



**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000 (“PAIA”)  
AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF  
2013 (“POPIA”)  
OF  
SUN INTERNATIONAL LIMITED & SUBSIDIARIES  
(REG NO: 1967/007528/06)**

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## 1. INTRODUCTION TO PAIA

The Promotion of Access to Information Act, 2000 ("PAIA") came into operation on 9 March 2001.

PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual must comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

## 2. OUR PAIA MANUAL

This Manual serves as the PAIA/POPIA Manual for **Sun International Limited** and its subsidiaries.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which gives effect to the Constitutional right to privacy and which became fully effective on 1 July 2021. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for (i) the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, (ii) providing for the issuing of codes of conduct, (iii) providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and (iv) to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy or correct personal information or records thereof in terms of POPIA.

For purposes of this Manual, we refer to ourselves as "*Sun International Limited*", "*we*", "*us*" or "*our*".

We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

## 3. ABOUT US AND OUR BUSINESS

If you would like to find out more about us, including the nature of our business activities, our company profile is available at <https://corporate.suninternational.com/about/>

## 4. MAIN SUBSIDIARIES AND ASSOCIATE COMPANIES

Sun International Limited has the following subsidiaries:

Registered Companies Names	Trading Name
Afrisun Gauteng Proprietary Limited	Carnival City Casino and Entertainment World
Afisun KZN Proprietary Limited	Sibaya Casino and Entertainment Kingdom
Afrisun Gauteng Proprietary Limited	Carnival City Casino and Entertainment World
Afisun KZN Proprietary Limited	Sibaya Casino and Entertainment Kingdom
Emfuleni Resorts Proprietary Limited	The Boardwalk Casino and Entertainment World
Grand Gaming Gauteng (RF) Proprietary Limited	Grand Gaming Slots
Grand Gaming Hotslots (RF) Proprietary Limited	Hotslots
Grand Gaming KZN Slots (RF) Proprietary Limited	KZN Slots
Grand Gaming Kwazulu-Natal (RF) Proprietary Limited	Kingdom Slots
Grand Gaming Western Cape (RF) Proprietary Limited	Grand Slots
Grand Gaming Mpumulanga (RF) Proprietary Limited	Grand Gaming Mpumulanga
Meropa Leisure and Entertainment Proprietary Limited	Meropa Casino and Entertainment World
Manguang Sun Proprietary Limited	Windmill Casino and Entertainment World
SunWest International Proprietary Limited	GrandWest Casino and Entertainment World
Teemane Proprietary Limited	Flamingo Casino and Entertainment World
Transkei Sun International Limited	Wild Coast Sun and Entertainment World
Worcester Casino Proprietary Limited	Golden Valley Casino
Sun International (South Africa) Limited	Sun City Casino and Hotel
Sun International (South Africa) Limited	The Maslow Hotel
Sunbet Proprietary Limited (Previously Powerbets)	SunBet
Sun International Limited	Sun International
Sun Time Square Proprietary Limited	Sunbet Time Square
Sunbet Carnival Proprietary Limited	Sunbet Carnival
Sun Time Square Proprietary Limited	Time Square Casino and Entertainment World
SunBet Menlyn Proprietary Limited	SunBet Menlyn
Sun Slots (RF) Proprietary Limited	Sun Slots
Sun International Vacation Club Sales Proprietary Limited	Sun Vacation Club

Any PAIA request relating to the above-mentioned subsidiaries, should follow the procedures as set out in this Manual.

## 5. BOARD OF DIRECTORS AND GROUP COMPANY SECRETARY

Our executive directors and group company secretary are:

- Ulrik Bengtsson (Chief Executive Officer)
- Norman Basthdaw (Chief Financial Officer)
- Andrew Johnston (Group Company Secretary)

The Management Committee may change from time to time.

Please visit our website for the latest board of directors and senior management details - <https://corporate.suninternational.com/about/directors/>

## 6. COMPANY CONTACT DETAILS

Our general contact details

### Postal Address:

Private Bag 700

Sandton

2146

### Street Address:

6 Sandown Valley Crescent

Sandown

Sandton

2031

Telephone number: 011 780 7000

## 7. INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER DETAILS FOR PAIA AND POPIA

### Information Officer

Name: Mr. Leslie Peters

Information Regulator registration number: 2024-027414

### Deputy Information Officer

Name: Mr. Kumarasen Reddy

Information Regulator registration number: 2024-027414

### Deputy Information Officer

Name: Mrs. Toyah Da Silva Pfafferott

Information Regulator registration number: 2024-027414

### Deputy Information Officer

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Name: Monique Leask

Information Regulator registration number: 2024-027414

**Correspondence**

For the attention of the Information Officer

Email address for PAIA / POPIA requests: [informationoffice@suninternational.com](mailto:informationoffice@suninternational.com)

**8. PAIA GUIDE**

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages.

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

**The Information Regulator (South Africa)**

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

Website: <https://www.justice.gov.za/infoereg>

**9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST**

The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

**10. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION**

Sun International Limited is subject to many laws and regulations, some of which require us to keep certain records.

Some of these laws are detailed below for ease of reference. This list is not exhaustive.

Administration of Estates Act No. 66 of 1965	Banks Act No. 94 of 1990	Basic Conditions of Employment Act No. 75 of 1997	Broad-Based Black Economic Empowerment Act, 53 of 2003
Companies Act No. 71 of 2008	Compensation for Occupational Injuries and Diseases Act No. 130 of 1993	Competition Act No. 89 of 1998	Copyright Act No. 98 of 1978
Consumer Protection Act No. 68 of 2008	Customs and Excise Act No 91 of 1964	Designs Act No. 195 of 1993	Electronic Communications and Transactions 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	International Trade Administration Act No. 71 of 2002

Labour Relations Act No. 66 of 1995	National Environmental Management Act No. 107 of 1998	National Key Points Act No. 102 of 1980	National Road Traffic Act No. 93 of 1996
National Water Act No. 36 of 1998	Occupational Health and Safety Act No. 85 of 1993	Prevention of Organised Crime Act No. 121 of 1998	Public Finance Management Act No. 1 of 1999
Revenue Laws Amendment Act No. 60 of 2008	Road Transportation Act No. 74 of 1977	South African Reserve Bank Act No. 90 of 1989 (as amended)	Skills Development Levies Act No. 9 of 1999
Security Officers Act No. 92 of 1987	Short-term Insurance Act No. 53 of 1998	Stock Exchanges Control Act No. 1 of 1985	Transfer Duty Act No. 40 of 1949
Unemployment Insurance Act No. 63 of 2001	Protection of Personal Information Act No.4 of 2013		

- **Gambling Acts**

Eastern Cape Gambling and Betting Act No. 5 of 1997	Free State Gambling and Racing Act No. 6 of 1996	Gauteng Gambling Act No. 4 of 1995	KwaZulu-Natal Gambling Act No. 10 of 1996
Limpopo Gambling Act No. 4 of 1996	National Gambling Act No. 7 of 2004	North West Gambling Act No. 2 of 2001	Northern Cape Gambling and Racing Act No. 5 of 1996
Northern Province Casino and Gaming Act No. 4 of 1996	Western Cape Gambling and Racing Act No. 4 of 1996	National Gambling Act No. 7 2004	

- **Liquor Acts**

Eastern Cape Liquor Act No. 10 of 2003	Free State Liquor Act No. 3 of 2007	Gauteng Liquor Act No. 2 of 2003
KwaZulu-Natal Liquor Act No. 27 of 1989	Liquor Act No. 59 of 2003	Northern Cape Liquor Act 2 of 2008
Western Cape Liquor Act No. 4 of 2008		

Where applicable to our operations, we also retain records and documents in terms of the following statutes

Basic Conditions of Employment Act No. 75 of 1997	Companies Act No. 71 of 2008	Compensation for Occupational Injuries and Diseases Act No. 130 of 1993	Customs and Excise Act No. 91 of 1964
Environmental Health and Safety Act No.85 of 1993	Value-Added Tax Act No. 89 of 1991	Employment Equity Act No. 55 of 1998	Financial Markets Control Act No. 55 of 1989
Immigration Act No. 13 of 2002	Income Tax Act No. 58 of 1962	Insolvency Act No. 24 of 1936	Labour Relations Act No. 66 of 1995
Machinery and Occupational Safety Act No. 6 of 1983	National Credit Act No. 34 of 2005	National Payment System Act No. 78 of 1998	National Water Act No. 36 of 1998
Occupational Health and Safety Act No. 85 of 1993	Pension Funds Act No.24 of 1956	Prescription Act No. 68 of 1969	Stamp Duties Act No. 77 of 1968
Stock Exchanges Control Act No. 1 of 1985	Transfer Duty Act No. 40 of 1949		

Note that this list is not exhaustive.

## 11. A DESCRIPTION OF DATA SUBJECTS AND CATEGORIES OF RECORDS

Described below are the records which we hold, divided into categories for ease of reference:

### Statutory Company Information

Certificate of Incorporation;	Certificate of Change of Name (if any);	Memorandum of Incorporation and any amendments to it as well as any rules made by the company and information pertaining to additional access rights thereto as provided for in the memorandum of incorporation, if any;	Certificate to Commence Business;
Minutes and Resolutions passed at general meetings / annual general meetings (including related notices and proxies)	Securities Register	Register of Directors	Register of Directors and Officers;
Annual Financial Statements			

### Accounting Records

Books of Account including journals and ledgers	Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.
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### Statutory Employee Records

Employees' names and occupations	Time worked by each employee	Remuneration paid to each employee	Date of birth of each employee
Employment equity plan	Salary and wages register	Records of foreign employees	Collective agreements
Arbitration awards	Records of strikes, lockouts or protest action	Training records	Staff records (after date of employment ceases)

### Other Employee Records

Employee contracts	Incentive schemes	Staff loan schemes
Study assistance schemes	Maternity leave policy	Relocation policy
Housing scheme	Disability scheme	Funeral insurance scheme
Group personal accident	Group life	Various policies governing conduct

### Pension, Provident and Retirement Funding Records

Pension and Provident Fund Rules;	Pension and Provident Fund account records;
Minutes of Meetings of trustees and members;	Actuarial Valuation Reports;
Contribution Reports;	Annual accounts.

### Environmental Health and Safety

Water quality monitoring programme records	Waste water assessment and monitoring records	Records of waste water discharges
Records of waste water storage and waste water disposal	Records of risk assessments and monitoring results in respect to hazardous biological agents	Safety management systems, data and audits
Industrial hygiene programs, data and audits	Permits, licences, approvals and registrations for operations of sites and business	Emergency response plans
Environmental impact assessments	Environmental management programs and systems	

### Fixed Property

Title Deeds	Leases
Building plans	Mortgage Bonds or other encumbrances to fixed property

### Movable Property

Asset registers	Finance and Lease Agreements	Notarial Bonds
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### Intellectual Property

Patents, patent applications and inventions	Trademarks, trade names and protected names
Copyright	Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements
Litigation and other disputes involving intellectual property	

### Agreements and Contracts

Agreements with shareholders, officers or directors	Acquisition or disposal documentation	Agreements with contractors and suppliers
Agreements with the travel industry	Sale agreements	Restraint agreements
Agreements with governmental agencies	Purchase or lease agreements	Generally, a range of other agreements peculiar to the Group's operation within the gaming, resort and leisure industries

### Taxation

Copies of all Income Tax Returns and other tax returns and documents
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### Legal & Regulatory

Gambling licences	Settlement agreements	Other material licences, permits and authorisations
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### Insurance

Insurance policies	Claims records	Details of insurance coverages, limits and insurers
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### Transportation

Transportation Permits	Motor Vehicle records	Transportation, Warehouse and Storage Contracts
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### Information Technology

Hardware	Operating Systems	Telephone Equipment	Exchange	Telephone Lines, Leased Lines and Data Lines
LAN Installations	Software Packages	Disaster Recovery		Internal Systems Support and Programming / Development
Capacity and Utilization of Current Systems	Development Investment Plans	or	Agreements	Licenses and Audits

### Sales and Marketing

Products	Markets	Customers
Brochures, Newsletters and Advertising Materials	Sales	Public Relations Policies and Procedures

**Black Economic Empowerment**

Ratings conducted by accredited rating agencies	Recruitment and employment equity policies
Supplier and preferential procurement information	Skills Development policy

The abovementioned records are held by the Group, these records will not necessarily be disclosed in all instances as grounds of refusal as stated herein may apply.

**12. REQUEST PROCEDURE**

**Completion of the prescribed form**

Any request for access to a record from a private body in terms of PAIA must substantially correspond with the form attached hereto marked Appendix A - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10].

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

**Payment of the prescribed fees**

A Fee may be payable, depending on the type of information requested, as described under Appendix B - Fees in respect of private bodies.

There are two categories of fees which are payable:

- The request fee: R50
- The access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles us to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

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

POPIA provides that a data subject may, upon proof of identity, request us 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.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, we must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

**13. OBJECTION**

POPIA provides that a data subject may, at any time, object to us processing of personal information, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must

complete the prescribed form attached hereto as Appendix C - 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 [Regulation 2] and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

#### **14. CORRECTION**

A data subject may also request that we 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 we are no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix D - 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's Regulations relating to the protection of personal information, 2018 [Regulation 3].

#### **15. PROOF OF IDENTITY**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

#### **16. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS**

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

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

#### **17. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

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

These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;

- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put us at a disadvantage in negotiations, prejudice it in commercial competition or prejudice its security measures;
- if the record is required for legal proceedings and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by us.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

## **18. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

An appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

## **19. AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at all Sun International Limited subsidiaries and via our website <https://corporate.suninternational.com/investors/investors-governance/paia-manual/>

**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:	
	Cellular:			

Full names of person on whose behalf request is made (if applicable):	
Identity Number	
Postal Address	

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

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

Description of record or relevant part of the record:	

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

Any further particulars of record	

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

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

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

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

**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:	

**FEES**

- a) *A request fee must be paid before the request will be considered.*
- b) *You will be notified of the amount of the access fee to be paid.*
- c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <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*

**FEES IN RESPECT OF PRIVATE BODIES**

1. The “request fee” payable by a requester, other than a personal requester, referred to in section 54(1) of the Act, is R50
2. The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
  - (a) for every photocopy of an A4-size page or part thereof - R1 - R10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R0 - R75
  - (c) for a copy in a computer-readable form on:
    - (i) stiffy disc - R7 - R50
    - (ii) compact disc - R70
  - (d) (i) for a transcription of visual images, for an A4-size page or part thereof - R40;  
(ii) for a copy of visual images - R60
  - (e) (i) for transcription of an audio record, for an A4-size page or part thereof - R20;  
(ii) for a copy of an audio record - R30
  - (f) To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester Exemptions from paying “access fees”

Person or persons exempted from paying access fees:

- (i) A single person whose annual income does not exceed R14,712.00; or
- (ii) Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

**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**

[Regulation 2]

*Note:*

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

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

Contact number(s):	Code (    )
Fax number/ E-mail address:	

<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>

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

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

**FORM 3**

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

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

Note:

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

Mark the appropriate box with an "x".

**Request for:**

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

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

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

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

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

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

## FURTHER INFORMATION

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

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA 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) of PAIA are as follows:
  - (a) For every photocopy of an A4-size page or part thereof R 1, 10.
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0, 75.
  - (c) For a copy in a computer-readable form on -
    - (i) stiffy disc R7, 50;
    - (ii) compact disc 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 of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
  - (1)
    - (a) For every photocopy of an A4-size page or part thereof R1, 10.
    - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
    - (c) For a copy in a computer-readable form on -
      - (i) stiffy disc R7,50;
      - (ii) compact disc 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 of an audio record R30,00.
    - (f) 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 reparation.
  - (2) For purposes of section 54(2) of PAIA, the following applies:
    - (a) six hours as the hours to be exceeded before a deposit is payable; and
    - (b) 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.