p>POPIA and Data Protection Records</p>	<ul style="list-style-type: none"> • Privacy Notices • Consent Records • Information Processing Records • Operator Agreements • Data Subject Access Requests • Objection and Correction Requests • Personal Information Breach Registers • Information Security Assessments • Records Retention and Destruction Registers

9. Processing of personal information

9.1. Purpose of processing personal information

<i>Categories of Data Subjects</i>	<i>Purpose for processing Personal Information</i>
<p>Employees (Permanent, Temporary, Fixed-Term, Interns, Apprentices and Directors)</p>	<ul style="list-style-type: none"> • To recruit, screen, assess and appoint suitably qualified employees. • To verify identity, qualifications, professional registrations, trade certificates, references, employment history and criminal records where legally permissible. • To conclude and administer employment contracts. • To comply with labour, employment, tax, pension, UIF, COIDA, Employment Equity, Skills Development and other statutory obligations. • To administer remuneration, payroll, bonuses, incentives, allowances and employee benefits. • To administer retirement funds, medical aid, insurance and wellness programmes. • To manage leave, attendance, working hours, overtime and timesheet administration. • To facilitate employee performance management, succession planning and career development. • To conduct disciplinary, incapacity, grievance and misconduct proceedings. • To provide training, technical competency development, safety training, trade development and certification programmes. • To manage project resource allocation and workforce planning. • To administer access to company facilities, construction sites, substations, offices, vehicles, equipment and information systems. • To comply with Occupational Health and Safety requirements, construction regulations and site-specific safety requirements. • To monitor fitness for duty and medical surveillance requirements where legally required. • To maintain emergency contact information and next-of-kin records. • To facilitate business travel, accommodation and project deployment arrangements. • To investigate incidents, accidents, safety breaches and misconduct allegations.

	<ul style="list-style-type: none"> • To protect company assets, infrastructure, systems and confidential information. • To manage IT access rights, cybersecurity controls and system monitoring. • To conduct internal audits, compliance reviews and risk assessments. • To defend, institute or manage legal proceedings and disputes. • To maintain historical employment and record-retention obligations.
Job Applicants and Prospective Employees	<ul style="list-style-type: none"> • To receive and assess employment applications. • To evaluate qualifications, experience, certifications and suitability for available positions. • To conduct interviews, assessments and recruitment processes. • To perform background screening, reference checks and qualification verification. • To maintain talent pools for future employment opportunities. • To communicate recruitment outcomes and employment offers. • To comply with Employment Equity and recruitment-related legal obligations.
Directors, Shareholders and Company Representatives	<ul style="list-style-type: none"> • To comply with Companies Act requirements. • To maintain statutory registers and governance records. • To facilitate board meetings, resolutions and corporate governance processes. • To manage shareholder communications and reporting obligations. • To comply with legal, regulatory and fiduciary obligations. • To maintain conflict-of-interest declarations and governance records.
Clients, Customers and Employers (Public and Private Sector)	<ul style="list-style-type: none"> • To provide engineering, procurement, construction, commissioning, maintenance and project management services. • To prepare quotations, bids, tenders and commercial proposals. • To negotiate, conclude and administer contracts and service agreements. • To manage project execution, reporting and communication. • To conduct project planning, scheduling and resource allocation. • To issue invoices, process payments and manage customer accounts. • To perform customer due diligence and

	<p>credit assessments where applicable.</p> <ul style="list-style-type: none"> • To manage warranty obligations, maintenance support and after-sales services. • To maintain project records, drawings, specifications and contractual documentation. • To comply with legal, regulatory, tax and audit obligations. • To manage customer enquiries, complaints and dispute resolution processes. • To maintain business relationship management records. • To communicate project updates, notices and service information. • To conduct customer satisfaction assessments and service improvement initiatives. • To send marketing communications where permitted by law and subject to applicable consent requirements.
<p>Client Representatives, Engineers, Project Managers and Site Personnel</p>	<ul style="list-style-type: none"> • To facilitate project coordination and communication. • To manage site access and security requirements. • To administer meetings, project reviews and technical engagements. • To manage approvals, instructions, variation orders and project authorisations. • To maintain project records and communication logs. • To comply with contractual and regulatory obligations.
<p>Suppliers, Vendors, Service Providers and Contractors</p>	<ul style="list-style-type: none"> • To evaluate prospective suppliers, subcontractors and service providers. • To conduct supplier due diligence and vendor onboarding. • To verify legal compliance, tax status, B-BBEE credentials, technical competency and industry accreditations. • To negotiate and administer procurement contracts and service agreements. • To process purchase orders, invoices and payments. • To manage procurement, logistics and supply chain activities. • To administer access to project sites, offices and controlled facilities. • To monitor supplier performance and contract compliance. • To maintain records of products, materials, equipment and services supplied.

	<ul style="list-style-type: none"> • To comply with audit, governance and regulatory obligations. • To manage disputes, claims and contractual remedies. • To maintain communication regarding project delivery, procurement and operational requirements.
Subcontractors and Construction Personnel	<ul style="list-style-type: none"> • To assess technical competency, safety compliance and contractor suitability. • To verify registrations, certifications, training records and legal compliance. • To administer site induction and access control. • To monitor compliance with health, safety, environmental and quality requirements. • To manage work allocation, project execution and contractor performance. • To investigate incidents, accidents and non-conformances. • To process payments and administer contractual obligations. • To maintain project compliance documentation.
Visitors to Offices, Sites, Warehouses and Construction Facilities	<ul style="list-style-type: none"> • To manage physical access control and visitor registration. • To maintain security and safety of personnel, assets and infrastructure. • To comply with site safety and security requirements. • To maintain visitor logs and access records. • To investigate security incidents and emergencies. • To comply with legal, insurance and audit requirements.
Website Users and Electronic Communication Recipients	<ul style="list-style-type: none"> • To operate, maintain and improve the company's website and online services. • To respond to enquiries submitted through websites, email or electronic communication channels. • To analyse website usage and user interactions. • To maintain website security and prevent cyber threats. • To administer cookies and online functionality where applicable. • To distribute company news, newsletters and marketing material where permitted by law. • To maintain records of electronic communications.
Professional Advisors and Consultants	<ul style="list-style-type: none"> • To obtain legal, engineering, financial, technical, tax, audit and compliance advice.

	<ul style="list-style-type: none"> • To administer consulting agreements and professional engagements. • To process payments and manage contractual relationships. • To facilitate project support and specialist services. • To comply with governance, audit and legal obligations.
Regulators, Government Departments and Industry Bodies	<ul style="list-style-type: none"> • To comply with statutory reporting obligations. • To submit information required by regulators and government authorities. • To maintain registrations, licences, accreditations and certifications. • To cooperate with investigations, inspections and audits. • To comply with legal and regulatory requirements applicable to the engineering, construction, electrical infrastructure and occupational health and safety sectors.
Security and Surveillance Subjects	<ul style="list-style-type: none"> • To protect company property, substations, project sites, equipment, vehicles, information systems and personnel. • To prevent, detect and investigate theft, fraud, corruption, sabotage, misconduct and unlawful activities. • To maintain CCTV recordings, access logs and security monitoring records where applicable. • To support investigations, disciplinary proceedings and legal processes. • To comply with insurance and security obligations.

9.2. **Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<i>Categories of Data Subjects</i>	<i>Personal Information that may be processed</i>
Employees (Permanent, Temporary, Fixed-Term, Interns, Apprentices and Directors)	<ul style="list-style-type: none"> • Full names, identity number, passport number, date of birth, nationality, gender and marital status where relevant. • Residential, postal and email addresses. • Telephone numbers and emergency contact details. • Banking details and payroll information. • Tax numbers, UIF, COIDA, pension/provident fund and medical aid information. • Employment history, CVs, qualifications, trade certificates and professional registrations. • Reference checks, background screening and vetting records where applicable. • Employment contracts and remuneration records. • Attendance, leave, overtime and timesheet records. • Performance reviews, disciplinary and grievance records. • Training, competency and skills development records. • Medical certificates, fitness-for-duty assessments and occupational health records where legally required. • Access control records, CCTV footage and vehicle registration details. • IT usage information, login records, email records, device identifiers and cybersecurity monitoring records.
Job Applicants and Prospective Employees	<ul style="list-style-type: none"> • Full names and identity/passport information. • Contact details. • CVs, employment history and qualifications. • Professional registrations, licences and certifications. • Reference information and screening results. • Assessment and interview records. • Recruitment correspondence and application records.
Directors and Shareholders	<ul style="list-style-type: none"> • Full names and identity/passport information. • Residential and contact details.

	<ul style="list-style-type: none"> • Director and shareholder appointment records. • Statutory disclosure information. • Banking details where applicable. • Governance, resolution and meeting records.
Clients / Customers (Corporate, Public Sector and Private Sector)	<ul style="list-style-type: none"> • Company name, trading name and registration number. • VAT number and tax registration details. • Physical, postal, billing and project-site addresses. • Contact details of authorised representatives, engineers, project managers and procurement personnel. • Identity numbers or passport numbers where required. • Contractual documentation, SLAs, purchase orders and amendments. • Tender, quotation and bid information. • Project specifications, drawings and technical requirements. • Invoicing, payment and account information. • Banking details where required. • Credit information and trade references where applicable. • Correspondence, meeting records and project communications. • Project performance and acceptance records. • Visitor logs, access control records and CCTV footage.
Client Representatives, Engineers and Site Personnel	<ul style="list-style-type: none"> • Full names and job titles. • Contact details. • Employer/company information. • Identity or passport information where required. • Vehicle registration details. • Safety induction and site-access records. • Meeting attendance records and project communication records. • CCTV footage and access logs.
Suppliers, Vendors and Service Providers	<ul style="list-style-type: none"> • Company name, registration number and VAT number. • Physical and postal addresses. • Contact details of directors, representatives and authorised signatories. • Identity numbers or passport numbers where required. • Banking details and payment information. • Tax clearance certificates and tax

	<p>compliance information.</p> <ul style="list-style-type: none"> • B-BBEE certificates, affidavits and supporting documentation. • Professional registrations, licences and accreditation records. • Supply agreements, service contracts and purchase orders. • Insurance certificates and compliance records. • Supplier performance evaluations and audit records. • Delivery documentation and logistics records. • Access control records, visitor logs and CCTV footage.
Subcontractors and Construction Contractors	<ul style="list-style-type: none"> • Company registration details. • Director, owner and authorised representative information. • Contact details. • Banking and payment information. • Trade certifications, competency records and professional registrations. • Medical fitness certificates and training records. • Safety files and induction records. • Insurance and compliance documentation. • Contractual and performance records. • Site access records, visitor logs and CCTV footage.
Visitors to Offices, Warehouses, Substations and Project Sites	<ul style="list-style-type: none"> • Full names and identity/passport information. • Contact details. • Company affiliation. • Vehicle registration details. • Visitor logs and access records. • Safety induction records. • CCTV footage and security monitoring records.
Website Users and Electronic Communication Recipients	<ul style="list-style-type: none"> • Names and contact details submitted through website forms. • Email addresses and telephone numbers. • IP addresses and device/browser information. • Website usage information and online identifiers. • Cookie information where applicable. • Enquiry and communication records. • Subscription preferences.
Professional Advisors and Consultants	<ul style="list-style-type: none"> • Full names and professional contact details. • Company or practice information.

	<ul style="list-style-type: none"> • Professional registration numbers. • Banking details where applicable. • Engagement agreements. • Correspondence and work-product records.
Regulators, Government Departments and Industry Bodies	<ul style="list-style-type: none"> • Names and official contact details. • Departmental or organisational information. • Registration, licence and accreditation records. • Audit, inspection and compliance correspondence.
Security and Surveillance Subjects	<ul style="list-style-type: none"> • CCTV footage. • Access control records. • Visitor records. • Vehicle registration details. • Security incident reports. • Biometric information (where lawfully implemented and justified). • Security monitoring and surveillance records.

9.3. **The recipients or categories of recipients to whom the personal information may be supplied**

<i>Category of personal information</i>	<i>Recipients or Categories of Recipients to whom the personal information may be supplied</i>
Identity Numbers, Passport Numbers, Names and Personal Identification Information	<ul style="list-style-type: none"> • South African Police Service (SAPS) where legally required. • Accredited background screening and vetting service providers. • Government departments and regulatory authorities where required by law. • Security service providers administering access control systems. • Clients requiring security clearance or site access vetting for project personnel. • Professional advisors involved in investigations, litigation or compliance matters.
Criminal Checks, Background Screening and Vetting Information	<ul style="list-style-type: none"> • Accredited criminal record screening providers. • SAPS where legally required. • Government departments and state-owned entities requiring contractor vetting. • Clients and project owners where security screening forms part of contractual requirements.

	<ul style="list-style-type: none"> • Legal advisors involved in dispute resolution or investigations.
Qualifications, Trade Certificates, Professional Registrations and Competency Records	<ul style="list-style-type: none"> • South African Qualifications Authority (SAQA). • Qualification verification agencies. • Professional councils and industry bodies. • Training providers and certification bodies. • Clients and project owners requiring proof of competency for project participation. • Regulatory authorities conducting inspections or audits.
Employment Records and Human Resource Information	<ul style="list-style-type: none"> • Payroll administrators. • Human resource service providers. • Labour consultants. • Pension, provident and retirement fund administrators. • Medical aid schemes and employee benefit administrators. • Employee wellness providers. • Auditors and legal advisors. • Regulatory authorities where disclosure is required by law.
Payroll Information, Remuneration Data and Banking Details	<ul style="list-style-type: none"> • Banking institutions. • Payroll service providers. • Pension and provident fund administrators. • Medical aid administrators. • SARS. • Auditors. • Employee benefit providers. • Financial institutions facilitating payments.
Tax Numbers, PAYE, UIF, SDL and Financial Compliance Information	<ul style="list-style-type: none"> • South African Revenue Service (SARS). • Department of Employment and Labour. • UIF authorities. • Auditors and accounting service providers. • Tax consultants. • Regulatory authorities where legally required.
Medical Information, Occupational Health Records and Fitness-for-Duty Information	<ul style="list-style-type: none"> • Occupational health practitioners. • Medical practitioners. • Occupational health clinics. • Medical aid administrators. • Compensation Fund and COIDA administrators. • Employee wellness providers. • Clients where medical fitness certification is a mandatory site access requirement. • Emergency response providers where necessary to protect life or safety.
Emergency Contact and Next-of-Kin Information	<ul style="list-style-type: none"> • Emergency response services. • Medical facilities. • Occupational health practitioners.

	<ul style="list-style-type: none"> • Relevant managers responsible for emergency response and employee welfare.
Client Information and Client Representative Information	<ul style="list-style-type: none"> • Project partners and joint venture partners. • Subcontractors and service providers engaged on client projects. • Auditors. • Legal advisors. • Financial institutions processing payments. • Regulatory authorities where legally required. • Insurers and claims administrators. • Professional consultants assisting with project delivery.
Project Information, Site Access Records and Project Personnel Information	<ul style="list-style-type: none"> • Clients and project owners. • Principal contractors and subcontractors. • Joint venture partners. • Site security service providers. • Health and safety consultants. • Regulatory authorities. • Engineering consultants and project managers. • Auditors and insurer
Supplier, Vendor and Service Provider Information	<ul style="list-style-type: none"> • Procurement and supply chain administrators. • Auditors. • Financial institutions. • SARS. • B-BBEE verification agencies. • Clients conducting project audits or due diligence. • Legal advisors. • Regulatory authorities where required by law.
B-BBEE Certificates, Compliance Documentation and Accreditation Records	<ul style="list-style-type: none"> • Accredited B-BBEE verification agencies. • Clients and tender authorities. • Government departments. • Regulatory authorities. • Auditors and compliance consultants.
Company Registration Information, CIPC Records and Statutory Compliance Information	<ul style="list-style-type: none"> • Companies and Intellectual Property Commission (CIPC). • SARS. • Auditors. • Financial institutions. • Clients conducting due diligence. • Government authorities and regulators.
Credit Information, Financial History and Payment Performance Records	<ul style="list-style-type: none"> • Registered credit bureaus where legally permissible. • Financial institutions. • Debt collection agencies. • Credit insurers. • Auditors.

	<ul style="list-style-type: none"> • Legal advisors involved in debt recovery processes.
Insurance Information and Claims Records	<ul style="list-style-type: none"> • Insurance brokers. • Insurers. • Claims administrators. • Loss adjusters. • Legal advisors. • Risk management consultants. • Clients where contractually required.
Contact Information (Physical Addresses, Email Addresses and Telephone Numbers)	<ul style="list-style-type: none"> • Courier and logistics providers. • Clients and project stakeholders where operationally required. • Telecommunications and communication service providers. • IT service providers. • Professional advisors and consultants. • Contractors and subcontractors involved in project execution.
Access Control Records, Visitor Information and Vehicle Information	<ul style="list-style-type: none"> • Security service providers. • Access control system administrators. • Site management personnel. • Clients operating secured project facilities. • Law enforcement agencies where legally required. • Investigators conducting lawful investigations.
CCTV Footage and Security Surveillance Records	<ul style="list-style-type: none"> • Security service providers. • Security monitoring centres. • Law enforcement agencies. • Insurers and loss adjusters investigating incidents. • Legal advisors. • Regulatory authorities where disclosure is legally required. • Courts, tribunals and dispute resolution bodies where evidence is required.
Health, Safety, Environmental and SHEQ Records	<ul style="list-style-type: none"> • Clients and project owners. • Department of Employment and Labour. • Health and Safety consultants. • Environmental consultants. • Auditors. • Insurers. • Regulatory authorities. • Principal contractors and project stakeholders where required for compliance.
Engineering, Technical, Training and Competency Records	<ul style="list-style-type: none"> • Clients and project owners. • Professional engineering consultants. • Accreditation bodies. • Training providers. • Certification bodies. • Regulatory authorities conducting audits or

	<p>inspections.</p> <ul style="list-style-type: none"> • Industry professional councils.
T User Information, System Access Logs and Cybersecurity Records	<ul style="list-style-type: none"> • Managed IT service providers. • Cloud hosting providers. • Cybersecurity service providers. • Software vendors. • Digital forensic investigators. • Auditors. • Law enforcement agencies where legally required. • Legal advisors involved in cyber incident investigations.
Electronic Communications, Email Records and Business Correspondence	<ul style="list-style-type: none"> • IT service providers. • Email hosting providers. • Cloud service providers. • Legal advisors. • Auditors. • Regulatory authorities where legally required. • Courts and tribunals where disclosure is required by law.
POPIA Compliance Records and Data Subject Requests	<ul style="list-style-type: none"> • Information Regulator. • Legal advisors. • Compliance consultants. • Auditors. • Service providers assisting with privacy and information security compliance.
Litigation, Claims, Investigations and Dispute Resolution Records	<ul style="list-style-type: none"> • Attorneys and advocates. • Courts and tribunals. • Arbitrators and mediators. • Insurers. • Forensic investigators. • Regulatory authorities. • Law enforcement agencies. • Expert witnesses and consultants.

9.4. **Planned transborder flow of personal information**

Vandercon (Pty) Ltd primarily conducts its operations within the Republic of South Africa and, as a general principle, does not intentionally transfer personal information outside of South Africa unless such transfer is required for legitimate business, contractual, operational, legal, regulatory, technical, or project-related purposes.

Due to the nature of Vandercon's business as an engineering, procurement and construction (EPC) contractor involved in electrical infrastructure, substation construction, transmission and distribution projects, personal information may, in limited circumstances, be transferred to or accessed from countries outside South Africa, including where:

- International clients, project owners, joint venture partners, consultants, contractors, suppliers, manufacturers, or service providers are involved in a project;
- Equipment manufacturers, original equipment manufacturers (OEMs), technical support providers, or engineering consultants are located outside South Africa;
- Cloud-based software platforms, document management systems, enterprise resource planning (ERP) systems, email systems, data storage solutions, cybersecurity platforms, or other information technology services are hosted outside South Africa;
- Professional advisors, auditors, insurers, reinsurers, legal representatives, or regulatory authorities are located in foreign jurisdictions;
- Cross-border engineering, procurement, commissioning, maintenance, technical support, training, warranty, or project execution activities require the sharing of personal information;
- Employees, contractors, consultants, or representatives travel internationally for business or project-related purposes.

Where personal information is transferred outside the Republic of South Africa, Vandercon (Pty) Ltd will ensure that such transfer is carried out in accordance with section 72 of the Protection of Personal Information Act, 2013 ("POPIA"), and only where:

- The recipient is subject to laws, binding corporate rules, contractual obligations, or other mechanisms that provide an adequate level of protection substantially similar to that provided under POPIA;
- The data subject has consented to the transfer where consent is required;
- The transfer is necessary for the performance or conclusion of a contract with the data subject, or for the implementation of pre-contractual measures requested by the data subject;
- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject;
- The transfer is required or authorised by law; or
- The transfer is otherwise permitted under applicable data protection legislation.

Vandercon (Pty) Ltd will take reasonable technical, organisational, and contractual measures to ensure that any personal information transferred across national borders remains secure and is processed only for authorised and lawful purposes consistent with the requirements of POPIA and the company's information security policies.

9.5. General description of information security measures to be implemented by the responsible party to ensure the confidentiality, integrity, and availability of the information

- Armed response units;
- Computer and network security;
- Access controlled offices to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

10. Request procedure to obtain access to records held by the Private Body

- 10.1. To access records held by Vandercon (Pty) Ltd, the requester must complete Form 2 (Annexure B) and submit it, along with the required request fee and any applicable deposit (as set out in Annexure A), to the Information Officer using the contact details provided.
- 10.2. The form must include enough detail to identify -
 - 10.2.1 the record;
 - 10.2.2 the requester's identity;
 - 10.2.3 the preferred method of access, and the reason the information is needed to exercise or protect a specific right
- 10.3. Requests submitted on behalf of another person must be accompanied by proof of authority.
- 10.4. Where the requester is unable to complete the form due to illiteracy or disability, the request may be made orally at the address of Vandercon (Pty) Ltd, and assistance will be provided to record the request.
- 10.5. Upon receipt of the request, the Information Officer will notify the requester of any fees due and will only proceed once payment has been received.

- 10.6. If access is granted, additional fees may apply for reproduction or preparation. In cases where access is denied, any deposit paid will be refunded. The requester will be informed of the outcome within 30 days using Form 3 (Annexure C).

11. Availability of the Manual

- 11.1. A copy of the manual is available -
- 11.1.1 on the website of the Private Body at
[\(https://www.vandercon.com/\)](https://www.vandercon.com/);
 - 11.1.2 At the head office of Vandercon (Pty) Ltd for public inspection during normal business hours;
 - 11.1.3 To any person upon request upon the payment of a reasonable prescribed fee; and
 - 11.1.4 To the Information Regulator upon request.
- 11.2. A fee for a copy of the Manual, as contemplated in annexure B of the PAIA Regulations, attached to this PAIA Manual as annexure A, shall be payable per each A4-size photocopy made.

12. Updating of the Manual

The head of Vandercon (Pty) Ltd will on a regular basis update this manual.

Issued by: Mr. Johann Zellie (Information Officer)

13. Annexure A: Applicable fees

The table below sets out the fees applicable to any request for a record of information held by Vandercon (Pty) Ltd:

ITEM	DESCRIPTION	AMOUNT
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requester) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	For a copy of visual images	
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requester) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

14. 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			
<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 (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 <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*(Mark the applicable box with an "X")*

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	

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

15. Annexure C: Form 3

OUTCOME OF REQUEST AND 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: The Information Officer

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 A.	
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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	

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

Yes

No

Hours of search		Amount of deposit (<i>calculated on one third of total amount per request</i>)	
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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 No.: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information Officer