

**MANUAL IN TERMS OF SECTION 51 OF**

**THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**  
**(“PAIA”)**

**THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**  
**(“POPIA”)**

**OF**

**PHUKUBJE PIERCE MASITHELA ATTORNEYS INCORPORATED**  
**(REGISTRATION NUMBER: 2017/037712/21)**  
**(“PPM”)**

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## 1. **An introduction to PAIA**

- 1.1. South Africa's system of government, before 27 April 1994, resulted in a secretive and unresponsive culture within public and private bodies, which often led to an abuse of power and human rights violations.
- 1.2. PAIA, together with all relevant legislation, provides you with the right of access to information held by public and private bodies when you request such information in accordance with the provisions of PAIA, for the exercise or protection of any of your or another person's rights.
- 1.3. If you make such a request, a public or private body must release the information unless PAIA or any other relevant law states that the records containing such information may not be released.
- 1.4. For purposes of this Manual, we refer to ourselves as "**PPM**", "**we**", "**us**" or "**our**". We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

## 2. **About our business**

- 2.1. PPM is a boutique commercial law firm that provides a wide range of legal services focusing on information and communications technology (ICT), marketing and advertising, and infrastructure related to these sectors. For more information, please visit our website <http://www.ppmattorneys.co.za>.

## 3. **Our contact details**

- 3.1. PAIA requires us to provide you with certain contact details. We have set out our contact details immediately below.

<b>Postal Address</b>	PO Box 522400, Saxonwold, 2132, Johannesburg, South Africa
<b>Street Address</b>	Unit 12, Oakhurst Building, 13 St Andrews Road, Parktown.
<b>Telephone contact number</b>	011 447 0934

<b>Email Address</b>	informationofficer@ppmattorneys.co.za
<b>Information Officer</b>	Lucien Pierce
<b>Deputy Information Officer</b>	Delphine Daversin

4. **Where to get guidance regarding submitting a PAIA request**

4.1. The process of submitting a PAIA request can be quite daunting, even for trained lawyers. In order to assist those who are not familiar with PAIA requests, Section 10 of PAIA has instructed the Information Regulator to prepare a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“**the Guide**”). It is available in all the South African official languages and braille.

4.2. If you have any queries, or need a copy of the Guide, please contact please contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street,

Braamfontein

Johannesburg

2001

Website: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

Email: [PAIACompliance@infoeregulator.org.za](mailto:PAIACompliance@infoeregulator.org.za)

4.3. A copy of the Guide is also available in two South African languages at our office, for public inspection during normal office hours-

4.4. Please use the form in **Annexure 1** to request a copy of the guide from PPM.

There is no fee payable when requesting a copy of the Guide.

**5. Information that is automatically available without a PAIA request**

- 5.1. PAIA tries to make access to information easier for everyone. It does this by suggesting that entities, such as PPM, voluntarily compile categories of documents and information (records) that you may request, without having to go through the formal PAIA request process.
- 5.2. Information on PPM's website is automatically available and does not need to be formally requested in terms of the PAIA request process.
- 5.3. You may request a copy of this record, upon payment of a fee for reproduction as set out in **Annexure 3**.

**6. Records kept in terms of the other legislation**

- 6.1. PPM operates in a highly regulated profession. We are subject to many laws and regulations, some of which require us to keep certain records.
- 6.2. We have set out below, laws that we may be subject to, and which may require us to keep certain records.

Basic Conditions of Employment Act 75 of 1997
Companies Act 71 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Copyright Act 98 of 1978
Electronic Communications Act 36 of 2005
Electronic Communications and Transactions Act 25 of 2002
Employment Equity Act 55 of 1998

Financial Intelligence Centre Act 38 of 2001
Income Tax Act 58 of 1962
Insolvency Act 24 of 1936
Labour Relations Act 66 of 1995
Legal Practice Act 2 of 2014
Law of Evidence Amendment Act 45 of 1998
Magistrates' Courts Act 32 of 1944
Occupational Health and Safety Act 85 of 1993
Pension Funds Act 24 of 1956
Promotion of Access to Information Act 2 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Recognition of Foreign Legal Qualifications and Practice Act 114 of 1993
Removal of Restrictions Act 84 of 1967

Skills Development Act 97 of 1998
Skills Development Amendment Act 37 of 2008
Skills Development Levies Act 9 of 1999
South African Qualifications Authority Act
Supreme Court Act 59 of 1959
Unemployment Insurance Act 63 of 2001
Unemployment Insurance Contributions Act 4 of 2002
Value-Added Tax Act 89 of 1991

6.3. Although we have used our best endeavours to provide a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a requester access on a basis other than as set out in PAIA, we will update the list accordingly. If you believe that a right of access to a record exists in terms of other legislation listed above or any other legislation, you are required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity to consider the request in the right context.

6.4. Such records will be made available to only those individuals/entities authorised to request access to such records in terms of the particular legislation. Any other persons must follow the request for access of records procedure as outlined in this Manual.

**7. A description of subjects we hold records on and categories of records**

7.1. PAIA requires us to make access to our records easier. To do so, we have

described below, some of the key subjects on which we hold records, divided into categories:

- 7.1.1. records relating to services performed for clients, such as correspondence, legal opinions, agreements or pleadings;
- 7.1.2. records relating to the incorporation of PPM, to directors and shareholders;
- 7.1.3. records relating to prospective employees, employees and former employees, such as policies and procedures, details of employment and employee files;
- 7.1.4. PPM provident fund records and rules;
- 7.1.5. insurance records, including professional indemnity insurance;
- 7.1.6. administrative and financial records and policies relating to PPM's activities; and
- 7.1.7. intellectual property, such as PPM registered trademarks, and information technology, including computer software, support and maintenance agreements.

## 8. Information on how you can make a PAIA request to us

- 8.1. If you would like to make a PAIA request to us, you must do so on Form 2 of Annexure A to Government Notice No. R 757 dated 27 August 2021, or a substantially similar form. We have, for your convenience, also attached the form to this Manual. It is attached as **Annexure 2**.
- 8.2. It is important that you address any requests for access to records to the Information Officer at the address or e-mail address provided above in this Manual.
- 8.3. It is important that you provide us with sufficient detail on the request form to enable us to identify you and the record you need from us. You must also indicate in what form you would like to access the records, for example hardcopy printouts or electronic format. Please also let us know whether, in addition to a written response, you would like us to contact you in some other way, for example by telephone or email. If so, please provide us with your additional contact details.
- 8.4. It is vital that you identify the right that you want to exercise or protect and provide us with an explanation of why the requested record is required for the exercise or

protection of that right.

- 8.5. If you are making a request on behalf of another person, you must submit proof of the capacity in which you make the request. This proof will be subject to the satisfaction of PPM's Information Officer.
- 8.6. If you do not use the standard form annexed to this Manual, your request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed. If you require assistance to complete the request form, PPM will assist you at no charge.
- 8.7. Please note that you will also be required to pay the prescribed fees. The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is set out in **Annexure 4** to this Manual. We will first notify you of the prescribed fee (if any) before processing the request any further.
- 8.8. You may lodge a complaint with the Information Regulator of South Africa or launch an application to Court, against our requirement that you pay a request fee.

## 9. **Information related to POPIA**

### 9.1. **Introduction**

- 9.1.1. POPIA requires us to provide you with certain information relating to how Personal Information that we process is, amongst others, used, disclosed and destroyed. We have set out the required information below.

### 9.2. **Requests made under POPIA**

- 9.2.1. POPIA provides that you may, upon proof of identity, request us to confirm, free of charge, whether or not we hold any personal information about you. You may also request the record or description of the personal information about you, including information about the identity of third parties who have or have had access to such information.
- 9.2.2. Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 8 above.
- 9.2.3. If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. If you wish to request correction, deletion or destruction of personal information, you must submit a request to the Information Officer at the postal or

physical address, or electronic mail address set out above on the form attached hereto as **Annexure 5**

9.2.4. Under certain circumstances, you may also object to the processing of your personal information in the prescribed form. We have, for your convenience, attached the form to this Manual. It is attached as **Annexure 6**.

9.2.5. We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

### 9.3. **Purpose of Processing**

9.3.1. POPIA provides that personal information must be processed lawfully and for a specified purpose. The purpose for which information is processed will depend on the type of personal information that we collect and our relationship with you. We ordinarily disclose, explicitly or implicitly at the time of collection, the purpose for which your information is processed.

### 9.4. **Personal Information that is Processed**

<b>Category of Data Subject</b>	<b>Category of Personal Information</b>
Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; sex; banking details; data received from the Deeds office; and confidential correspondence.
Juristic Persons/Entities	Names of contact persons; name of legal entity; physical and

	<p>postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.</p>
<p>Foreign Persons/Entities</p>	<p>Names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; sex; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners</p>
<p>Contracted Service Providers/Clients</p>	<p>Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.</p>

<p>Intermediary/Advisor</p>	<p>Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners</p>
<p>Employees/Directors/Potential personnel/Shareholders/Volunteers/Employees' family members/Temporary Staff</p>	<p>Name, race, age, language, educational information, financial information, employment history; sex, pregnancy, marital status, ID number, next of kin, children's name, gender, age, school, grades, physical and postal address, contact details, opinions, criminal behaviour and/or criminal records, well-being, trade union membership, external commercial interests, medical information:</p>
<p>Website end-users/Application end-users</p>	<p>Name, electronic identification data, IP address, log-in data, cookies, electronic localization data, cell phone details, GPS data.</p>

9.5. **Categories of recipients for purposes of processing Personal Information**

9.5.1. We may supply Personal Information to these potential recipients:

- 9.5.1.1. our suppliers, service providers, vendors, agents and representatives who perform services on our behalf;
- 9.5.1.2. third party verification agencies and credit bureaus;
- 9.5.1.3. collection agencies;
- 9.5.1.4. banks and other financial institutions; and
- 9.5.1.5. our business partners that perform business operations for us.
- 9.5.2. We may also disclose personal information to any regulatory and governmental authorities or ombudsmen, or other authorities, including tax, environmental, health and safety and police/security authorities.
- 9.5.3. We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

## 10. **General description of information security measures**

- 10.1. PPM employs appropriate, reasonable technical and organisational measures to prevent loss of damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:
  - 10.1.1. firewalls;
  - 10.1.2. virus protection software and update protocols;
  - 10.1.3. logical and physical access control
  - 10.1.4. secure setup of hardware and software making up our information technology infrastructure; and
  - 10.1.5. outsourced service providers who are contracted to implement security controls.

11. ANNEXURE 1

FORM 1  
REQUEST FOR A COPY OF THE GUIDE

To: \*The Information Regulator  
P.O Box 31533  
Braamfontein,  
2017  
E-mail address: infoereg@justice.gov.za  
Tel number: +27 (0) 10 023 5200

OR

To: \*The Information Officer  
[insert email]

I,

Full Names:				
In my capacity as (mark with "x"):	Information Officer		Other	
Name of *public/private body (if applicable):				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular	

hereby request the following copy(ies) of the guide:

Language (mark with "x")	No of Copies	Language (mark with "x")	No of Copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	

	isiZulu		
Manner of Collection (mark with "x"):			
Personal Collection	Postal Address	Facsimile	Electronic Communication (please specify)

Signed at ..... this ..... day of 20.....

.....

*Signature of requester*

\*Delete whichever is not applicable.

12. **ANNEXURE 2**

FORM 2  
REQUEST FOR ACCESS TO A RECORD

**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

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 ( <i>when made on behalf of another person</i> )			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made ( <i>if applicable</i> ):			
Identity Number			
Postal Address			
Street Address			

E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

**PARTICULARS OF RECORD REQUESTED**

*Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)*

Description of record or relevant part of the record:	

Reference number, if available	
--------------------------------	--

Any further particulars of record	

**TYPE OF RECORD**  
*(Mark the applicable box with an "X")*

Record is in written or printed form	
Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
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	

<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
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	
Preferred language <i>(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)</i>	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>	
<i>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.</i>	
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:	

<b>FEES</b>	
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**

13. ANNEXURE 3

**FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA**

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> <li>i. Flash drive (to be provided by requester)</li> <li>ii. Compact disc <ul style="list-style-type: none"> <li>• If provided by requester</li> <li>• If provided to requester</li> </ul> </li> </ul>	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	Copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: <ul style="list-style-type: none"> <li>i. Flash drive (to be provided by requestor)</li> <li>ii. Compact disc <ul style="list-style-type: none"> <li>• If provided by requester</li> <li>• If provided to requester</li> </ul> </li> </ul>	R40.00 R40.00 R60.00
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. To not exceed a total cost of:	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of item 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

14. **ANNEXURE 4**

OUTCOME OF REQUEST AND OF FEES PAYABLE

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: (Requester name)

You request dated \_\_\_\_\_ refers.

1. You requested:

Personal inspection of information at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, all information held on computer or in an electronic or machine readable form)</i> 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 3.	
--	--

**OR**

2. You requested:

Printed copies of the information <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 information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier services 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	
Preferred language: <i>(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)</i>	

Kindly note that your request has been:

Approved

Denied for the following reasons:


4. Fees payable with regard to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer readable form on:			
i. Flash drive	R40.00		
• To be provided by requestor			
ii. Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requester			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
i. Flash drive	R40.00		
• To be provided by requestor			
ii. Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requester			
Postage, email or any other electronic transfer:	Actual costs		
<b>TOTAL:</b>			

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

Yes

No

Hours of search

Amount of deposit  
*(calculated on one  
third of total amount  
per request)*

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 number:

Submit proof of payment to:

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

\_\_\_\_\_

*Information Officer*

15. **ANNEXURE 5**

**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.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
	Code (    )
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	

Fax number/ E-mail address:	
C	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
D	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or  REASONS OR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.  (Please provide detailed reasons for the request)</b>

Signed at ..... this ..... day of .....20.....

.....  
Signature of data subject/ designated person

16. **ANNEXURE 6**

**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.*

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address	
	Code (    )
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>


Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/ designated person*