



**KOELENHOF WINE CELLAR (PTY) LTD**

(A PRIVATE BODY)  
(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)  
(REGISTRATION NUMBER: 1998/022241/07)  
(Hereinafter referred to as 'Koelenhof')

**PAIA MANUAL**

*This manual has been prepared in accordance with Section 51 of the Promotion of Access to Information Act,  
(No 2 of 2000) hereinafter referred to as "PAIA".*

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## 1. FOREWORD

The Promotion of Access to Information Act (no 2 of 2000) has been formulated to ensure a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information as entrenched in the Constitution.

A copy of PAIA may be downloaded from:

**[www.polity.org.za/html/govdocs/legislation/2000](http://www.polity.org.za/html/govdocs/legislation/2000)**

PAIA establishes voluntary and mandatory procedures to give effect to a person's constitutional right to information in a manner which enables persons to obtain records of public and private bodies swiftly, inexpensively and effortlessly.

Koelenhof constantly endeavour to ensure that their reporting and disclosure to stakeholders is relevant, clear and effective.

This manual is compiled in compliance with section 51 of the PAIA and will assist a person in requesting information from Koelenhof. The manual may be amended from time to time and as soon as any amendments have been affected, the latest version of the manual will be published and distributed in accordance with PAIA.

Applicants may contact the Information Officer, should they need any further assistance in the use of this manual and/or requesting information.

## 2. INTRODUCTION

This manual was prepared in respect of, and applies to, Koelenhof Wine Cellar (Pty) Ltd and where applicable, its Associated Affiliates, incorporated in the Republic of South Africa and provides the procedure to be followed in requesting information. Any reference to Koelenhof in this manual shall specifically include, where applicable, the Koelenhof Associated Affiliates.

This manual contains categories of information Koelenhof possess and the correct procedure to follow should anyone require access to any of this information.





## KEY DEFINITIONS

The following words will bear the following meanings in this manual –

- "Applicant"** means any person or entity (including any Data Subject) requesting access to a record that is under the control of Koelenhof; and
- "Client"** means a natural or juristic person who or which receives services and/or products from Koelenhof;
- "Correspondence"** means any written and/or electronic communication exchanged between parties;
- "Data Subject"** means the living natural or existing juristic person to whom Personal Information relates;
- "Employee"** means any person who works for, or provides services to, or on behalf of Koelenhof, and receives or is entitled to receive remuneration;
- "Information Officer"** means Koelenhof's designated information officer described in paragraph 3 below;
- "COMPANY"** means Koelenhof Wine Cellar (Pty) Ltd trading as Koelenhof Wine Cellar (registration number 1998/022241/07), a private body, which processes grapes of its members to wine and market and sell the wine to individual clients and includes Koelenhof Associated Affiliates as described in Annexure C;
- "Manual"** means this PAIA manual, together with all annexures hereto as amended and made available on the website of Koelenhof and at the registered offices of Koelenhof from time to time;
- "PAIA"** means the Promotion of Access to Information Act No. 2 of 2000, as amended from time to time, together with any regulations published thereunder;
- "POPIA"** means the Protection of Personal Information Act No. 4 of 2013, as amended from time to time, together with any regulations published thereunder;

"Personal Information" has the same meaning as ascribed thereto under POPIA;

"Processing" means any operation or activity, whether or not by automatic means, concerning Personal Information, including –

- the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- dissemination by means of transmission, distribution or making available in any other form by electronic communications or other means; or
- merging, linking, blocking, degradation, erasure or destruction. For the purposes of this definition, "Process" has a corresponding meaning;

"Third-Party" means any independent contractor, agent, consultant, sub-contractor or other representative of Koelenhof.

### 3. PARTICULARS IN TERMS OF THE MANUAL

#### 3.1 Contact Details of the Information Officer:

ANDREW SMIT DE VRIES

**Telephone Number:**

+27 21 865 2020

**Mobile Number:**

+27 82 345 5929

**Physical Address:**

Koelenhof Wine Cellar, Klipheuwel Road, R304  
Stellenbosch, Western Cape Province  
7605

**Postal Address:**

P.O. Box 1, Koelenhof,  
Western Cape Province  
7605

**E-mail:** andrew@koelenhof.co.za

#### 3.2 Directors of COMPANY:

Fritz Herman Werner Wirth

Herbert William Cloete

Andrew Smit De Vries

Daniël Johannes Van Breda

Johan Christiaan Wirth

Gert Cloete

Gabriel De Vos Du Bois

These Directors may vary from time to time and any Applicant is advised to consult the latest CIPC records of Koelenhof.

### 3.3 How to use the Manual:

PAIA grants an Applicant access to records of a private body if the record is required for the exercise or protection of any rights. If a public body lodges a request in terms of PAIA, the public body must be acting in the public interest.

Requests in terms of PAIA shall be made in accordance with the prescribed procedures, and at the prescribed fees.

A guide on how to use PAIA will be compiled by the Information Regulator and will be accessible on the Information Regulator's website or you may request a copy of the guide from us by contacting our Information Officer.

Please direct all queries to:

#### The Information Regulator (South Africa)

**Postal Address:** P.O Box 31533, Braamfontein, Johannesburg, 2017

**Physical Address:** JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

**Website:** <https://www.justice.gov.za/inforeg/index.html>

**E-mail:** [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za) / [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**Tel:** 012 406 4818

**Fax:** 086 500 3351

### 3.4 Processing of Personal Information in terms of POPIA:



#### 3.4.1 Purpose of Koelenhof's Processing of Personal Information

3.4.1.1 Koelenhof will only Process a Data Subject's Personal Information for specific, lawful and clear purposes and will ensure that it makes the Data Subject aware of such purpose(s) as far as possible.

3.4.1.2 It will ensure that there is a legal basis for the Processing of any Personal Information.

Further, Koelenhof will ensure that Processing will relate only to the purpose for and of which the Data Subject has been made aware (and where relevant, consented to) and will not Process any Personal Information for any other purpose(s).

- 3.4.1.3 Koelenhof will process Personal Information only in ways that are for, or compatible with, the business purposes for which the data was collected or that are subsequently authorised by the relevant Data Subject.
- 3.4.1.4 Koelenhof will retain Personal Information only for as long as is necessary to accomplish Koelenhof's legitimate business purposes or for as long as may be permitted or required by applicable law.
- 3.4.1.5 Koelenhof uses Personal Information for one or more of the following non-exhaustive purposes –
- For the purposes of providing its services to the Data Subject from time to time;
  - Personal Information is processed in order to conduct due diligence processes on Koelenhof Clients;
  - Personal Information is processed in order to comply with obligations that might be imposed on Koelenhof under the Based Black Economic Empowerment Act No. 53 of 2003 ("**BEE Act**") read together with the Department of Trade and Industry's Codes of Good Practice on Broad-Based Black Economic Empowerment, as amended or reissued from time to time;
  - Personal Information is processed for the purposes of performing general information technology-related functions for all business functions within Koelenhof;
  - For purposes of interacting with you on our website and generally monitoring your use of our website, including for purposes of improving the same;
  - Personal Information is processed in connection with internal audit purposes (i.e. ensuring that the appropriate internal controls are in place in order to mitigate the relevant risks, as well as to carry out any investigations where this is required);
  - Personal Information is processed for employment-related purposes such as administering payroll, assessing credit and criminal history, and determining Employment Equity Act No. 55 of 1998 statistics;
  - To respond to any correspondence that the Data Subject may send to Koelenhof, including via email, Koelenhof's website or by telephone;
  - In connection with the execution of payment processing functions, including payment of Koelenhof suppliers' invoices;

 5  


- To contact the Data Subject for direct marketing purposes;
- For such other purposes to which the Data Subject may consent from time to time; and
- For such other purposes as authorised in terms of applicable law.

### **3.4.2 Categories of Data Subjects and of the Personal Information relating thereto**

3.4.2.1 Koelenhof collects Personal Information directly from the Data Subject and/or from Third Parties, and where Koelenhof obtains Personal Information from Third Parties, Koelenhof will ensure that it obtains the consent of the Data Subject to do so or will only Process the Personal Information without the Data Subject's consent where Koelenhof is permitted to do so in terms of the applicable laws.

3.4.2.2 Data Subjects in respect of which Personal Information is Processed include Clients of Koelenhof, employees, contractors, customers, members and service providers.

3.4.2.3 Examples of Third Parties from whom Personal Information is collected include other Koelenhof Associated Affiliates; our Clients when Koelenhof handles Personal Information on their behalf; regulatory bodies; credit reference agencies (for example, Experian and TransUnion); other companies providing services to Koelenhof (for example, VINPRO, PWC, BARVALLEI and other accounting -, compliance and information services providers) and where Koelenhof makes use of publicly available sources of information.

### **3.4.3 Recipients or categories of recipients to whom Personal Information may be supplied**

3.4.3.1 Koelenhof may share your Personal Information with the Koelenhof Associated Affiliates, third parties engaged by us, or our business partners, to assist us to provide our services and products to you. Such third parties or business partners may include –

- hosting, data storage or archiving service providers and payment processing;
- professional advisors; and
- marketing, research and advertising agencies.



3.4.3.2 Koelenhof may be required to disclose Personal Information in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law as per statutory authorities and/or the lawful order of any Court or Tribunal. We may disclose Personal Information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of Koelenhof, our Clients, or others.

3.4.3.3 Koelenhof will comply with POPIA, before transferring Personal Information to a Third-Party who is not a contractor of Koelenhof.

Before transferring Personal Information to a Third-Party contractor, such as an authorised service provider, Koelenhof will obtain assurances from the Third-Party that it will process Personal Information in a manner consistent with POPIA. Where Koelenhof learns that a Third-Party contractor is using or disclosing Personal Information in a manner contrary to POPIA, Koelenhof will take reasonable steps to prevent such use or disclosure.

3.4.3.4 We reserve the right to disclose and transfer a Data Subject's information, including their Personal Information in connection with a corporate merger, consolidation, the sale of substantially all our membership interests and/or assets or other corporate change, including to any prospective purchasers.

3.4.3.5 In carrying out any cross-border transfers, Koelenhof shall adhere to the provisions of POPIA.

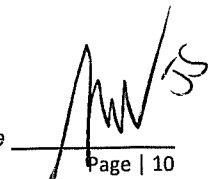

#### **3.4.4 Information Security Measures**

3.4.4.1 The security and confidentiality of Personal Information is important to Koelenhof. We have implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorised access or disclosure and improper use.

3.4.4.2 We are committed to ensuring that our security measures which protect your Personal Information are continuously reviewed and updated where necessary.

3.4.4.3 In Processing any Personal Information, Koelenhof shall comply with the following minimum technical and organisational security requirements –

- **Physical Access:** Access to Personal Information is restricted in our offices and only to those Employees who need the Personal Information to perform a specific job / task.
- **Employee Training:** All Employees with access to Personal Information are kept up to date on our security and privacy practices. After a new policy is added, these Employees are notified and/or reminded about the importance we place on privacy, and what they can do to enhance protection for the Personal Information of all Data Subjects.
- **Unique User Identification:** Employees each have a unique user ID assigned to them, subject to strict confidentiality undertakings in terms of Koelenhof's password and confidentiality policy.
- **Passwords:** Koelenhof shall ensure that there are passwords required for any access to Personal Information in line with its password policy.
- **Physical access and privileges:** Koelenhof ensures that access to Personal Information is limited to Employees on a "need to know" basis, and Koelenhof Employees are required to strictly utilise their unique user ID and applicable passwords to access same.

- **Back-ups:** Koelenhof ensures that all Personal Information is backed-up regularly, based on operational or legal requirements, and that back up testing is conducted regularly in order to ensure that Personal Information can be recovered in the event that such Personal Information is lost, damaged or destroyed.
  
- **Malware protection:** Koelenhof ensures that its environment has comprehensive malware protection software employed, which software is specifically designed to protect Koelenhof from the most recent malware infections.
  
- **Systems Review:** Koelenhof conducts regular reviews of its technical and organisational security measure system in order to ensure that all of the above security measures are functioning effectively and applied consistently.

**4. RECORDS AND INFORMATION HELD BY KOELENHOF**

The information held by Koelenhof includes information and records held in terms of other legislation [section 51(1)(d)(e)]. Some of the documents are listed in Table A attached hereto.

No description of documents that are freely available was lodged in terms of section 52 of the Act.

Koelenhof holds two categories of documents and information:

- A: Information freely available at payment of a prescribed fee;
  
- B: Information that can only be obtained by a formal application and payment of the prescribed fee.

*[Handwritten signature]* 55 *[Handwritten mark]*

In some instances, the records are only available to shareholders. Some records are destroyed from time to time. It is advisable, but not compulsory, to enquire from the Information Officer, whether a specific record is freely available, prior to lodging a formal application.

## 5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997;
- Companies Act No. 71 of 2008;
- Cooperatives Act, 14 of 2005;
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
- Customs and Excise Act No. 91 of 1964;
- Constitution of the Republic of South Africa, 1996;
- Consumer Protection Act No.68 of 2008;
- Copyright Act No. 98 of 1978;
- Currency and Exchanges Act No. 9 of 1933;
- Electronic Communications and Transaction Act No. 25 of 2002;
- Employment Equity Act No. 55 of 1998;
- Financial Intelligence Centre Act No 38 of 2001;
- Income Tax Act No. 58 of 1962;
- Liquor Act No. 59 of 2003;
- Labour Relations Act No. 66 of 1995;
- National Credit Act No.34 of 2005;
- National Environmental Management Act No 107 of 1998;
- Occupational Health and Safety Act No. 85 of 1993;
- Patents Act No. 57 of 1978;
- Prevention of Organised crime Act No. 121 of 1998;
- Promotion of Access to Information Act No. 2 of 2000;
- Protection of Personal Information Act No.4 of 2013;

- Skills Development Act No.97 of 1998
- Skills Development Levies Act No. 9 of 1999;
- Short-term Insurance Act no. 53 of 1998;
- Tax Administration Act No.28 of 2011;
- Trademarks Act No. 194 of 1993;
- Transfer Duty Act No 40 of 1949;
- Unemployment Insurance Act No. 30 of 1966;
- Unemployment Insurance Contributions Act No. 4 of 2002
- Value Added Tax Act 89 of 1991.

Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of PAIA.

#### 6. **RIGHT OF ACCESS TO RECORDS OF PRIVATE BODIES (SECTION 50)**

- 50(1): *A Applicant must be given access to any record of a private body if:*
- (a) *That record is required for the exercise or protection of any rights;*
  - (b) *That person complies with the procedural requirements in this act relating to the request of access to that record; and*
  - (c) *Access to that record is not refused in terms of any grounds for refusal contemplated in Chapter 4 of Part 3 of the Promotional Access to Information Act.*

#### 7. **GROUND FOR REFUSAL OF ACCESS TO RECORDS**

The grounds for refusal of access to information of records are set out under Chapter 4 of the Promotion of Access to Information Act.

#### 8. **HOW TO REQUEST RECORDS AND/OR INFORMATION (SECTION 53)**

A request to access information of Koelenhof must be noted in the form attached to this manual, Form B. Form B is available on request from the Information Officer.

Form B must be completed thoroughly and returned to the Information Officer by e-mail or prepaid registered post.

*[Handwritten signature]* SS

*[Handwritten signature]*

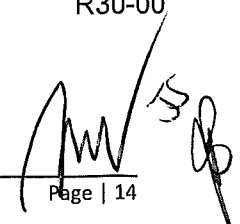
**APPLICANTS MUST CLEARLY DESCRIBE THE RIGHT THEY WANT TO EXERCISE OR PROTECT IN THE APPLICATION FORM.**

**9. FEES IN RESPECT OF REQUEST FOR INFORMATION**

9.1 The fee for a copy of the manual as contemplated in Regulation 92C is R1-10 for every photocopy of an A4 size page or part thereof;

9.2 The fees for reproduction referred to in Regulation 11(1) as follows:

- |    |   |        |
|----|---|--------|
| a) | for every photocopy of a A4 size page of part thereof   | R 1-10 |
| b) | every printed copy of a A4 size page or part thereof on a computer or electronic or machine-readable form         | R 0-75 |
| c) | for a copy in a computer readable form on:  |        |
|    | (i) compact disk  | R70-00 |
| d) | (i) For a transcription of visual images for an A4 size page or part thereof                                      | R40-00 |
|    | (ii) for a copy of visual images  | R60-00 |
| e) | (i) for a transcription of an audio record for an A4 size page or part thereof                                    | R20-00 |
|    | (ii) for a copy on an audio record  | R30-00 |
|    | (iii) the request fee payable by an Applicant other than a personal Applicant refer to in Regulation 11(2)        | R50-00 |
|    | (iv) the access fees payable by an Applicant referred to in Regulation 11(3) is as follows:                       |        |
|    | a. for every photocopy of an A4 size page or part thereof   | R 1-10 |
|    | b. for every copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form | R 0-75 |
|    | c. for a copy in a computer readable form on:   |        |
|    | (i) contact disk  | R70-00 |
| d. | (i) for the transcription of visual images, for an A4 size page or part thereof                                   | R40-00 |
|    | (ii) for a copy of visual images  | R60-00 |
| e. | (i) for a transcription of an audio record, for an A4 size page or part thereof                                   | R20-00 |
|    | (ii) for a copy of an audio record  | R30-00 |



- f. (i) to search for and prepare the record for disclosure, for each hour or part of an hour reasonable required for such search and preparation R30-00
- (ii) for purposes of Section 54(2) of the Act, the following applies:
- a. six hours as the hours to be exceeded for the deposit is payable;
  - b. one third of an access fee is payable as a deposit by the Applicant
  - c. The actual postage is payable when a copy of a record must be posted to an Applicant.

## 10. CONSIDERATION OF APPLICATION

The Information Officer will consider the application and within 30 (thirty) days communicate with the Applicant regarding the fees payable.

If the application is granted the documentation will be supplied to the Applicant.

## 11. REFUSAL OF APPLICATION

If the application for information is refused the Information Officer will communicate the reasons for such refusal to the Applicant.

The Applicant may, within 30 (thirty) days after the refusal of such application, bring an application to have the information officer's decision revised by a court with jurisdiction over the matter.

## 12. PAYMENT OF FEES

Payment of all fees must be made to the following bank account:

**Account name:** Koelenhof Wynkelder (Pty) Ltd  
**Bank:** FNB  
**Branch Code:** 200 610  
**Account Number:** 6288 267 0386

Proof of payment must be delivered to the Information Officer.

**13. ANNEXURES**

13.1 Table A: Schedule of Records in terms of Section: 51(1)(d) and (e)

13.2 Form B: Request for Access to records of Private Body

13.3 Annexure C: Koelenhof Associated Affiliates

**This PAIA - manual was adopted upon the date of signature thereof.**

Dated and signed at \_\_\_\_\_ on this 24 day of August 2021.

\_\_\_\_\_  
ANDREW SMIT DE VRIES



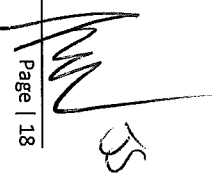

**SCHEDULE OF RECORDS IN TERMS OF SECTION: 51(1)(d) AND (e)**

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF LEGISLATION	AVAILABILITY TO PUBLIC			COPIES AVAILABLE
				INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	
COMPANY REGISTERS	REGISTERS	Directors and Official	Act 71/08			X	@ Fee
		Interest of Directors	Act 71/08			X	@ Fee
		Shareholders	Act 71/08			Only Shareholders	@ Fee
		Dividend	R2592 dd 25/11/83		X		
		Awards	Act 71/08			X	@ Fee
		Assets	R2592 dd 25/11/83		X		
		Attendance (Directors and Managers)	Act 71/08			Only Shareholders	@ Fee
		Bonds	R2592 dd 25/11/83		X		
		Shareholders	Act 71/08		X	Only Shareholders	@ Fee
		Directors	Act 71/08		X		
	Managers	Act 71/08		X			
				Other		X	

Table A

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF LEGISLATION	AVAILABILITY TO PUBLIC			
				INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
TAX	CERTIFICATES	IRP5	Chapter 11 Act 58/62		X		
		IB3	Chapter 11 Act 58/62		X		
		Returns	Chapter 11 Act 58/62		X		
	RETURNS	Payment Sheets	Chapter 11 Act 58/62		X		
ACCOUNTING	STATEMENTS	Debtors	Chapter 11 Act 58/62		X		
		Creditors	Chapter 11 Act 58/62		X		
		Hire-purchase	Chapter 11 Act 58/62		X		
		Stock	Chapter 11 Act 58/62		X		
		Yearend statements	R2582 dd 25/11/83		X		
		RECORDS	Ledger	Chapter 11 Act 58/62		X	
	DOCUMENTS	Receipts, Invoices, Debit & Credit note claims, Orders	Chapter 11 Act 58/62		X		
	OFFICE DOCUMENTS	Jobcards		X	X		
AUDIT	INTERNAL AUDIT	Reports		X	X		

Table A

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SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF LEGISLATION	AVAILABILITY TO PUBLIC			
				INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
GENERAL	CORRESPONDENCE	Correspondence	Sec. 18 Act 58/62	X	X		
		Inspection					
PERSONNEL	PERSONNEL	Personal Details	Sec. 31 Act 58/62		X		
	WAGES	Wages	Sec. 31 Act 58/62		X		
	CONTRACTS	Contracts		X	X		
	COURSES	Courses		X	X		
LICENCES	VEHICLES	Vehicles	Chapter V Act 93/96		X		
	BUSINESS	Business	Local Regulations		X		
	CHEMICALS	Chemicals	Sec. 4 Act 15/73		X		
	LIQUOR	Liquor	Act 59/03 Act 27/89	X		X	
CORRESPONDENCE	CORRESPONDENCE	Correspondence		X	X		
GENERAL	GENERAL	Log Statements		X	X		
		Contracts		X	X		
		Tariff Lists		X	X		
		Way-Bill/SAWIS		X	X		
		ISO Documents		X	X		
		Quotations		X	X		
		Security		X	X		

Table A

**FORM B**

**REQUEST FOR ACCESS TO RECORDS 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 private body**

**The Information Officer**

Koelenhof Wine Cellar (Pty) Limited

Andrew Smit De Vries

**Telephone Number:**

+27 21 865 2020

**Mobile Number:**

+27 82 345 5929

**Physical Address:**

Koelenhof Wine Cellar, Klipheuwel Road, R304  
Stellenbosch, Western Cape Province  
7605

**Postal Address:**

P.O. Box 1, Koelenhof,  
Western Cape Province  
7605

**E-mail:** andrew@koelenhof.co.za

**B. Particulars of person requesting access to the records**

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

Full names and surname: .....

Identity Number: .....

Postal address: .....

Fax number: ..... Telephone number: .....

E-mail address: .....

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

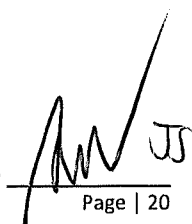
.....

**C. 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: .....





**D. Particulars of record**

- (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 Applicant 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**

- (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.
- (b) You will be notified of the amount required to be paid as the request fee.
- (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 for exemption from payment of fees:

.....  
.....  
.....

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: ..... ..... .....	Form in which 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 to the record, if any, will be determined partly by the form in which access is requested.*

1.	<b>If the record is in written or printed form:</b>			
	Copy of record *		Inspection of record	
2.	<b>If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	View the images		copy of the images*	Transcription
3.	<b>If record consists of recorded words or information which can be reproduced in sound:</b>			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4.	<b>If record is held on computer or in an electronic or machine-readable form:</b>			
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disk)
*	If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable</b>			YES      NO

**G. Particulars or 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 Applicant must sign all the additional folios.*

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

.....  
 .....  
 .....

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

.....  
 .....  
 .....

**H. 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?

.....  
.....

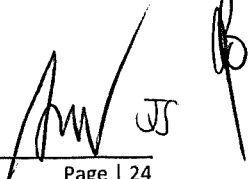
Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

ANNEXURE C

KOELENHOF ASSOCIATED AFFILIATES

NOT APPLICABLE

  
JS