



LEVY SIMON  
ATTORNEYS, NOTARIES & CONVEYANCERS

## LEVY SIMON ATTORNEYS

**Registration Number: 7310050007 AND 7510230112089 trading as a Partnership**

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2/2000 and to address the requirements of the Protection of Personal Information Act 4/2014.

Date Compiled: 1 January 2022

Date Updated: 2 July 2025

## 1. Table of Contents

1. Definitions	3
2. Introduction	3
3. Contact details	3
4. Guider of SAHRC	4
5. Latest notices in terms of section 52(2) of PAIA	4
6. Availability and publication of certain records in terms of PAIA	4
7. Registers & Records	5
8. Subjects and Records held by the Partnership	5
9. Request Process	6
10. Grounds for refusal	7
11. Remedies should a request be refused	8
12. Fees	8
13. POPI	8

## 1. Definitions

1. **“Client”** - refers to any natural or juristic person that received or receives services from the Company;
2. **“the Company”** - shall mean **Error! Reference source not found.** Notaries & Conveyancers;
3. **“Conditions for Lawful Processing”** - the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 11 of this Manual;
4. **“Data Subject”** - as ascribed thereto in section 1 of POPI;
5. **“Information Officer”** - the duly authorised Head as defined in section 1 of PAIA;
6. **“Manual”** - this manual prepared in accordance with section 51 of PAIA and regulation 4(1) (d) of the POPI Regulations;
7. **“PAIA”** - the Promotion of Access to Information Act 2 of 2000;
8. **“Personal Information”** - as ascribed thereto in section 1 of POPI;
9. **“Personnel”** - any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, Partners (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers;
10. **“POPI”** - the Protection of Personal Information Act 4 of 2013;
11. **“POPI Regulations”**- the regulations promulgated in terms of section 112(2) of POPI;
12. **“Private Body”** - as ascribed thereto in sections 1 of both PAIA and POPI;
13. **“Processing”** - as ascribed thereto in section 1 of POPI;
14. **“Requestor”** – as ascribed thereto in section 1 of PAIA;
15. **“Request for Access”** - as ascribed thereto in section 1 of PAIA;
16. **“SAHRC”** - the South African Human Rights Commission;
17. Any other terms not described herein will have the meaning as ascribed to it in terms of PAIA or POPI.

## 2. Introduction

1. For the purpose of POPI and PAIA, the Partnership is defined as a private body. In accordance with the Company’s obligations in terms of POPI and PAIA, the Partnership has produced this manual.
2. This manual sets out all information required by both PAIA and POPI.
3. This manual also deals with how requests are to be made in terms of PAIA.
4. This manual also establishes how compliance with POPI is to be achieved.

## 3. Contact Details

<b>Business Name</b>	Levy Simon Attorneys Notaries & Conveyancers
<b>Registration Number</b>	2012/00000/00
<b>Registered Office</b>	2 <sup>nd</sup> Floor The Harrington 50 Harrington Street Zonnebloem 7925
<b>Postal Address</b>	PO Box 15133 Vlaeberg 8018
<b>Contact Number</b>	021 4330471
<b>Email Address</b>	info@levysimon.co.za
<b>Partner(s)</b>	Melanie Levy & Tina Simon
<b>Information Officer</b>	

<b>Name</b>	Melanie Levy
<b>Postal Address</b>	2 <sup>nd</sup> Floor The Harrington 50 Harrington Street Zonnebloem 7925
<b>Contact Number</b>	021 4330471
<b>Email Address</b>	melanie@levysimon.co.za
<b>Deputy Information Officer</b>	
<b>Name</b>	Tina Simon
<b>Postal Address</b>	2 <sup>nd</sup> Floor The Harrington 50 Harrington Street Zonnebloem 7925
<b>Contact Number</b>	021 4330471
<b>Email Address</b>	tina@levysimon.co.za

10. Background information of the Partnership can be found at [www.levysimon.co.za](http://www.levysimon.co.za).

**4. Guider of SAHRC**

1. A guide to PAIA has been published pursuant to section 10 of PAIA.
2. The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.
3. Should you wish to access the guide you may contact the SAHRC at the following details:

**PAIA UNIT**

Postal Address: Private Bag 2700, Houghton, 2041.  
 Telephone: (011) 877 3600  
 Facsimile: (011) 403 0625  
 Website: <http://www.sahrc.org.za>  
 Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**5. Latest Notices in terms of section 52(2) of PAIA**

1. At this stage no Notice(s) has / have been published on the categories of records that are available without having to request access to them in terms of PAIA.

**6. Availability and publication of certain records in terms of PAIA**

1. The Partnership hold and/or process the following records for the purposes of PAIA and POPI.

Information pertaining to products and/or services	Freely available on website at <a href="http://www.investec.co.za">www.investec.co.za</a>
Employment Contracts	On request in terms of PAIA
Personal records provided by personal and third parties	On request in terms of PAIA
Internal records, including internal evaluation of personal	On request in terms of PAIA
Correspondence relation to personal	On request in terms of PAIA
Training of personal	On request in terms of PAIA
Records relating to the Company's clients	On request in terms of PAIA
Records generated by the Partnership for its clients	On request in terms of PAIA
Operational records	On request in terms of PAIA
Database	On request in terms of PAIA
Information technology	On request in terms of PAIA
Marketing records	On request in terms of PAIA
Internal Correspondence	On request in terms of PAIA
Internal Policies	On request in terms of PAIA
Financial records	On request in terms of PAIA
Trade Secrets	On request in terms of PAIA
Domain Name Registrations	On request in terms of PAIA

Tradename Registrations	On request in terms of PAIA
Trademark Registrations	On request in terms of PAIA
Partnership Documentation	On request in terms of PAIA
Agreements With Suppliers	On request in terms of PAIA
Supplier Agreements	On request in terms of PAIA
Customer Agreements	On request in terms of PAIA
Website Information	On request in terms of PAIA

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

1. Basic Conditions of Employment Act, No. 75 of 1997
2. Companies Act, No. 71 of 2008
3. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
4. Competition Act, No. 89 of 1998
5. Constitution of the Republic of South Africa Act, No. 108 of 1996
6. Credit Agreement Act, No. 75 of 1980
7. The Criminal Procedure Act, No. 51 of 1977
8. Debt Collectors Act, No. 114 of 1998
9. Deed Registries Act, No. 47 of 1937
10. Employment Equity Act, No. 55 of 1998
11. Financial Intelligence Centre Act, No. 38 of 2001
12. Identification Act, No. 68 of 1997
13. National Credit Act, No. 34 of 2005
14. Insolvency Act, No. 24 of 1936
15. Inspection of Financial Institutions Act, No. 18 of 1998
16. The Labour Relations Act, No. 66 of 1995
17. The Long Term Insurance Act, No. 52 of 1998
18. Pension Funds Act, No. 24 of 1956
19. Short Term Insurance Act, No. 53 of 1998
20. Skills Development Levies Act, No. 9 of 1999
21. Unemployment Insurance Act, No. 63 of 2001
22. Unit Trust Control Act, No. 54 of 1981
23. Value Added Tax Act, No. 89 of 1991
24. Electronic Communication and Transactions Act, No. 25 of 2002
25. Financial Advisory and Intermediary Service Act, No. 37 of 2002
26. Patents, Designs and Copyright Merchandise Marks Act, No. 17 of 1941
27. Income Tax Act, No. 58 of 1962
28. Occupational Health and Safety Act No. 85 of 1993
29. Co-operatives Act No. 14 of 2005
30. Customs and Excise Act No. 91 of 1964
31. Insider Trading Act No. 135 of 1998
32. Prevention of Organised Crime Act No. 121 of 1998
33. Road Transportation Act No. 74 of 1977
34. Stock Exchanges Control Act No. 54 of 1995
35. Transfer Duty Act No. 40 of 1949
36. Machinery and Occupational Safety Amendment Act No. 181 of 1993
37. National Payment Systems Act No. 78 of 1998
38. National Water Act No. 36 of 1998
39. Prescription Act No. 68 of 1969
40. Trademark Act No. 194 of 1993
41. Intellectual Property Laws Amendment Act No.38 of 1997
42. Financial Markets Act No. 19 of 2012

**7. Registers and Records**

1. Inspection of the Partnership agreement and records pertaining to:
  1. Partners and officers
  2. Interests of Partners
  3. Shareholders
  4. Allotments

5. Minutes of meetings of members (only shareholders)
6. Licences and permits
7. Stock remedies and poisonous materials
8. Weapons and ammunition
9. Trademarks and commodity brochures and relevant information
10. Annual reports
11. Interim reports

**8. Subjects and Records held by the Partnership**

1. Incorporation documents
  1. The Partnership Agreement
2. Secretarial records
  1. The share register of the Partnership
  2. Shareholders' agreements of the Company, including pre-emption, option and nominee agreements
  3. Minutes of general meetings of the shareholders of the Partnership
  4. Register or list of Partners of the Partnership
  5. Minute books of internal resolutions of the Partnership
  6. Power of attorney agreements and a list of persons authorised to bind the Partnership
  7. Statutory registers of the Partnership
3. Financial records of the Partnership
  1. Accounting records, books and documents of the Partnership
  2. Interim and annual financial reports of the Partnership
  3. Details of the auditors of the Partnership
  4. Auditors' reports in respect of audits conducted on the Partnership
  5. Tax returns of the Partnership
  6. Other documents and agreements pertaining to tax
  7. Financial records of the Partnership
4. Human resources / employment records
  1. List of employees
  2. Employee benefits
  3. Documents in respect of share incentive scheme or trust
  4. Information pertaining to share options, share incentives, bonus or profit sharing agreements of each employee
  5. Arbitration orders and agreements
  6. Attendance registers at working stations and head office
  7. Any other information pertaining to employees of the Partnership
5. Pension and provident funds
  1. A manual regarding the processes and rules of the pension fund
  2. Lists of employees who belong to the respective funds
  3. Minutes of meetings of trustees
  4. Financial records of the pension and provident funds
6. Insurance records
  1. Family insurance
  2. Group life insurance
  3. Spouse insurance
  4. Disability insurance
  5. Retirement insurance
7. Immovable and movable property
  1. Asset register
  2. Title deeds of any land owned by the Partnership
  3. Agreements for the lease or sale of land and/or other immovable property by the Partnership
  4. Agreements for the lease of movable property by the Partnership
  5. Mortgage bonds, liens, notarial bonds or security interests on property
  6. Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets
8. Client agreements

1. Agreements for the supply of production and/or trading credit
2. Security agreements, deeds, guarantees, cession and bonds for credit
3. Details of clients and correspondence
4. Invoices, receipts, credit and debit notes
9. Miscellaneous agreements of the Partnership
  1. Suretyship agreements
  2. Agreements for the trading activities of the Partnership
  3. Agency, management and distribution agreements
  4. Agreements with suppliers of the Partnership
  5. Agreements with clients of the Partnership
  6. Credit facilities and letters of credit
10. Correspondence
  1. Correspondence with clients of the Partnership

## 9. Request Process

1. An individual who wishes to place a request must comply with all the procedures laid down in PAIA. The requester must complete the prescribed form, which is attached hereto as **annexure "A"**. The prescribed form must be submitted as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail as is stated herein.
2. The prescribed form must be completed with enough particularity to enable the information officer to determine:
  1. The record(s) requested;
  2. The identity of the requestor;
  3. What form of access is required; and
  4. The Postal address or fax number of the requestor.
3. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. An explanation of why the records requested is required to exercise or protect the right.
4. The request for access will be dealt with within 30 days from date of receipt, unless the requestor has set out special grounds that satisfy the information officer that the request be dealt with sooner.
5. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Partnership and the information cannot be reasonably obtained within 30 days. The information officer will notify the requestor in writing should an extension be necessary.
6. The requestor will be informed in writing whether access to the records have been granted or denied. If the requestor requires a reason for the decision the request must be expressed in the prescribed form, the requestor must be further stated what particulars of the reasoning the requestor requires.
7. If a requestor has requested the records on another individual's behalf, the requestor must submit proof of the capacity the requestor submits the request in, to the satisfaction of the information officer.
8. If the requestor is unable to complete the prescribed form due to illiteracy or disability, the requestor may request it orally from the information officer.

## 10. Grounds for refusal

1. The following are grounds upon which the Partnership may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:
  1. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable
  2. Mandatory protection of the commercial information of a third party, if the Records contain:
    1. Trade secrets of that third party;
    2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or

3. Information disclosed in confidence by a third party to The Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
4. Mandatory protection of the safety of individuals and the protection of property;
5. Mandatory protection of Records that would be regarded as privileged in legal proceedings;
6. Protection of the commercial information of the Company, which may include:
  1. Trade secrets;
  2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
  3. Information which, if disclosed, could put the Partnership at a disadvantage in contractual or other negotiations or prejudice the Partnership in commercial competition; and/or
  4. Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws;
7. Research information of the Partnership or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
8. Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

**11. Remedies should a request be refused**

1. The Partnership does not have an internal appeal procedure in light of a denial of a request, decisions made by the information officer is final;
2. The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

**12. Fees**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
  1. For every photocopy of an A4-sized page or part thereof: R1,10
  2. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,75
  3. For a copy in a computer-readable form on:
    1. compact disc R70,00
    2. For visual images:
      1. a transcription of visual images, for an A4-size page or part thereof 40,00
      2. For a copy of visual images R60,00
    3. For an audio record:
      1. For a transcription of an audio record, for an A4-size page or part thereof R20,00
      2. For a copy on an audio record R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
  1. Fees are:
    1. For every photocopy of an A4-size page or part thereof R1,10
    2. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
    3. For a copy in a computer-readable form on:
      1. compact disc R70,00
      2. For a transcription of visual images:
        1. for an A4-sized page or part thereof R40,00
        2. For a copy of visual images R60,00

5. For a transcription of an audio record:
  1. For an A4-size page or part thereof R20,00
  2. For a copy of an audio record R30,00
6. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
2. For purposes of section 54(2) of the Act, the following applies:
  1. Six hours as the hours to be exceeded before a deposit is payable; and
  2. one third of the access fee is payable as a deposit by the requester.
3. The actual postage is payable when a copy of a record must be posted to a requester.

### 13. POPI

1. Conditions for lawful processing
  1. POPI has eight conditions for lawful processing and include:
    1. Accountability
    2. Processing limitation
    3. Purpose specification
    4. Further processing limitation
    5. Information quality
    6. Openness
    7. Security safeguards
    8. Data subject participation
  2. The Partnership is involved in the following types of processing:
    1. Collection
    2. Recording
    3. Organization
    4. Structuring
    5. Storage
    6. adaptation or alteration
    7. retrieval
    8. consultation
    9. use
    10. disclosure by transmission
    11. dissemination or otherwise making available
    12. alignment or combination
    13. restriction
    14. erasure
    15. destruction
  3. The Partnership processes information for the following purposes:
    1. to provide services to its Clients in accordance with terms agreed to by the Clients;
    2. to undertake activities related to the provision of services, such as
      1. to fulfil domestic legal, regulatory and compliance requirements
      2. to verify the identity of Customer representatives who contact the Partnership or may be contacted by The Company;
      3. for risk assessment, information security management, statistical, trend analysis and planning purposes;
      4. to monitor and record calls and electronic communications with the Client for quality, training, investigation and fraud prevention purposes;
      5. to enforce or defend the Partnership or the Partnership affiliates' rights;
      6. to manage the Company's relationship with its clients, which may include providing information to its clients and its clients affiliates about the Company's and the Partnership affiliates' products and services;
    3. the purposes related to any authorised disclosure made in terms of agreement, law or regulation;
    4. any additional purposes expressly authorised by The Company's client;
    5. any additional purposes as may be notified to the Client or Data Subjects in any notice provided by the Company.

2. The Partnership processes personal information the following categories of Data Subjects:
  1. Juristic persons –
    1. Corporate clients
    2. Suppliers
  2. Natural persons –
    1. Individuals
    2. Staff
    3. Clients
    4. Suppliers
3. The Partnership process the following categories personal information:
  1. Client profile information;
  2. Bank account details;
  3. Payment information;
  4. Client representatives;
  5. Names;
  6. Email Addresses;
  7. Telephone numbers;
  8. Facsimile numbers;
  9. Physical addresses;
  10. Tax numbers;
  11. Identity Numbers;
  12. Passport Numbers;
4. Recipients of Personal Information:
  1. The Company, the Company's affiliates, their respective representatives
5. When making authorised disclosures or transfers of personal information in terms of Section 72 of POPI, personal information may be disclosed to recipients in countries that do not have the same level of protection for personal information as South Africa does.
6. The following Security measures are implemented by the Company:
7. The Partnership implements numerous Security measures to protect personal information that is stored electronically and physically.
  1. Insert Security Measures
  2. The Partnership has also implemented various policies for additional security.
    1. **EFICA outsourcing**
  2. The personal information that is stored physically is protected as follows:
    1. Where physical records of the data exist, such records will be stored in a secure area that can be 'locked-away' as to avoid a breach of the personal information.
    2. Such physical data records will be 'locked-away' and secured when not in use.
8. The Partnership may share personal information with third parties and in certain instances this may result in cross border flow of the personal information. The personal information will always be subject to protection, not less than the protection it is afforded under the Protection of Personal Information Act No.4 of 2013.
9. Objection to the processing of personal information by a data subject:
  1. Section 11(3) of POPI and regulation 2 of the POPI regulations provides that a data subject may, at any time object to the processing of their personal information in the prescribed form attached to this manual as **annexure "B"**.
10. Request for correction or deletion of personal information:
  1. Section 24 of POPI and regulation 3 of the POPI regulations provides that a data subject may request for their personal information to be corrected and/or deleted in the prescribed form attached hereto as **annexure "C"**.

Information Officer name \_\_\_\_\_ signature \_\_\_\_\_

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

**For and on behalf of**

Partnership name \_\_\_\_\_ Partnership

signature \_\_\_\_\_

Witness name \_\_\_\_\_ Witness signature \_\_\_\_\_

# ANNEXURE A

## FORM 2

### REQUEST FOR ACCESS TO RECORD

[Regulation 7]

**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


(Address)

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: <input type="text"/>
	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		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<i>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.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>			
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	

**MANNER OF ACCESS**  
*(Mark the applicable box with an "X")*

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>	

**PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

*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.*

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>FEEES</b>	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
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 <i>(Please specify)</i>

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

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

-----  
**FOR OFFICIAL USE**

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
**Signature of Information Officer**

# ANNEXURE B

## FORM 1

**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, 2017**  
[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code (    )	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (if the responsible party is a natural):		
Residential, postal or business address:		
	Code (    )	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code (    )
Contact number(s):	
Fax number:	
E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION</b> <i>(Please provide detailed reasons for the objection)</i>

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

.....  
*Signature of data subject (applicant)*

# ANNEXURE C

## 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 THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

#### REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]

*Note:*

1. *Affidavits or other documentary evidence in support of the request must 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.*

Reference Number....

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
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party ( <i>if the responsible party is a natural person</i> ):	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code (    )
Contact number(s):	
Fax number:	
E-mail address:	
<b>C</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)</b>

\*        *Delete whichever is not applicable*

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

.....  
*Signature of Data subject*