

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act

Strauss Daly Inc

and



Strauss Daly (Western Cape) Inc

(Collectively referred to as “the Firm”, “we”, “us” and “our”)

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Approval

Name	Position	Signature	Date
HJR Barnard	Head of Organisation (Chairperson)		03 July 2024

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ANNEXURES – PRESCRIBED FORMS

1. INTRODUCTION

This PAIA Manual is useful for the clients and the public to-

- 1.1. check the categories of records held by the Firm which are available without a person having to submit a formal PAIA request;
- 1.2. have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the Firm holds records and the categories of records held on each subject;
- 1.3. know the description of the records of the Firm which are available in accordance with any other legislation;
- 1.4. access all the relevant contact details of the IO who will assist the public with the records they intend to access;
- 1.5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.6. know if the Firm will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8. know the recipients or categories of recipients to whom the personal information may be supplied;
- 1.9. know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 1.10. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed
- 1.11. Strauss Daly Inc. ("**the Firm**") has determined the manner in which information is to be requested under PAIA and POPIA. This PAIA Manual applies to records held by the Firm.

2. DEFINITIONS

"this Manual"	this PAIA Manual prepared in terms of section 51 of PAIA.
"Board"	the Board of Directors of the Firm
"Firm"	Collectively, Strauss Daly Inc and Strauss Daly (Western Cape) Inc, with their registration numbers described in the below.
"Employees"	all employees of the Firm, including: <ul style="list-style-type: none"> • permanent and temporary employees, • secondees, and • contracted personnel, such as consultants and contractors.
"IO"	Information Officer
"Minister"	Minister of Justice and Correctional Services

“personal information”	as defined in section 1 of POPIA.
“PAIA”	Promotion of Access to Information Act 2 of 2000.
“POPIA”	Protection of Personal Information Act 4 of 2013.
“Regulator”	Information Regulator of South Africa

3. KEY CONTACT DETAILS [Sec 51(1)(a)]

All queries and requests concerning the Firm may be directed to the relevant entity below.

Name of Bodies	Strauss Daly Incorporated; and Strauss Daly (Western Cape) Incorporated	
Nature of Business	(1) Private Body in terms of section 51 of PAIA. (2) Private company incorporated in accordance with the Companies Act 71 of 2008.	
Registration Numbers	Strauss Daly Inc	1992/006281/21
	Strauss Daly (Western Cape) Inc	1996/004988/21
Registered Business Address	9 th Floor, Strauss Daly Place, Ridgeside Office Park, 41 Richefond Circle, Umhlanga, 4320	
Postal Address	Docex 27 Durban PO Box 1293, Umhlanga, 4320	
Telephone Number	(031) 570 5600	
Head of Body	Chairman (Mr. H Barnard)	
Designated Information Officer	Lisa Visagie	
E-mail Address	LVisagie@straussdaly.co.za	

4. REVIEW

- 4.1. The IO shall review this Manual and related procedures annually, or sooner where changes in law have an immediate impact on the contents of this Manual.

5. HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
- 5.3.1. the objects of PAIA and POPIA;

- 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
- 5.3.3. the IO of every public body, and
- 5.3.4. every Deputy IO of every public and private body designated in terms of section 17(1) of PAIA1 and section 56 of POPIA.
- 5.3.5. the manner and form of a request for-
- access to a record of a public body contemplated in section 11; and
 - access to a record of a private body contemplated in section 50;
- 5.3.6. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 5.3.7. the assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.8. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
- an internal appeal;
 - a complaint to the Regulator; and
 - an application with a court against a decision by the IO of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.9. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.10. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.11. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 5.3.12. the regulations made in terms of section 92.

Regulator contact details:

Postal address:	P.O Box 3153, Braamfontein, Johannesburg, 2017
Physical address:	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Telephone Number:	+27 10 023 5200
Email for enquiries:	enquiries@info regulator.org.za
Email for complaints:	PAIAComplaints@info regulator.org.za
Website:	www.info regulator.org.za
Alternatively, you may complete and submit PAIA Form 1 to our IO	

6. AUTOMATIC AVAILABILITY OF CERTAIN RECORDS (SEC 52 AND RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION)

- 6.1. We may make the below records available to you without you needing to request access to them in terms of this Manual or PAIA:

Type of Record	How to access it
Our Memorandum of Incorporation	CIPC
Our directors' names	CIPC
Our documents of incorporation	CIPC
Our banking details	Request by email
Our fidelity fund certificate	Request by email
External newsletters and circulars	Subscribing to our newsletter

- 6.2. If you are a client of the Firm, you have the right to request updates on developments and on progress of your matter as work on your matter proceeds. You can request updates directly from the attorney assigned to your matter or from the relevant department head.

7. RECORDS WE HOLD TO OPERATE OUR BUSINESS AND TO COMPLY WITH THE LAW

- 7.1. We hold the below categories of records in electronic and physical format, which we will not make automatically available to you. You need to request access to these records by following the steps described in this Manual. Access to these records may be protected by professional privilege, confidentiality, privacy grounds and/or other reasonable grounds of refusal as set out in this Manual.

- 7.2. The purpose for holding each record and the relevant data subject category to who the record relates are set out below.

Category	Record	Purpose	Data Subject
Human Resources	Employment applications	Internal Referencing	Employees
	Employment Contracts	Contractual Agreement	Employees
	Personal information of Employees	Employee records	Employees
	Employment Equity Plan and Skills Plan	Statutory Requirement	Firm
	Medical Aid Records	Statutory Requirement	Employees
	Pension / Provident Fund Records	Statutory Requirement	Employees
	Disciplinary Records	Statutory Requirement	Employees
	Performance Management Records	Contractual Agreement	Employees
	Salary Records	Contractual Agreement	Employees
	Employee Benefit Records	Contractual Agreement	Employees
	PAYE Records	Statutory Requirement	Employees
	SETA Records	Statutory Requirement	Employees
	Disciplinary Code	Statutory Requirement	Firm
	Leave Records	Statutory Requirement	Employees
	Training Records	Statutory Requirement	Employees
Financial Information	Loan and Bursary Agreements	Contractual Agreement	Employees
	Recruitment and other HR policies	Statutory Requirement	Employees
	Annual financial returns	Statutory Requirement	Firm
	Management Accounts and Reports	Statutory Requirement	Firm
	Asset register	Internal Referencing	Firm

	Tax returns	Statutory Requirement	Firm
	Accounting records	Statutory Requirement	Firm
	Bank statements and reconciliations	Statutory Requirement	Firm
	Cheques paid	Statutory Requirement	Firm
	Invoices	Statutory Requirement	Firm
	PAYE records	Statutory Requirement	Employees
	IRP5 records	Statutory Requirement	Employees
	UIF contribution records	Statutory Requirement	Employees
Regulatory & Administrative	Records of payments to SARS on behalf of employees	Statutory Requirement	Employees
	Permits, Licenses or Authorities	Statutory Requirement	Firm
	FICA and other legislative Policies and plans	Statutory Requirement	Firm
	Memorandum of Incorporation	Statutory Requirement	Firm
	Minutes of Board or Directors Meetings	Statutory Requirement	Firm
	Register of Board of Directors	Statutory Requirement	Firm
	Internal correspondence (e-mails/memos)	Internal Communications	Employees
	Insurance Policies held by Firm	Risk Management	Firm
	Policies and Procedures	Internal Referencing	Firm and Employees
	Records pertaining to fixed and movable assets	Statutory Requirement	Firm
Client	Further records required to be kept in terms of the Companies Act 71 of 2008.	Statutory Requirement	Firm
	Customer / Client Database	Statutory Requirement	Customer
	Customer / Client agreements	Statutory Requirement	Customer
	Customer / Client Files	Contractual Agreement	Customer
	Customer / Client Instructions	Statutory Requirement	Customer
	Customer / Client Correspondence	Statutory Requirement	Customer
Third Parties	Customer / Client Share registers, Deeds of Trust, maintenance records, meeting minutes, building plans	Contractual Agreement	Customer
	Rental agreements	Contractual Agreement	Third Party
	Supplier Contracts	Contractual Agreement	Third Party
	Joint venture agreements	Contractual Agreement	Third Party
	Non-disclosure agreements	Risk Management / legitimate interest	Third Party
Travel	Letters of Intent	Contractual Agreement	Third Party
	Travel agent invoices, foreign exchange orders, vehicle and travel insurance declarations	Contractual Agreement	Employee / Third Party
	Corporate agreements with airlines, hotels, vehicle rental companies	Contractual Agreement	Employee / Third Party
	Cell phone contracts	Contractual Agreement	Employee / Third Party

7.3. We hold these records because we are required by law to do so or because these records are necessary to operating our business.

7.4. The categories of laws that require us to hold these records includes:

7.4.1. **Anti-Corruption and Money Laundering and Terrorist Financing laws**

- Financial Intelligence Centre Act 38 of 2001
- Prevention & Combating of Corrupt Activities Act 12 of 2004
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- Prevention of Organised Crime Act 121 of 1998

7.4.2. **Corporate Governance and compliance**

- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Legal Practice Act 28 of 2014
- Promotion of Access to Information Act, No 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protection of Personal Information Act 4 of 2013

7.4.3. **Communications and telecoms laws**

- Electronic Communications Act 36 of 2005
- Electronic Communications and Transactions Act 25 of 2002
- Regulation of Interception of Communications and Provision of Communication related Information Act 70 of 2002

7.4.4. **Intellectual Property laws**

- Copyright Act 98 of 1978
- Intellectual Property Laws Amendment Act 38 of 1997
- Intellectual Property Laws Amendment Act 28 of 2013
- Trade Marks Act 194 of 1993

7.4.5. **Finance and Tax laws**

- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- National Credit Act 34 of 2005
- Tax Administration Act 28 of 2011
- Value Added Tax Act 89 of 1991

7.4.6. **Human Resources and workplace laws**

- Basic Conditions of Employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 of 2003
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protected Disclosures Act 26 of 2000
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999

- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002

8. HOW YOU CAN REQUEST ACCESS

- 8.1. Requests for the Firm's official information should be addressed in writing to the IO per email, by post or by hand.
- 8.2. Requests should be made using PAIA Form 2 (available on the Regulator's website), and include the reason why the information is sought. The form is also available as an annexure to this Manual.
- 8.3. If a request is refused, the applicant will be told the reason for the refusal.
- 8.4. A request must be answered within thirty calendar (30) days after the request has been received.
- 8.5. A requestor may ask that the request be treated as urgent, but reasons should be provided for seeking urgency.
- 8.6. The time limit for answering requests can be extended in some cases, but the applicant will be advised of the refusal and the reasons for it. For example, an extension may be required where:
 - the request is for a large number of records;
 - the search for the records is to be conducted at premises not situated in the same town or city as the head office of the Firm;
 - consultation among divisions or departments of the Firm is required; and
 - the parties agree in any manner to such an extension.
- 8.7. Most requests will be answered without a charge but should the Firm incur any costs in retrieving the information or have to make photocopies, a nominal fee will be charged. Such fee will be determined by the Board.
- 8.8. The Firm will endeavour to provide the information in the form requested, unless to do so will impair efficient administration, be contrary to a legal duty or prejudice the interests that are protected by withholding, for example:
 - reasonable opportunity to inspect the document;
 - provide a copy of the document;
 - making arrangements for person to hear or view any relevant sounds or images;
 - transcript, excerpt, summary or oral information with respect to words recorded or in a document; or
 - provide with deletions or alterations as are necessary to protect the interests protected by withholding grounds.
- 8.9. If the head of the Firm or the IO fails to respond within thirty (30) days after a request has been received, the request is deemed to be refused in terms of section 58 read together with section 56 (1) of PAIA.
- 8.10. The requester may lodge an external appeal with a court of competent jurisdiction against any extension or against any procedure set out in this section.

9. PRESCRIBED FEES : SECTION 51(1)(f)

- 9.1. The requestor must pay the non-refundable, prescribed request fee to be submitted together with the completed PAIA Form 2 to the Firm.
- 9.2. Should the request for access to information be approved, further fees will be payable per the provisions of PAIA and these fees will be made known to the requester by the IO on request. The fees that apply as at the date of publishing this Manual are outlined in Annexure 2 of this Manual.
- 9.3. An itemised fee structure can be obtained on the Information Regulator website, and a copy of the current fees are attached.
- 9.4. Access to information, if approved, will only be provided once all the prescribed fees have been paid.
- 9.5. In terms of POPIA, a data subject has the right to request the Firm to confirm, free of charge, whether or not it holds personal information about the data subject.

10. REASONS FOR REFUSAL

- 10.1. The Firm may neither confirm nor deny the existence or non-existence of the information requested to protect an interest identified as a conclusive reason to withhold information or to protect trade secrets or the commercial position of the person who supplied the information or is the subject of the information.
- 10.2. The Firm may also refuse to provide information if:
 - 10.2.1. the making available of the information would be contrary to the provisions of a specific legislation;
 - 10.2.2. the information requested is or will soon be publicly available;
 - 10.2.3. the document alleged to contain the information requested does not exist or cannot be found;
 - 10.2.4. the information requested is not held and the person dealing with the request has no grounds for believing that the information is either held or more closely connected with the functions of the Firm;
 - 10.2.5. the request is frivolous or vexatious or that the information requested is trivial;
 - 10.2.6. the information contains protected copyright;
 - 10.2.7. disclosure thereof would involve the unreasonable disclosure of personal information or sensitive personal information in terms of POPIA (privacy); and/or
 - 10.2.8. the information is confidential or protected by privilege

11. REASONS FOR WITHHOLDING OR REDACTING INFORMATION

Information may be withheld or redacted where:

- 11.1. it might prejudice the security and customer relations of the Firm;
- 11.2. it might endanger an employee or customer's safety;

- 11.3. to protect the privacy of natural persons who may be third parties, employees or customers;
- 11.4. to protect trade secrets or the commercial position of the Firm or the person who supplied or who is the subject of the information;
- 11.5. to protect the Confidential Information which, if released, would prejudice the supply of such similar information or damage the public interest;
- 11.6. to protect the substantial economic interests of the Firm; or
- 11.7. where information is protected by legal or litigation privilege.

NOTE: *It is important to note that access is not automatic. An application for access to information can be refused in the reasonable discretion of the Information Officer, including but not limited to the reasons in this Manual and in the event that the application does not comply with the procedural requirements. If it is reasonably suspected that the requester has obtained access to the records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.*

12. INFORMATION OR RECORDS NOT FOUND

- 12.1. If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then the head of the Firm or the request liaison officer shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record. This notice shall be considered as a deemed refusal for purposes of PAIA.
- 12.2. The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine its existence.
- 12.3. If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form unless access is refused.

13. INFORMATION REQUESTED ABOUT A THIRD PARTY

- 13.1. Section 71 of the Act makes provision for a request for information or records about a third party.
- 13.2. When considering such requests, the Firm will adhere to the provisions of sections 71 to 74 of the PAIA.
- 13.3. In certain circumstances, the Firm may be obliged in terms of the PAIA to advise third parties of such requests lodged, and the relevant third party(ies) may be entitled to dispute the decision by the Information Officer by referring the matter to a competent court of law.

14. CATEGORIES OF DATA SUBJECTS

- 14.1. We hold information and records on the following categories of data subjects:
 - Our Clients;
 - Data subjects relevant to our Client's matters;

- Visitors to our offices;
- Our suppliers and service providers;
- Our employees;
- Our directors;
- Our shareholders.

15. PURPOSES OF PROCESSING PERSONAL INFORMATION

- 15.1. The purposes for which we process personal information will depend on the nature of the personal information, the activity and the particular data subject.
- 15.2. We maintain separate privacy notices that describe our purposes for processing in relation to different data subjects, types of personal information and activities. These notices are made available on our website or directly to the data subject.

16. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

- 16.1. We may share personal information, where legally justified to do so, for any of the purposes and parties outlined in our privacy notices. Please refer to our privacy notices for further details.

17. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

- 17.1. We do not generally transfer personal information outside the Republic of South Africa. If we do, this will be disclosed in the relevant privacy notice.
- 17.2. If we transfer personal information outside of South Africa, we will take reasonably practicable steps to ensure any company or person that we pass your personal information to is required to treat your information with an adequate level of protection.
- 17.3. For example, personal information obtained to comply with our FICA obligations may be stored in secure data centers in the Republic of Ireland, a territory we have assessed as being subject to adequate data protection laws providing adequate protection of the data.

18. INFORMATION SECURITY MEASURES

- 18.1. We use various technical and organisational measures to ensure the confidentiality, integrity and protection of the information under our care.
- 18.2. These measures include, among others:
- access controls and user restrictions;
 - firewalls;
 - secure networks;
 - virus protection software and update protocols;
 - backup protocols;
 - encryption;
 - organisational measures and training;
 - vulnerability testing; and

- transfer impact assessments.

19. DATA SUBJECT RIGHTS (“DSRs”)

19.1. Request Procedure

POPIA provides that a data subject may, upon proof of identity, request the Responsible Party 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.

Where a data subject is desirous of obtaining details of the personal information which the Firm may hold and which pertain to it, then it must make application as described in the Access Request Procedures.

19.2. Right to Object

A data subject may object, at any time, to the processing of personal information by the Responsible Party, on reasonable grounds relating to his/her situation, unless legislation provides for such processing. To object the data subject must complete the standard ‘Objection’ POPIA Form 1 and submit it to the IO at our postal or physical address or electronic mail address.

19.3. Right to Request Correction Deletion/Destruction

A data subject may also request Firm 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 the Responsible Party is no longer authorised to retain records in terms of data protection legislation’s retention and restriction of records provisions.

The data subject must complete POPIA Form 2 and submit it to the IO at the postal or physical address or electronic address set out in the form.

20. REMEDIES

Remedies available to you when the Firm refuses a request for access.

20.1. Internal remedies

The Firm does not have internal appeal procedures. The decision made by the IO is final, and requestors will have to exercise such external remedies available to them if the request is refused and the requestor is not satisfied with the decision of the IO.

20.2. External remedies

- Subject to the provisions of PAIA, a dissatisfied requestor may within 180 days of notification of the IO's decision, apply to a court or to the Information Regulator for relief.
- A third-party dissatisfied with the IO's decision to grant a request for information, may within 180 days of notification of the decision, apply to the Information Regulator or a court with appropriate jurisdiction for relief.
- Use Notice of Appeal (Form B) in terms of Section 75 of PAIA (Regulation 8) (See 'Forms' below).

21. FORMS

You can access the relevant PAIA and POPIA Forms to submit to us as annexures to this Manual or on the Regulator's website at: www.inforegulator.org.za under the "Documents" section.

22. AVAILABILITY OF THIS MANUAL

This Manual is available in English in electronic format on our website and in physical format at the reception of our offices.

23. UPDATES TO THIS MANUAL

We will update this Manual whenever we make material changes to it.

REQUEST FOR A COPY OF THE GUIDE – PAIA FORM 1

Annexure 1: Form 1

[Regulation 3]

To: **The Information Officer**

Strauss Daly Inc / Strauss Daly (Western Cape) Inc

Postal Address: 9th Floor, Strauss Daly Place, Ridgeside Office Park, 41 Richefond Circle, Umhlanga, 4320

Physical Address: Docex 27 Durban

PO Box 1293, Umhlanga, 4320

Email: LVisagie@straussdaly.co.za

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
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		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 Request

ACCESS REQUEST FORM – PAIA FORM 2

Request for Access to Record - Section 53 (1) of the Promotion of Access to Information Act 2 of 2000 [Regulation 7]

Strauss Daly Inc / Strauss Daly (Western Cape) Inc

1a. Particulars of the Private Body

Strauss Daly Inc / Strauss Daly (Western Cape) Inc

Postal Address:	9 th Floor, Strauss Daly Place, Ridgeside Office Park, 41 Richefond Circle, Umhlanga, 4320
Physical Address:	Docex 27 Durban
	PO Box 1293, Umhlanga, 4320
Email:	LVisagie@straussdaly.co.za

Requests may be sent via email or conventional mail.

Mark with an "X"

Request in made in my own name

Request is made on behalf of another person.

2a. Particulars of the Requester

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal or Street address:

Fax number:

Telephone number/s:

Email address:

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

2b. Particulars of Requester (if a Legal Entity)

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Name of the Entity:

Registration number:

Postal or Street Address:

Postal Code:

Email Address:

Telephone Number/s:

Fax Number:

Website Address:

3. Particulars of Person on Whose Behalf Request is Made

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

Full names and surname:

Identity number:

4. Particulars of Record

- 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 folio and attach it to this form.
- The requester must sign all the additional folios.

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

Reference number, if available:

Any further particulars of record:

5. Type of Record

Mark the appropriate box with an "X".

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

6. Form of access to record

Form in which the record is required.

Mark the appropriate box with an "X".

Notes:

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

Printed copy of record (including copies of any images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

7. Manner of Access to Record

1. If the record is in written or printed form:

Copy of record*

Inspection of record at **our** registered address.

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 (CD)

Transcription of soundtrack*

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 record*

Copy in computer readable form*(CD)

*If you requested a copy or transcription of a record (above), how do you wish the copy or transcription to be sent to you?

Postal services (**POSTAGE IS PAYABLE**)

Courier service to street address (**COURIER FEES ARE PAYABLE**)

Email of information (including soundtracks if possible)

Facsimile of information (including transcripts)

Cloud share / file transfer

5. Preferred language:

*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.

8. 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.

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:

9. Fees

- 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.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

10. 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 record? (e.g., by post, facsimile, email, telephone or other (please specify)).

Signed at _____ this _____ day of _____ 20____

Signature of Requester/Person on behalf of whom request is made

YOU MUST		SEND WITH THIS APPLICATION	
1	Complete all necessary spaces	1	The request fee
2	Sign the access request form	2	Sign any additional folios completed
3	Sign additional folios completed	3	Copy of Identity Document

.....
FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by:</i> <i>(Position and Full Name of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	
<i>Signature of Information Officer</i>	

OUTCOME OF REQUEST AND OF FEES PAYABLE – PAIA FORM 3

[Regulation 8]

Note:

1. *If your request is granted the—*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
 - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence*

To:		Reference Number:	

Your request dated _____ refers.

1. You requested:

<p>Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge.</p> <p>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 2.</p>	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive(including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

4. Decision

Kindly note that your request has been:

(Mark appropriate box with an "X").

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied, for the following reasons

5. Fees payable with regards 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 • To be provided by requestor	R40.00		
(ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R60.00		
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			

• To be provided by requestor	R40.00		
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

	Yes		No
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Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the following Bank account:

Name of Bank:	
Name of account holder:	
Type of account:	
Account number:	
Branch Code:	
Reference Nr:	
Submit proof of payment to:	

Signed at _____ this _____ day of _____ 20_____

Signature of Information Officer

ANNEXURE 2: FEES IN RESPECT OF PRIVATE BODIES

Description		Rand
1	The request fee payable by every requester	140,00
2	For every photocopy/printed black and white copy of an A4-size page or part thereof	2,00
3	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	2,00
4	For a copy in a computer-readable form on -	
(i)	Flash drive (to be provided by requestor)	40,00
(ii)	Compact disc <ul style="list-style-type: none"> • If provided by the requestor • If provided to the requestor 	40,00 60,00
5	For a transcription of visual images, for an A4-size page or part thereof (Service to be outsourced)	Depends on quote from service provider
6	For a copy of visual images	
7	For a transcription of an audio record, for an A4-size page or part thereof	24,00
8	For a copy of an audio record on -	
(i)	Flash drive (to be provided by requestor)	40,00
(ii)	Compact disc <ul style="list-style-type: none"> ○ If provided by the requestor ○ If provided to the requestor 	40,00 60,00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of:	145,00 435,00
10	A deposit is required if the search for the record(s) is expected to exceed 6 hours.	One third of amount per request calculated in terms of items 2 to 8
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.

ANNEXURE 3: POPIA FORM 1**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA****REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

Note:

- Affidavits or other documentary evidence as applicable in support of the objection may be attached.
- If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 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/Email address:	
B Details of the Responsible Party	
Name(s) and surname/ Registered name of responsible party:	Strauss Daly Inc / Strauss Daly (Western Cape) Inc
business address:	9 th Floor, Strauss Daly Place, Ridgeside Office Park, 41 Richefond Circle, Umhlanga, 4320
Contact number(s):	Docex 27 Durban

POPIA FORM 2**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF POPIA****Note:**

- Affidavits or other documentary evidence as applicable in support of the request may be attached.
- If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 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:	
Unique identifier/Identity Number:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number/Email address:	

B	Details of the Responsible Party
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Name(s) and surname/registered name of responsible party:	Strauss Daly Inc / Strauss Daly (Western Cape) Inc
business address:	9 th Floor, Strauss Daly Place, Ridgeside Office Park, 41 Richefond Circle, Umhlanga, 4320
Email address:	LVisagie@straussdaly.co.za

C	Information to be corrected/deleted/destroyed/destroyed
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D	Reasons for the *Correction or Deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) which is in the possession or under the control of the Responsible Party; and/or Reasons for *Destruction or Deletion of the 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)
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Signed at _____ this _____ day of _____ 20____

Signature of data subject