

## LONDRE TAN GROUP (PTY) LTD

Registration number: 2014 / 280624 / 07 PAIA MANUAL **Published in terms of Section 51 of The Promotion of Access to Information Act Number: 2/2000**

### 1. Introduction

1. 1.1. This Promotion of Access to Information Manual ("Manual") provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAIA Act"). In addition, it explains how to access, or object to, personal information held by Londre Tan Group, or request correction of the personal information, in terms of paragraphs 23 and 24 of the Protection of Personal Information Act 4 of 2013 ("POPI Act").
2. 1.2. This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"). POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information.
3. 1.3. The aim of this manual is to facilitate the requests for access to records of the company as provided for in the Act.

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### 2. Definitions

#### 2.1. "Data Subject"

#### 2.2. "Londre Tan Group" 2.3. "Requester"

#### 2.4. "The Act" 3. About Londre Tan Group

means an individual who is the subject of personal data. In other words, the data subject is the individual whom particular personal data is about. The Act does not count as a data subject individual who has died or who cannot be identified or distinguished from others.

means duly registered company incorporated within the laws of the Republic of South Africa, registration number: 2021/981256/07.

means the person or entity requesting the information from Londre Tan Group.

means Promotion Access to Information Act, 2 of 2000.

3.1. **Londre Tan Group** conducts business as online e-commerce store, providing a broad range of products, services and solutions to its diversified clients. This Website is owned and operated by Londre Tan Group.

#### 3.2. **Company Contact Details** Londre Tan Group (Pty) Ltd

Information Officer: Postal Address:

Street Address:

Lilian Muhammed

Unit 83, Trevallyn Park West, Granite Drive, Kya Sands, 2169

Telephone Number: 010 502 0692

Email: [lilian@londretangroup.com](mailto:lilian@londretangroup.com)

#### **4. Information Regulators Guide**

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

**Postal Address:**

**Telephone Number: E-mail Address: Website:**

#### **5. Purpose Of This Manual**

33 Hoofd Street Forum III,  
3rd Floor Braampark Braamfontein, Johannesburg  
+27 (0)10 023 5200 [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za) <https://www.justice.gov.za/inforeg/>

1. 5.1. The purpose of this manual is to facilitate access to records held by Londre Tan Group;
2. 5.2. to set out the requirements and process with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
3. 5.3. to describe the manner and form in which a request for information must be submitted;  
  
and
4. 5.4. to comply with the additional requirements imposed by POPIA.

#### **6. Entry Point For Requests**

1. 6.1. PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.
5. 6.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable Londre Tan Group to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance.

2. 6.3. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.
  3. 6.4. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
  4. 6.5. The Information Officer will facilitate the liaison with the internal legal team on all of these requests.
  5. 6.6. All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in paragraph 3.2 above.
7. Information that is obtainable via the Londre Tan Group website is automatically available and need not be formally requested in terms of this Manual.
- 7.1. The following categories of records are automatically available for inspection, purchase or photocopying:
- 7.1.1. brochures
  2. 7.1.2. press releases
  3. 7.1.3. publication; and
  4. 7.1.4. various other marketing and promotional material.

## **8. Information Available In Terms Of Popia**

**In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by Londre Tan Group will depend on the nature of the data and the particular data subject. Please also refer to the Londre Tan Group's Privacy Policy on <http://www.londretangroup.com/privacypolicy>.**

## **9. The purpose of processing personal information**

**The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.**

## **10. Categories of Data subjects and personal information processed**

- 10.1. Londre Tan Group holds information and records on the following categories of data subjects:
- 10.1.1. employees or staff of Londre Tan Group;
  - 10.1.2. contractors of the Londre Tan Group;
  - 10.1.3. suppliers of the Londre Tan Group;
  - 10.1.4. service providers of the Londre Tan Group; and
  - 10.1.5. Customers of Londre Tan Group.

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

11.1. Depending on the nature of the personal information, Londre Tan Group may supply information or records to the following categories of recipients:

- 11.1.1. statutory oversight bodies, regulators or judicial commissions of enquiry making request for data;

11.1.2.any court, administrative or judicial forum, arbitration making a request for data or discovery in terms of the applicable rules (i.e. South African Revenue Services or another similar authority and anyone making a successful application for access in terms of PAIA; and

11.1.3. any person who conducts business with Londre Tan Group, in the ordinary course of business.

## **12. Trans-border flow of personal information**

12.1. Londre Tan Group will only transfer personal information across South African borders if the relevant business transaction or situation requires trans-border processing, and do so only in accordance with South African legislative requirements; or if the data

subject consents to transfer of their personal information to third parties in foreign countries.

2. 12.2. We will take steps to ensure that operators are bound by laws, binding corporate rules

or binding agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information, in terms of the POPI Act.

3. 12.3. Londre Tan Group will take extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. Londre Tan Group takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## **13. Personal information received from third parties**

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Londre Tan Group's Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

## **14. Applicable Legislation**

Basic Conditions of Employment Act 75 of 1997

Companies Act 71 of 2008

Compensation of Occupational Injuries and Diseases Act 130 of 1993 Cybercrimes Act 19 of 2020

Electronic Communications and Transaction Act 25 of 2002 Employment Equity Act 55 of 1998

Income Tax Act 95 of 1967

Labour Relations Act 66 of 1995

Non-Profit Organisation Amendment Act 17 of 2000

Occupational Health and Safety Act 85 of 1993

Skills Development Levy Act 97 of 1998

Promotion of Access to Information Act 2 of 2000

Protection of Personal Information Act 4 of 2013

Unemployment Contributions Act 4 of 2002  
Unemployment Insurance Act 63 of 2001  
Value Added Tax Act 89 of 1991

**15. Records available upon request**

1. **15.1. Londre Tan Group maintains records on the categories and subject matters listed below. Take note that these are records which are maintained by Londre Tan Group but does not imply that the requester request for access to this information will be accepted. All requests shall be assessed on a case by case basis in accordance with PAIA.**
2. **15.2. Therecordswhichareheldaremainlyofthirdparties,ie.Clientsandemployee sand protections of these third party confidential information is taken very seriously.**
3. **15.3. Londre Tan Group providesprofessionaladvicetoclientsandmanyrecordswhichareheldare confidential and others are the property of the client and not of Londre Tan Group.**

**16. Categories of Information**











16.1. Londre Tan Group's documentation includes the following:

- • Shareholders agreement,
- • memorandum of incorporation,
- • financial records;
- • operational records;
- • Intellectual property;
- • Marketing records;
- • Internal correspondence;
- • Service records;
- • Statutory records;
- • Internal policies and procedures; and
- • Minutes of meetings.

**16.2. Employee/ staff records**

For the purposes of this section, "employee or staff" means any person who works for or provides services to or on behalf of Londre Tan Group and receives or is

entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Londre Tan Group.

- This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.
- Any personal records provided to us by our employee/staff;
- Any records a third party has provided to us about any of their personnel;
- Conditions of employment and other personnel-related contractual records;
- Employment policies and procedures;
- Internal evaluation and disciplinary records; and
- Other internal records and correspondence.

### **16.3. Client-related records**

- Contracts with the client and between the client and other persons.
- Other third party records

### **16.4. Records are kept in respect of other parties**

- Including without limitation contractors and sub-contractors;
- personnel, client, or Londre Tan Group records which are held by another party as opposed to being held by Londre Tan Group; and
- records held by Londre Tan Group pertaining to other parties, including financial records, correspondence, contractual records, records kept by contractors, suppliers, service providers. In addition, such other parties may possess records which can be said to belong to Londre Tan Group.

### **16.5. Other records**

- Information relating to Londre Tan Group; and
- research information belonging to Londre Tan Group.

## **17. Procedure To Request**

17.1. Completion of the prescribed form.

- 17.2. Any request for access to a record in terms of PAIA must substantially correspond with Form C of Appendix B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the record requested. Please refer to Appendix B.
- 17.3. A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
- 17.4. POPIA provides that a data subject may, upon proof of identity, request the to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 17.5. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Londre Tan Group must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

## **18. Grounds for refusal of the data subject's request**

1. 18.1. POPIA provides that a data subject may object, at any time, to the processing of personal information by Londre Tan Group, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix C and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
2. 18.2. A data subject may also request Londre Tan Group to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Londre Tan Group is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
3. 18.3. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix D.
4. 18.4. Proof of identity Proof of identity is required to authenticate your identity and the request. In addition to the prescribed form, you will be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

## **19. Prescribed fees**

19.1. There are two categories of fees which are payable:

19.1.1. The request fee: R50

19.1.2. The access fee: This is calculated by taking into account reproduction costs,

search and preparation costs, as well as postal costs. These fees are set out in

Appendix B.

19.1.3. Section 54 of PAIA entitles Londre Tan Group to levy a charge or to request a fee to enable

it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

19.1.4. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

## **20. Timeframes for consideration of a request for access**

20.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

20.2. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## **21. Grounds for refusal of access and protection of information**

21.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:

**21.1.1.** the protection of personal information of a third person (who is a natural person)

from unreasonable disclosure;

**21.1.2.** the protection of commercial information of a third party (for example: trade

secrets; financial, commercial, scientific or technical information that may harm

the commercial or financial interests of a third party);

3. **21.1.3.** if disclosure would result in the breach of a duty of confidence owed to a third party;

4. **21.1.4.** if disclosure would jeopardise the safety of an individual or prejudice or impair

certain property rights of a third person;

**21.1.5.** if the record was produced during legal proceedings, unless that legal privilege

has been waived;

**21.1.6.** if the record contains trade secrets, financial or sensitive information or any

information that would put Londre Tan Group (at a disadvantage in negotiations or

prejudice it in commercial competition); and/or

**21.1.7.** if the record contains information about research being carried out or about to

be carried out on behalf of a third party or by Londre Tan Group.

21.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure. The request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

## **22. Remedies available to a requester on refusal of access**

22.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision. 22.2. Londre Tan Group does not have internal appeal procedures regarding PAIA and POPI Act

requests. As such, the decision made by the Information Officer, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator to take it further.

22.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in

which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

### 23. Availability of this manual

Copies of this Manual are available for inspection, free of charge, at the offices Londre Tan Group.

#### **ANNEXURE A- FORM C**

#### **REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 10]

#### **A. Particulars of Londre Tan Group Information Officer**

The request can be made via email or post

Information Officer: Postal Address:

Street Address:

Telephone Number: Email:

Ms. Lilian Muhammed

Unit 83, Trevallyn Park West, Granite Drive, Kya Sands, 2169010 502 0692

[lilian@londretangroup.com](mailto:lilian@londretangroup.com)

#### **B. Particulars of person requesting access to the record**

1. (a) The particulars of the person who requests access to the record must be given below.
2. (b) The address and/email in the Republic to which the information is to be sent must be given.
3. (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

#### **C. Particularsofpersononwhosebehalfrequestismade**

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particularsofrecord**

(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.

\_\_\_\_\_

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_

2. Reference number, if available:

\_\_\_\_\_  
—  
\_\_\_\_\_

3. Any further particulars of record:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_

**E. Fees**

1. (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
2. (b) You will be notified of the amount required to be paid as the request fee.
3. (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.
4. (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

\_\_\_\_\_  
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## F. Form of access to record

Form in which the record is required Mark the appropriate box with an X.

### NOTES:

1. (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
2. (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.
3. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form  
Copy of record inspection of record
2. If record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

View the images copy of the images

Transcription of the images

3. If 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 record is held on computer or in an electronic or machine-readable form:

printed copy of record

printed copy of information derived from the record copy in computer

readable form(stiffy or compact disc)

5. If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.

YES NO

G. Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.  
In which language would you prefer the record?

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### H. In the event of a disability

If you are prevented by a disability from reading, viewing or listening to the record, state your disability and indicate in the form in which the record is required: Disability Form in which record is required.

Disability \_\_\_\_\_

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Form in which record is required \_\_\_\_\_

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### PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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### NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the

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

\_\_\_\_\_  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

### **THE FOLLOWING MUST BE COMPLETED BEFORE SENDING THE APPLICATION**

- Complete all necessary spaces
- Sign the access request form
- Sign additional folios completed

### **THE FOLLOWING MUST BE ACCOMPANIED WITH THE APPLICATION**

- The request fee
- Copy of Identity Document
- Any additional folios completed

### **APPENDIX B:**

#### **FEEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) - for every photocopy of an A4-size page or part thereof : **R1,10**
2. The fees for reproduction referred to in regulation 11(1) are as follows:

2.1. For every photocopy of an A4-size page or part thereof **R1,10**

2.2. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or

machine readable form

**2.3. For a copy in a computer-readable form on -**

2.3.1. stifty disc

2.3.2. compact disc

2.3.3. For a transcription of visual images, for an A4-size page or part thereof 2.3.4. For a copy of visual images

2.3.5. For a transcription of an audio record, for an A4-size page or part thereof 2.3.6.(ii) For a copy of an audio record

**R0,75**

**R7,50 R70,00 R40,00 R60,00 R20,00 R30,00**

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) **R50,00**

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

4.1. 4.2.

For every photocopy of an A4-size page or part thereof **R1,10**

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic

or machine readable form

4.2.1. For a copy in a computer-readable form on –

4.2.2. stiffy disc

4.2.3. compact disc

4.2.4. For a transcription of visual images, for an A4-size page or part thereof

4.2.5. For a copy of visual images

4.2.6. For a transcription of an audio record, for an A4-size page or part thereof

4.2.7. For a copy of an audio record 30,00

4.2.8. To search for and prepare the record for disclosure, **R30,00** for each hour or part of an hour

reasonably required for such search and preparation.

**5. For purposes of section 54(2) of the Act, the following applies:**

1. **5.1. Six hours as the hours to be exceeded before a deposit is payable; and**
  2. **5.2. one third of the access fee is payable as a deposit by the requester.**
6. **The actual postage is payable when a copy of a record must be posted to a requester.**

**R 0,75**

**R7,50 R70,00 R40,00 R60,00 R20,00**

## **APPENDIX C**

### **OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 2]

Note:

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

#### **1. DETAILS OF DATA SUBJECT**

**(a) Name(s) and surname/ registered name of data subject:**

**(b) Unique Identifier/ Identity Number:**

**(c) Residential, postal or business address:**

\_\_\_\_\_ **CODE:** \_\_\_\_\_  
\_\_\_\_\_

4. (d) Contact number(s):

\_\_\_\_\_

5. (e) Fax number / E-mail address: \_\_\_\_\_

**2. DETAILS OF RESPONSIBLE**

a) PARTY Name(s) and surname/ Registered name of responsible party:

\_\_\_\_\_

2. b) Residential, postal or business address:

\_\_\_\_\_ Code

3. c) Contact number(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Fax number/ E-mail address \_\_\_\_\_

3. REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ Signature of data subject/designated person

**APPENDIX D**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.

2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

3. Complete as is applicable. Mark the appropriate box with an "x". Request for:

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

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

**4. DETAILS OF DATA SUBJECT**

1. (a) Name(s) and surname/ registered name of data subject:

2. (b) Unique Identifier/ Identity

Number: \_\_\_\_\_

3. (c) Residential, postal or business address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **CODE:** \_\_\_\_\_

\_\_\_\_\_

4. (d) Contact number(s):

\_\_\_\_\_

5. (e) Fax number / E-mail

address: \_\_\_\_\_

**5. DETAILS OF RESPONSIBLE**

(a) PARTY Name(s) and surname/ Registered name of responsible party:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) Residential, postal or business address:

\_\_\_\_\_

