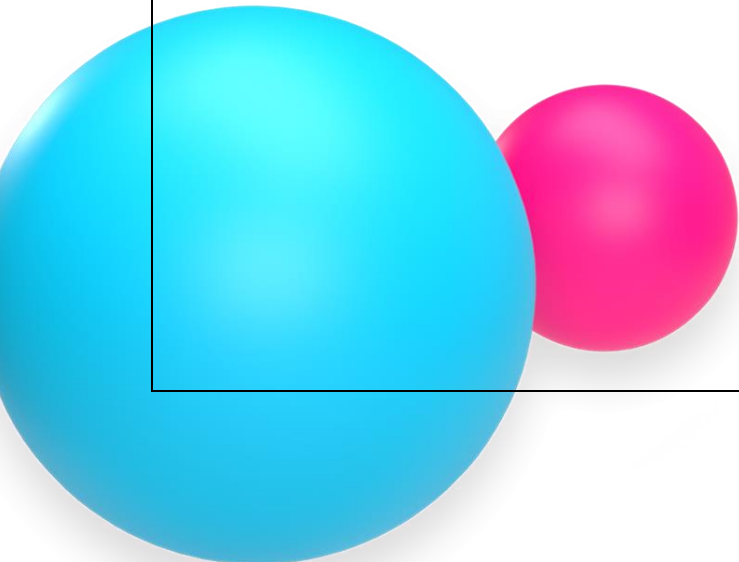


## Selpal Information Manual

*Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000*

August 2021



**DOCUMENT CONTROL**

<b>Title</b>	Selpal Information Manual
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## 1 DEFINITIONS

Customer	A natural or juristic person who is an existing Selpal customer or a person who provided their personal/special personal information to Selpal in the context of a sale of acquiring goods or services.
Data subject	Means the person to whom PI relates. In reference to Selpal, this primarily but without limitation means customers, employees and operators/suppliers, other persons and third parties.
Employee/s	Refers to any natural person who works for, or provides services to, or on behalf of Selpal, and receives or is entitled to receive remuneration, and any other person who assists in carrying out or conducting the business of Selpal (Pty) Limited. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.
Operator	Means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party.
FirstRand group	Means FirstRand Limited and its South African subsidiaries (as defined in the Companies Act 2008), including Selpal.
Personal Information (PI)	<p>Means personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to -</p> <ul style="list-style-type: none"> <li>(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;</li> <li>(b) information relating to the education or the medical, financial, criminal or employment history of the person;</li> <li>(c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li> <li>(d) biometric information of the person;</li> <li>(e) personal opinions, views or preferences of the person;</li> <li>(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</li> <li>(g) views or opinions of another individual about the person; and</li> <li>(h) the name of the person if it appears with other PI relating to the person, or if the disclosure of the name itself would reveal information about the person;</li> <li>(i) In reference to this information manual, PI must be seen primarily but without limitation as PI of group customers; employees and suppliers, other persons and third parties.</li> </ul>

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 PI. In reference to this information manual, the responsible party is Selpal (Pty) Limited
Selpal	Means Selpal (Pty) Limited with registration number - 2009/017350/07, a company with limited liability and incorporated in accordance with the company laws of the Republic of South Africa, a subsidiary of the FirstRand group.
Special personal information (SPI)	Means any PI of a data subject, concerning— (a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or (b) the criminal behaviour of a data subject to the extent that such information relates to— (i) the alleged commission by a data subject of any offence; or (ii) any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

## 2 IMPORTANT

This information manual applies to Selpal as defined above.

This document explains how Selpal will process personal information (PI)

## 3 INTRODUCTION

The Promotion of Access to Information Act 2 of 2000 (as amended from time to time) (PAIA) gives effect to the constitutional right of access to any information in records held by public or private bodies that is required for the exercise or protection of any rights. Where a party wishes to request information which they do not have a direct right to, but which information is needed in order to protect a right of their own, they will use the procedure set out in the information manual to request such information. This information manual provides an outline of the types of records and the personal information (PI) held by Selpal and sets out the procedure to request access to these records and personal information, the requirements which such request must meet, as well as the grounds for refusal or partial refusal of such request. In addition, it explains how to access PI held by Selpal in terms of Sections 23 and 25 of the Protection of Personal Information Act 4 of 2013 (POPIA). Requests for access to PI will be responded to within a reasonable time.

PAIA and POPIA recognise that the right of access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to -

- limitations aimed at the reasonable protection of privacy;
- commercial confidentiality; and

- effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution of the Republic of South Africa, Act 108 of 1996, as amended and POPIA.

This right of access may not be used to access records under criminal or civil proceedings, or where such proceedings have commenced.

This information manual informs requesters of procedural and other requirements that a request must meet as prescribed by PAIA and POPIA. A requester has the right to submit a request, after providing adequate proof of identity and after payment of any fee required by law (if applicable) under Appendix B.

#### 4 CONTACT DETAILS AND INFORMATION

All requests for access to records in terms of PAIA must be in writing in terms of this paragraph 4 of this information manual and must be addressed at the contact details below.

Requests for Selpal	
CONTACT NAME	Mmabontle Modiba (Legal Advisor)
EMAIL	fnbpaia@fnb.co.za
FNB PHYSICAL ADDRESS	3rd Floor, 1 First Place, BankCity, Johannesburg
FNB POSTAL ADDRESS	PO Box 1153, Johannesburg, 2000
WEBSITE	www.selpal.co.za

#### 5 AVAILABILITY OF GUIDES

The South African Human Rights Commission (SAHRC) has compiled the guide contemplated in Section 10 of PAIA, which contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA.

Copies of PAIA and POPIA, the relevant regulations and guides to these acts, can be obtained from the SAHRC or the information regulator and queries should be directed to -

SAHRC	Information Regulator
South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton Johannesburg 2041	The Information Regulator (South Africa)
Braampark, Forum 3 33 Hoofd Street Braamfontein Johannesburg 2001	Braampark, Forum 3 33 Hoofd Street Braamfontein Johannesburg 2001
Telephone number - (011) 877 3600 Fax number - (011) 484 7146/7 Website - <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> Email - <a href="mailto:info@sahrc.org.za">info@sahrc.org.za</a>	Mr Marks Thibela Chief Executive Officer Cell No - +27 (0) 82 746 4173 Email - <a href="mailto:MThibela@justice.gov.za">MThibela@justice.gov.za</a> / <a href="mailto:info@justice.gov.za">info@justice.gov.za</a>  <a href="https://www.justice.gov.za/info@contact.html">https://www.justice.gov.za/info@contact.html</a>

## 6 RECORDS OF SELPAL

This paragraph serves as a reference to the records that Selpal holds.

It is recorded that the accessibility of the records listed below, may be subject to the grounds of refusal set out hereinafter.

The information is classified and grouped according to records relating to the subjects and categories outlined below.

### 6.1 Employee Records

Employees do not need to use the PAIA/POPIA process to obtain such records. Examples of employee records include the following -

- personal records provided by employees;
- records provided by a third party relating to employees;
- conditions of employment and other employee-related contractual and quasi-legal records;
- internal evaluation records and other internal records; correspondence relating to employees; and

- training schedules and material.

## **6.2 Customer Related Records**

Records provided by a customer directly to Selpal, including -

- records provided by a customer to a third party acting for or on behalf of Selpal;
- records provided by a third party; and
- records generated by or within Selpal relating to its customers, including transactional records.

## **6.3 Private Body Records**

Examples of private body records are the following -

- Financial records
- Operational records
- Databases
- Information technology
- Marketing records
- Internal and external correspondence
- Product records
- Statutory records
- Internal policies and procedures
- Supervisory body-related records
- Securities and equities
- Records held by officials of Selpal

These records include, but are not limited to, the records which pertain to Selpal's own affairs.

## **6.4 Records Automatically Available**

The following categories of records are automatically available for inspection. A copy of the record is available for purchase at the costs indicated in Appendix B. You do not need to request these records in terms of PAIA.

These categories are -

- Any promotional material for public viewing -
- Posters
- Campaigns
- Product information

## 7 PROCESSING OF PERSONAL INFORMATION

Selpal takes the privacy and protection of PI very seriously and will only process PI in accordance with the current South African privacy legislation (POPIA) or any other applicable legislation which deals with privacy rights. Accordingly, the relevant PI privacy conditions and requirements relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion of personal information) will be applied to any PI processed by Selpal

### 7.1 The Purpose for Selpal Processing Personal Information

Selpal processes PI for a variety of purposes, where legally justified to do so. Selpal maintains separate privacy notices that incorporates the purposes for processing. These notices are available on Selpal’s website (<https://www.Selpal.co.za>).

### 7.2 Categories of Data Subjects and PI Processed by Selpal

Categories of data subjects and PI processed by Selpal include the following -

Categories of data subject	PI Processed
Customers (including potential and previous customers)	<ul style="list-style-type: none"> <li>• Customer personal/special PI, e.g. name, identity number (ID), race, etc</li> <li>• Customer bank details, e.g. account number, products, etc.</li> <li>• Customer biometric special information</li> <li>• Customer vehicle registration</li> <li>• Surveillance records</li> <li>• Customer contracts</li> <li>• Customer location information</li> <li>• Customer third-party information, such as from credit bureaux and the Companies and Intellectual Property Commission (CIPC)</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Supplier personal information</li> <li>• Supplier contracts</li> <li>• Supplier bank details</li> <li>• Biometric information of supplier representatives</li> <li>• Surveillance information of supplier representatives e.g. CCTV footage.</li> <li>• PI of supplier representatives</li> </ul>
Employees (prospective, previous and existing employees)	<ul style="list-style-type: none"> <li>• Employee PI e.g. name, ID etc</li> <li>• Employee medical information</li> <li>• Employee disability information</li> <li>• Employee biometric information</li> </ul>



Categories of data subject	PI Processed
	<ul style="list-style-type: none"> <li>• Employee pension and provident fund information</li> <li>• Employee bank details</li> <li>• Employee tax and financial information</li> <li>• Employee contracts</li> <li>• Employee beneficiary information</li> <li>• Employee vehicle registration</li> <li>• Employee performance records</li> <li>• Payroll records</li> <li>• Electronic access records</li> <li>• Physical access records</li> <li>• Surveillance records</li> <li>• Health and safety records</li> <li>• Training records</li> <li>• Background checks</li> <li>• Criminal checks</li> <li>• Employment history</li> </ul>
Job applicants	<ul style="list-style-type: none"> <li>• Curriculum vitae and application forms</li> <li>• Criminal checks</li> <li>• Background checks</li> </ul>
Family members of employees	<ul style="list-style-type: none"> <li>• PI, e.g. name, ID, etc</li> <li>• Medical and disability information</li> <li>• PI acquired for processing travel documents</li> </ul>
Children of employees	<ul style="list-style-type: none"> <li>• Child's PI processed e.g. birth certificate, ID etc.</li> <li>• Child's medical information and disability information</li> <li>• Child's information acquired for the purpose of processing travel documents</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>• Physical access records</li> <li>• Electronic access records, scans and photographs</li> <li>• Surveillance records (e.g. CCTV footage)</li> <li>• Biometric information</li> </ul>

### 7.3 Recipients or Categories with whom PI is Shared

7.3.1 Selpal may share the PI of its data subjects, where legally justified to do so, for any of the purposes outlined in paragraph 7.1, with the following parties (among others) -

- Selpal's service providers, operators (suppliers and third parties) who perform services on its behalf.

- FirstRand group

7.3.2 Selpal does not share the PI of its data subjects with any third parties, except if -

- it is obliged to provide such information for legal or regulatory purposes;
- it is required to do so for purposes of existing or future legal proceedings;
- it is selling one or more of its businesses or part of its businesses to a third party to whom it may
- transfer its rights under any agreement it may have with data subjects;
- it is involved in the prevention of fraud, loss, bribery or corruption;
- the third party performs services and processes PI on Selpal's behalf as its operator;
- this is required to provide or manage any information, products and/or services to data subjects; or
- this is needed to help Selpal improve the quality of its products and services.

7.3.3 Selpal will send its data subjects appropriate notifications or communications of its processing if it is obliged to do so by law, or in terms of its contractual relationship with data subjects.

7.3.4 Selpal will only disclose PI to government authorities if it is required to do so by law.

7.3.5 Selpal's employees and suppliers are required to adhere to legislation relating to privacy and confidentiality principles and to complete privacy training.

#### **7.4 Information Security Measures to Protect Personal Information**

7.4.1 Reasonable technical and organisational measures have been implemented for the protection of PI processed by Selpal and its operators (suppliers and third parties). In terms of POPIA, operators (suppliers and third parties) process PI on behalf of Selpal.

7.4.2 Selpal continuously implement and monitor technical and organisational security measures to protect the PI it holds, against unauthorised access, as well as accidental or wilful manipulation, loss, damage, or destruction.

7.4.3 Selpal will take steps to ensure that operators (suppliers and third parties) that process PI on its behalf apply adequate safeguards as outlined under 7.4.1 and 7.4.2.

#### **7.5 Cross-border flows of Personal Information**

7.5.1 Selpal will only transfer PI across South African borders if the relevant transactions or situation requires cross-border processing. It will only do so in accordance with South African legislative requirements, or if the data subject consents to the transfer of their PI to third parties in foreign countries.

7.5.2 Selpal will take steps to ensure that operators (suppliers and third parties) in foreign countries are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection of PI and uphold principles for reasonable and lawful processing of personal information, in terms of POPIA.

7.5.3 Selpal will take steps to ensure that operators that process PI in jurisdictions outside of South Africa, apply adequate safeguards as outlined in Section 7.4 above

## 7.6 PI Received from Third Parties

7.6.1 When Selpal received PI from a third party on behalf of a data subject, it requires confirmation that the third party has a lawful justification in terms of Section 11 of POPIA, to share such information with Selpal.

## 8 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for Selpal to refuse a request for records relates to the mandatory protection–

- of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of PI of that natural person;
- of the commercial information of a third party, if the record contains –
  - i. trade secrets of that third party;
  - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
  - iii. information disclosed in confidence by a third party to Selpal, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- of confidential information of third parties if disclosing such would or could constitute a breach of the duty of confidence owed to a third party in terms of any agreement;
- of the safety of individuals and the protection of property;
- of records which would be regarded as privileged in legal proceedings;
- of the commercial activities of Selpal, which may include–
  - i. trade secrets of Selpal;
  - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Selpal;
  - iii. information which, if disclosed, could put Selpal at a disadvantage in negotiations or commercial competition;
  - iv a computer programme which is owned by Selpal, and which is protected by copyright.
- of the research information of Selpal or a third party, if its disclosure would disclose the identity of the group, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

*Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources, shall be refused.*

## **8.1 Access to Records Held by Selpal**

8.1.1 Records held by Selpal may be accessed only once the prerequisite requirements for access have been met.

8.1.2 A requester is any person making a request for access to a record of Selpal. There are two types of requesters -

### *Personal requester*

8.1.3 A personal requester is a requester who is seeking access to a record that relates to their PI (as defined in PAIA and POPIA).

8.1.4 Subject to the provisions of this information manual, PAIA, POPIA and other applicable laws, Selpal will provide the requested information to give access to any record regarding the requester's personal information. The prescribed fee for reproduction of the information requested will be charged as indicated in Appendix B.

### *Other requester*

8.1.5 This requester (other than a personal requester) is entitled to request access to information on third parties. The requester must fulfil the prerequisite requirements for access in terms of PAIA, including the payment of a request and access fee.

8.1.6 If a public body lodges a request, the public body must be acting in the public interest and provide details of the public interest that it is seeing to protect/rely on.

## **8.2 Remedies Available When Selpal Refuses a Request for Information**

### 8.2.1 Internal remedies

Selpal does not have internal appeal procedures. As such, the decision made by Selpal is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused and the requestor is not satisfied with the answer supplied by Selpal.

### 8.2.2 External remedies

Subject to the provisions of PAIA, a requestor that is dissatisfied with Selpal's refusal to disclose information, may within 180 days of notification of the decision, apply to a court or to the information regulator for relief.

Likewise, a third party dissatisfied with Selpal's decision to grant a request for information, may within 180 days of notification of the decision, apply to the information regulator or to a court with appropriate jurisdiction for relief.

Notice of Appeal, Form B, in terms of Section 75 of PAIA [Regulation 8], can be found on the website of the information regulator under the "Documents" section ([www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)).

### **8.3 Request Procedure**

The following procedural requirements serve as guidelines for requestors.

- 8.3.1 The requester must comply with all the procedural requirements contained in PAIA relating to the request for access to a record.
- 8.3.2 The requester must complete the prescribed form enclosed in Appendix A and submit same as well as payment of a request fee and a deposit, if applicable to Selpal at the postal or physical address, fax number or email address as stated in Section 4 of this document.
- 8.3.3 The prescribed form must be completed with sufficient detail to at least enable Selpal to identify –
  - 8.3.3.1 Record or records requested;
  - 8.3.3.2 Proof of identity of the requester;
  - 8.3.3.3 Which form of access is required, if the request is granted; and;
  - 8.3.3.4 . Postal address or email address of the requester.
- 8.3.4 The requester must state the nature of the right for which access to the requested records is required. The courts have indicated that access to the records must be "necessary" for the exercise or protection of the right so stated. This right of access may not be used to access records under criminal or civil proceedings, or where such proceedings have commenced. This right of access only applies to records in existence at the time of request.
- 8.3.5 Subject to the provisions in PAIA, in respect of extensions, Selpal will process the request within 30 days from when the request is received and the fee is paid, or within any extension timeline, unless the requester has stated special reasons which would satisfy Selpal that circumstances dictate that the above time periods could not be complied with. Selpal cannot grant extensions less than 21 days for third-party requests as outlined under point 8.3.6 below.

- 8.3.6 Where a requester (other than a personal requester) has requested access to information on a third party, PAIA provides that the third party whose information is requested must be given 21 days in which to make representations to refuse access or give written consent for the disclosure of the record to the requester. It may not always be possible for Selpal to comply with all refuse representations. For example, when a court order had been served for the access.
- 8.3.7 The requester shall be informed in the manner indicated by the requester in Appendix A, part H whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner, which will be provided, if possible, to do so. If access is denied, the requester is entitled to a refund of the fees paid, in which instance, Selpal will seek account details from the requester in order to give effect to payment of any refund.
- 8.3.8 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of Selpal.
- 8.3.9 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally, which must then be reduced into writing by the person assisting the requester.
- 8.3.10 The requester must pay the prescribed fee before any further processing can take place.

#### **8.4 Prescribed Fees**

- 8.4.1 PAIA provides for two types of fees, namely -
  - 8.4.1.1 a request fee, which will be a standard fee; and
  - 8.4.1.2 an access fee, which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.4.2 When the request is received by Selpal, Selpal shall by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing of the request.
- 8.4.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations of PAIA for the purpose, Selpal shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 8.4.4 Selpal shall withhold a record until the requester has paid the fees as indicated in Appendix B.

- 8.4.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required more than the prescribed hours to search for and prepare the record for disclosure including planning to make it available in the request form.
- 8.4.6 If a deposit has been paid in respect of a request for access, which is refused, then Selpal must repay the deposit to the requester.

## **8.5 Decision**

- 8.5.1 Selpal will, within 30 business days (excludes weekends and public holidays), but not less than 21 days, after receipt of the request, decide whether to grant or decline the request and notify the requester in the manner indicated by the requester in Appendix A, Part H, by giving reasons (if required) to that effect, to the requested. Only in exceptional circumstances can this timeline be less than 21 days.
- 8.5.2 The 30 business day period within which Selpal must decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of Selpal and the information cannot reasonably be obtained within the original 30 business day period. Should an extension of time be required, Selpal will notify the requester in the manner indicated by the requester in Appendix A, Part H.

## **8.6 Records Not Found**

- 8.6.1 If all reasonable steps have been taken to find a record and such record cannot be found or the record does not exist, then Selpal shall notify the requester, by way of an affidavit or affirmation that it is not possible to give access to the requested record.
- 8.6.2 The affidavit or affirmation shall provide a full account of all the steps taken to find the record or determine its existence, including details of all communications by Selpal with every person who conducted the search.
- 8.6.3 The notice in paragraph 8.6.1 above shall be regarded as a decision to refuse a request for access to the record concerned for purposes of PaIA.
- 8.6.4 If the record in question is later found, the requester shall be given access to the record in the manner stipulated by the requester in Appendix A, Part H, unless access is refused by Selpal as set out in this information manual.

## **8.7 List of Applicable Legislation**

- 8.7.1 An excerpt of the relevant legislation setting out a description of the records of Selpal will be provided on request.

## **9 AVAILABILITY OF THE INFORMATION MANUAL**

This information manual is made available in terms of regulation number R.187 of 15 February 2002 of PAIA.

This information manual will be available on Selpal's website ([www.Selpal.co.za](http://www.Selpal.co.za)) and may be amended from time to time.



**APPENDIX A**

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY			
<p><i>Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000 (Act No. 2 of 2000) (Regulation 10) – FORM C OF ANNEXURE B and (Section 23 and 25 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013.)</i></p>			
<b>A. Particulars of private body/responsible party</b>			
The head			
<b>B. Particulars of person/data subject requesting access to the record</b>			
<p>(a) The particulars of the person/data subject who requests access to the records must be given below.</p> <p>(b) Furnish an address and/or email address in the Republic of South Africa to which information is to be sent.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p>			
Full name and surname			
Identity number			
Postal address			
Telephone number			
Email address		Fax number	
Capacity in which request is made, when made on behalf of another person			
<b>C. Particulars of person on whose behalf request is made</b>			
This section must be completed only if a request for information is made on behalf of another person			
Full name and surname			
Identity number			
<b>D. Particulars of record</b>			
<p>(a) 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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p><b>The requester must sign all the additional folios</b></p>			
Description of the record or relevant part of the record			

Reference number (if available)			
Any further particulars of record			
<b>E. Fees</b>			
<p>(a) A request for access to a record, other than a record containing PI about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount of the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which the access is required, and the reasonable time required to search for an prepare a record.</p>			
<b>F. Form of access to record</b>			
If you are prevented by a disability to read, view or listen to the record in the form of access provided for in below, state your disability and indicate in which form the record is required.			
Disability		Form in which record is required	
<p>Mark the appropriate box with an "X"</p> <p>NOTES -</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case, you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, in any, will be determined partly by the form in which access is requested.</p>			
If the record is in written or printed form			
Copy of record		Inspection of record	
<p>2. If the record consists of visual images -</p> <p><i>(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i></p>			
View the images	Copy the images	Transcription of the images	
3. If the record consists of recorded words or information which can be reproduced in sound			
Listen to the soundtrack (Audio cassette)		Transcription of soundtrack (Written or printed document)	

4. If the record is held on computer or in an electronic or machine readable form						
	Printed copy of the record		Printed copy of information derived from the record		Copy in computer-readable form (compact disc)	
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable					YES	NO
<b>G. Particulars of right to be exercised or protected</b>						
If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b><i>The requester must sign all the additional folios</i></b>						
Indicate which right is to be exercised or protected						
Explain why the requested record is required for the exercising or protection of the right						
<b>H. Notice of decision regarding request for access</b>						
<i>You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</i>						
How would you prefer to be informed of the decision regarding your request for access to the record?						

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
**Signature of requester/person on whose behalf  
 request is made**

**APPENDIX B**

**REPRODUCTION FEES**

Where Selpal has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

**THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE -**

For every photocopy of an A4-size page or part thereof	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
A transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00
<b>Request fees -</b>	
Where a requester submits a request for access to PI held by Selpal on a person other than the requester himself/herself, a request fee in the amount of R50.00 is payable upfront before Selpal will further process the request received.	
<b>Access fees -</b>	
An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of PAIA, or an exclusion is determined by the Minister in terms of Section 54 (8). The applicable access fees which will be payable are -	
For every photocopy of an A4-size page or part thereof	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
A transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00
To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search.)	R30.00
Where a copy of a record needs to be posted	The actual postal fee is payable

**Deposits –**

Where Selpal receives a request for access to information held on a person other than the requester himself/herself and Selpal upon receipt of the request believes the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to one third of the amount of the applicable access fee.

**Note** - In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.