



PAIA MANUAL

PROMOTION OF ACCESS TO INFORMATION MANUAL

FOR

APEX SUPERIOR QUALITY PARTS (PTY) LTD

(REGISTRATION NUMBER: 2018/555384/07)

PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
("PAIA")

AND INCORPORATING COMPLIANCE WITH
PROTECTION OF PERSONAL INFORMATION ACT
("POPIA")

Date of Update: 30 September 2023

This manual applies to Apex Superior Quality Parts (Pty) Ltd and all its South Africa sites
(collectively referred to in this manual as "APEX")



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Section 1: Acronyms, Definitions and Interpretations

1.1 Acronyms

APEX	Apex Superior Quality Parts (Pty) Ltd
SAHRC	South African Human Rights Commission
PAIA	Promotion of Access to Information Act 2 of 2000 and any regulations published thereafter, as amended from time to time
POPIA	Protection of Personal Information Act 4 of 2013 and any regulations, guidelines or code of conduct published thereafter, as amended from time to time
UIF	Unemployment Insurance Fund

1.2 Definitions and Interpretations

Data Subject	The person to whom the personal information relates
Employee	Any person who works for or provides services to or on behalf of APEX, and receives or is entitled to receive remuneration
Guide	The guide published by the SAHRC in terms of Section 10 of PAIA, as amended and updated by the Information Regulator from time to time.
Information Officer	The person authorised by the Head of APEX and to whom the duties and responsibilities required of the Information Officer in both PAIA and in POPIA have been delegated
Information Regulator	The juristic person established under section 39 of POPIA
Operator	A person who processes personal information for a responsible party in terms of a contract or mandate, but does not come under the direct authority or control of the responsible party
Personal Information	Has the same meaning as set out in section 1 of POPIA
Requestor	Any person or entity requesting access to a record that is under the control of APEX
Responsible Party	The public or private body or any other person, which alone in conjunction with others, determines the purpose of and means for processing personal information
Special Personal Information	Has the same meaning as set out in section 1 of POPIA
The Head of APEX	The Chief Executive Officer of Apex Superior Quality Parts (Pty) Ltd
The Manual	This manual which is published in accordance with Section 51 of PAIA and “this manual” shall have the same meaning
The Minister	The Cabinet Member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development

Section 2: Preamble

2.1 Overview

This manual has been compiled in accordance with the requirements of PAIA and contains the information specified in Section 51(1) of PAIA, which is applicable to private bodies. It draws on the guidelines provided by APEX on the minimum required details as expected by the Regulator with regards to compliance to PAIA.

The information contained within, which may not necessarily be in this order, includes:

- a) The contact details of the head of the private body
- b) A reference to the “Guide on how to use the Promotion of Access to Information Act 2 of 2000” that the South African Human Rights Commission has compiled in compliance with Section 10 of PAIA
- c) The latest notice published by the Minister under Section 52(2) of PAIA
- d) A description of the records of the private body which are available in terms of any legislation other than PAIA
- e) A description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record
- f) In compliance with POPIA:
 - i. The purpose of the processing,
 - ii. A description of the categories of data subjects and of the information or categories of information relating to those data subjects,
 - iii. The recipients or categories of recipients to whom the personal information may be supplied,
 - iv. Planned trans-border flows of personal information, and
 - v. A general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the private body (as the responsible party) to ensure that confidentiality, integrity and availability of the information which is to be processed;

2.2 Review

The manual will be reviewed and, if necessary, updated on a regular basis in accordance with the requirements of Section 51(2) of PAIA.

2.3 Access

This manual can be accessed in any of the following manners:

- a) On our website (www.apexsuperior.com),
- b) At our Head Office for public inspection during normal business hours, or
- c) By requesting a copy by email from the duly appointed Information Office as provided for in Section 4 below



Section 3: Foreword

3.1 Apex Superior Quality Parts (Pty) Ltd

Apex Superior Quality Parts (Pty) Ltd is a proudly South African company established in 2019.
Company Registration Number – 2018/555384/07

Our line of business - Motor Vehicle Aftermarket Parts Wholesale

We are a leading importer and distributor of a range of superior quality aftermarket spare parts to South Africa, Namibia, Botswana, Lesotho, Swaziland, Mozambique & Zimbabwe.

Section 4: Administration

4.1 The Head of APEX

Apex Superior Quality Parts (Pty) is a private body as defined in PAIA and POPIA and is headed by **Mrs. Chantelle Dantu** in her official capacity as the **Chief Executive Officer** of the organisation.

4.2 The Information Officer

Mrs. Dantu has appointed **Mr. Michael Venter**, in his capacity as the **Finance and HR Manager**, as the Information Officer for Apex Superior Quality Parts (Pty) Ltd. As such, she has delegated to Mr. Venter the duties of the Information Officer as contemplated in both PAIA and POPIA.

4.3 The Information Regulator

The SAHRC has compiled a guide which may assist a person who wishes to exercise any rights contemplated in PAIA:-

SAHRC – Research and Documentation Department (PAIA Unit)

- **Postal Address:** Private Bag 2700, Houghton, 2041
- **Telephone Number:** (011) 484-8300
- **Email Address:** paia@sahrc.org.za
- **Website:** www.sahrc.org.za

A request for access to records may be made by natural or a juristic person requiring the records for the exercise of or protection of any right. If a public body lodges a request the public body must be acting in the public interest.

Requests in terms of PAIA shall be made:

- In the prescribed form (see Annexure A),
- Follow the prescribed procedures and
- Against payment of prescribed fees as described in paragraphs 7 and 10 of this manual (whichever is applicable)

4.4 Contact Details

a) Apex Superior Quality Parts (Pty) Ltd: Information Officer

Any person seeking access to a record in the possession or under control of APEX in terms of Section 53 of PAIA, or a data subject requesting access to personal information in terms of Section 23 of POPIA, may address the request to the appointed Information Officer at the Head Office of Apex Superior Quality Parts (Pty) Ltd as follows on the email address – paia.request@apexsuperior.com

b) Apex Superior Quality Parts (Pty) Ltd: Head Office

Alternatively, the Head Office of Apex Superior Quality Parts (Pty) Ltd can be approached through any of the following avenues:

Physical Address: Unit 7, 41 Creativity Boulevard, Klipriver Business Park, Klipriver, Midvaal, 1871

Postal Address: PO Box 990326, Kibler Park, 2053

Other contact information:

- Telephone: (010) 109-5570
- Facsimile: *None*
- Email Address: info@apexsuperior.com
- Website: www.apexsuperior.com



Section 5: Records Held and Available

5.1 Records available in terms of any other Legislation

Certain records held by APEX are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out herein and may, in certain instances, only be accessed by the persons specified in the relevant legislation.

<ul style="list-style-type: none"> Administrative Adjudication of Road Traffic Offences Act 46 of 1998 Advertising on Roads and Ribbon Development Act 21 of 1940 	<ul style="list-style-type: none"> Basic Conditions of Employment Act 75 of 1997 Bills of Exchange Act 34 of 1964 Broad-Based Black Economic Empowerment Act 53 of 2003
<ul style="list-style-type: none"> Companies Act 71 of 2008 Compensation for Occupational Injuries and Diseases Act 130 of 1993 Competition Act 89 of 1998 Constitution of Republic of South African Act 108 of 1996 Consumer Protection Act 68 of 2008 Copyright Act 98 of 1978 Criminal Procedure Act 51 of 1977 Currency and Exchanges Act 9 of 1933 Customs and Exercise Act 91 of 1964 	<ul style="list-style-type: none"> Electronic Communications and Transactions Act 25 of 2000 Employment Equity Act 55 of 1998 Environment Conversation Act 73 of 1989
<ul style="list-style-type: none"> Financial Advisory and Intermediary Services Act 37 of 2002 Financial Intelligence Centre Act 38 of 2001 Financial Markets Act 19 of 2012 Financial Control Act 60 of 2000 Firearms Control Act 60 of 2000 	<ul style="list-style-type: none"> Income Tax Act 58 of 1962 Insurance Act 18 of 2017
<ul style="list-style-type: none"> Labour Relations Act 66 of 1995 	<ul style="list-style-type: none"> Medical Schemes Act 131 of 1998
<ul style="list-style-type: none"> National Building Regulations and Building Standards Act 103 of 1997 National Credit Act 34 of 2005 National Environmental Management Act 107 of 1998 National Environmental Management: Air Quality Act 39 of 2008 National Raof Traffic Act 93 of 1996 National Water Act 36 of 1998 	<ul style="list-style-type: none"> Occupational Health and Safety Act 85 of 1993
<ul style="list-style-type: none"> Patents Act 57 of 1978 Pension Funds Act 24 of 1956 Prescription Act 68 of 1969 Prevention and Combating of Corrupt Activities Act 12 of 2004 Prevention of Organised Crime Act 121 of 1998 Promotion of Equity & Prevention of Unfair Discrimination Act 4 of 2000 Protected Disclosures Act 26 of 2000 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004 Protection of Personal Information Act 4 of 1993 	<ul style="list-style-type: none"> Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
<ul style="list-style-type: none"> Second-Hand Goods Act 6 of 2009 Skills Development Act 97 of 1998 Skills Development Levies Act 9 of 1999 South African Reverse Bank Act 90 of 1989 	<ul style="list-style-type: none"> Tax Administration Act 28 of 2011 The South African National Roads Agency Limited and National Road Act 7 of 1998 Trade Marks Act 194 of 1993 Transfer Duty Act 40 of 1949
<ul style="list-style-type: none"> Unemployment Insurance Act 63 of 2001 Unemployment Insurance Contributions Act 4 of 2002 	<ul style="list-style-type: none"> Value Added Tax Act 89 of 1991



5.2 Categories and Description of Records Held

The following is a list of the subjects on which APEX records and the categories into which these records fall. The procedures in terms of which such records may be requested from APEX is set out in Section 8 of this manual.

The records listed below will not, in all instances, be provided to a requester who requested them in terms of PAIA. The Requestor must show that he or she has the right, in terms of PAIA, to be given access to the records in question.

Category	Description
Administration	<ul style="list-style-type: none"> • Applicable statutory documents • Statutory returns to relevant authorities
Corporate Governance	<ul style="list-style-type: none"> • Codes of Conduct • Corporate Social and Investment records • Minutes of meetings (Executive Committees and Other Committees) • Legal compliance records • Policies
Finance	<ul style="list-style-type: none"> • Accounting records (Debtors, Creditors, Insurance, Travel) • Asset Registers • Auditor's reports • Bank Statements (And related records and documents) • Insurance records and documentation • Financial Statements (Interim and Annual) • Fleet Additions and Disposals (Registration & Licensing Docs, Offers to Purchase, Proof of Payment) • SA Returns (Tax and Statics SA) • Tax records (Company, PAYE and VAT)
Human Resources	<ul style="list-style-type: none"> • Conditions of employment (Leave, salaries, overtime, bonuses, medical aid and other benefits) • Employee information (Tax, CV's and related information, Loans, Correspondence, Statistics) • Employee records (Staff listings, Personal details, Disciplinary records, Evaluation records) • Fund information (Group life assurance, Disability income protection, UIF, Provident funds) • Policies and Codes (Disciplinary, Conduct, Performance, Use of company resources, B-BBEE, SETA) • Procedures (Appeals, Grievance, Disciplinary, Industrial Relations) • Recruitment and Retention (Advertising of roles, Appointments, Contracts, Promotions) • Remuneration (Policies, Records, Payslips) • Training (Learnership programs, Agreements, Records, Statistics, Schedules, and Material) • Workplace plans (Skills plans, Succession planning)
Information Technology	<ul style="list-style-type: none"> • Computer Software • Support and Maintenance agreements • Record regarding systems and programs (Access, Brach, Down-time, Recoveries, Tests)
Marketing and Advertising	<ul style="list-style-type: none"> • Firm publications • Logos and other artwork
Operations	<ul style="list-style-type: none"> • Supplier information (Lists, Details, Agreements) • Access control records (Authorisations, History) • Fleet management (Vehicle and Fuel card assignments) • Property lease agreements
Risk Office	<ul style="list-style-type: none"> • Occupational Health and Safety audit records • Trademark certificates



5.3 Categories of Records available without Formal Request

No notices relating to APEX have been published by the Minister in terms of Section 52(2) of PAIA.

Certain records are available without the formal request procedures set out in PAIA and detailed in Section 6 of this manual. This information may be inspected, collected, purchased, or copied (at the prescribed fee for reproduction) at the APEX Head Office. Some information can also be accessed on the APEX website.

These records include:

Category	Description
APEX Business Review	<ul style="list-style-type: none"> • A detailed description of the business of APEX • Corporate leadership • Certificates and Annexures
Compliance	<ul style="list-style-type: none"> • Cookie policy • Privacy Statement • PAIA Manual
Marketing and Communication	<ul style="list-style-type: none"> • Industry news • Product and Promotional Information

5.4 Off-site storage of Documents

Certain records have been stored by the organisation in off-site facilities. These facilities have controlled access points to which specific individuals within the organisation are privy to.

These documents, although available without the formal request procedures set out in PAIA and detailed in Section 5 of this manual, will be subjected to the organisational checks, balances and controls that are afforded to the related documents.

Some information can also be accessed on the APEX website.

Entity	On-Site Facility	Off-Site Facility
Apex Superior Quality Parts (Pty) Ltd	Yes	Yes



Section 7: The Processing of Personal Information under POPIA

7.1 The Purpose of Processing

APEX processes personal information for various lawful purposes:

- Permitted by Section 11(1) of POPIA, and
- Authorised in
 - Part B of Chapter 3 of POPIA governing the processing of Special Information, and
 - Part C of Chapter 3 of POPIA governing the processing of Children's information.

a) Employees, Customers and Suppliers

APEX processes personal information in order to fulfil its responsibilities to customers, employees, suppliers and other natural or juristic persons in its business disciplines, as set out in Section 3 above.

The personal information is processed in order to:

- i. Maintain their records,
- ii. Respond to their enquires and complaints,
- iii. Inform them of new products, services or offerings.

b) Ordinary course of Business

This information is processed for various purposes during the ordinary course of business, some which are to:

- i. To transact with APEX Suppliers and business partners,
- ii. To comply with legislative, regulatory, risk and compliance requirements (including directives, sanctions, and rules), voluntary and involuntary codes of conduct and industry agreements or to fulfil reporting requirements and information requested,
- iii. Including those for:
 - Recruitment, employment and/or apprenticeship purposes
 - General administration, financial and tax purposes
 - Legal or contractual purposes
 - Health and safety purposes

c) Ease and efficiency of Operations

The manner in which efficiencies are built into the organisation's processes require that APEX processes personal information in order to:

- i. Assist in the improvement of the quality of its products and/or services,
- ii. Secure and manage access to APEX's premises and facilities,
- iii. Identify offerings which might be of interest to data subjects and to inform them about APEX's offerings.

d) Financial Management

The processing of financial information assists APEX:

- i. Detect, prevent, and report theft, fraud, money laundering and other crimes. This may include the processing of special personal information, e.g., alleged criminal behaviour, or the supply of false, misleading, or dishonest information,
- ii. Enforce and collect on any agreement when APEX needs to recover debts.



7.2 Categories of Data Subjects and Related Personal Information

Categories of Data Subjects	Personal Information (and special information) processed
Customers, Potential Customers and Previous Customers	Name, identity number or passport number, date of birth, citizenship, residence status, telephone number(s), email address(es), income tax numbers, physical and postal addresses, financial information, banking information, business information
Employees (previous and existing)	Name, identity number or passport number, date of birth, citizenship, residence status, telephone number(s), email address(es), income tax numbers, physical and postal addresses, financial information, banking information Pension and Provident Fund information Payroll records Access records: Physical and Electronic Time and Attendance records Video records Performance records Disciplinary records Employment contracts Disability information Training records Employment history, background checks and criminal checks
Suppliers and Service Providers	Name, identity number, contact details, bank details, business information
Job applicants	Curriculum vitae and application forms Background and Criminal record checks Employee education and Psychometrics records
Visitors	Access records: Physical and Electronic Video records

7.3 Recipients to whom Personal Information may be Supplied

APEX may share the personal information of data subjects for any of the purposes outlined above with the following:

- a) APEX, its South African subsidiaries and their divisions, and any subsidiaries based in jurisdictions outside of South Africa,
- b) Any operators who perform services on behalf of APEX,
- c) Other industry regulators in order to comply with any regulation passed under the relevant legislation, or any legal process,
- d) Any applicable:
 - i. Medical aid funds,
 - ii. Pension funds,
 - iii. Provident funds,
 - iv. Credit bureau, and/or
 - v. Recruitment companies.

7.4 Sharing Personal Information

In the event that APEX is the responsible party for personal information that is to be shared, before that personal information is shared, the following process will be followed:

- a) APEX will conclude a written contract with the Operator
- b) APEX will require that the Operator
 - i. Establish and maintain appropriate technological and organisational measures,
 - ii. To protect against
 - Unauthorised access, or
 - Processing of the personal information, and
 - Against loss of,
 - Damage to, and
 - The unauthorised destruction of personal information.



7.5 Planned trans-border flows of Personal Information

APEX may only transfer personal information across South African borders to foreign countries, if

- a) It is necessary to comply with legislation,
- b) The transfer is necessary for the conclusion or performance of a contract of which data subjects may be parties,
- c) It protects the legitimate interest of the data subject, or
- d) Is necessary for APEX to pursue its legitimate interests, or that of the third party to which the data is supplied.

Before transferring personal information across a South African border to a foreign country APEX will take steps to ensure that recipients of trans-border personal information are bound by laws or agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information in terms of POPIA.

If APEX relies on the legitimate interest of a data subject, prior to transferring personal information cross border, it will conduct a legitimate interest assessment.

7.6 Security Safeguards

APEX complies with POPIA in protecting the integrity and confidentiality of personal information. In doing so, it has due regard to generally accepted information security practices and procedures.



Section 8: Data Subjects' access to Personal Information

8.1 Request procedure in terms of PAIA

Any individual or interested party (hereafter called the Requestor) may, in terms of Section 50 of PAIA, request access to records held by APEX. To request access to a record held by APEX:

- a) A Requestor must complete the form annexed to this manual marked "A"
- b) The Requestor must provide sufficient detail on the prescribed form to allow APEX to identify
 - i. The record(s) that have been requested and
 - ii. The identity of the requester.
- c) If a request is made on behalf of another person or entity, the Requestor must submit details and proof of the capacity in which the request is being made, which must be reasonably satisfactory to APEX.
- d) The Requestor is also required to:
 - i. Indicate the form of access to the relevant records that is required,
 - ii. Provide applicable contact details in the Republic of South Africa,
 - iii. Identify the right that is being sought to be exercised by accessing the records held by APEX, and
 - iv. Explain why the particular record or records requested is or are required for the exercise or protection of that right.

8.2 Completion of Access Request Form

In order to allow for a timely response by APEX to request for access to information, the following guidelines should be followed:

- a) The access request form must be completed IN FULL and in BLOCK letters,
- b) Proof of identity will be required to authenticate the identity of the Requestor (A certified copy of the Requestor's ID must be supplied),
- c) Provide explanation of which requested record is required for the exercise or protection of that right,
- d) Should a question not apply, or should there be nothing to disclose, "N/A" must be stated in response to that question,
- e) Should there be insufficient space of a printed form, additional information may be provided on a separate page to be attached to the form.

8.3 Right of Refusal

APEX may, and must, in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include that:

- a) Access that would result in the unreasonable disclosure of personal information about a third party,
- b) It is necessary to protect
 - i. The commercial information of a third party or of APEX itself,
 - ii. The confidential information of a third party,
 - iii. The safety of individuals or property.
- c) A record constitutes privileged information for the purpose of legal proceedings, and
- d) It is necessary to protect research information of a third party or APEX itself,
- e) Access to documents may also be refused based on professional privilege.



8.4 APEX Response

- a) APEX is required to inform the Requestor in writing of its decision in relation to a request. Should the Requestor wish to be informed of its decision in another manner as well, this must be set out in the request and the relevant details included.
- b) APEX will make a decision in relation to a request for records within 30-days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. APEX will notify the requestor if the 30-day period for processing a request is to be extended.
- c) Where a request is refused, the Requestor may lodge a complaint in writing with the Information Regulator or apply to the High Court within 180-days of being informed of the refusal of the request. The Requestor may apply for an order compelling the record(s) requested to be made available or make an application for another appropriate order. The Court will determine whether the records should be made available or not.



Section 9: Fees Payable

The South African Human Rights Commission is responsible for administering the constitutional right of access to information. It has published a Guide on how to use the Promotion of Access to Information Act 2 of 2000. This includes the fees payable by the Requestors to enable the access to information.

To ensure that the fees payable for a request are current, the Requestor is referred to the Guide that can be accessed at https://www.gov.za/sites/default/files/gcis_documents/SAHRC-PAIA-guide2014.pdf

The Information Officer, whose contact details are available at Section 4 of this manual, will be able to assist if so required.

Section 10: Other Information as Prescribed



The Minister has not prescribed that any further information must be contained in this manual.

Section 11: Document Information

11.1 Version Control

Version	Date	Author	Action
1.0	30 September 2023	Finance and HR Manager	First PAIA Manual

11.2 Document Acceptance

APEX	Name	Signature	Date
Finance and HR Manager	Michael Venter		30 September 2023
Chief Executive Officer	Chantelle Dantu		30 September 2023



Annexure A: Request for Access to Record(s)

**Request for Access to a record held by
 Apex Superior Quality Parts (Pty) (APEX)**

**Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
 (“PAIA”)
 and
 Section 23 of the Protection of Personal Information Act 2013 (Act 4 of 2013)
 (“POPIA”)**

1. PARTICULARS OF PRIVATE BODY

Postal address	Physical address	Information Office contact details	
PO Box 990326	Unit 7, 41 Creativity Boulevard	Name:	Michael Venter
Kibler Park	Klipriver Business Park, Klipriver	Tel No:	(010) 109-5570
2053	Midvaal	Email	popi@apexsuperior.com
	1871		

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

<ul style="list-style-type: none"> The particulars of the person who requests access to the records must be recorded below. Furnish an address and/or fax number in the Republic of South Africa to which information must be sent. Proof of capacity in which the request is made, if applicable, must be attached. 	
Full names and surname	
Identity number	
Postal address	
Fax number	
Email address	
Capacity in which request is made, when made on behalf of another person	
Important:	
If authorised under a resolution or power of attorney, provide the resolution or power of attorney with this request	

3. PARTICULARS OF PERSON ON WHOSE BEHALF A REQUEST IS MADE

Full names and surname	
Identity number	
Telephone number	
Email address	



4. PARTICULARS OF RECORD

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the space provided is inadequate, please continue on a separate folio and attach it to this form. The Requestor must sign all the additional folios.

Description of record or relevant part of the record	Personal Information?	Reference number, if available
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any further particulars of record		

5. FEES

- A request for access to a record, other details of whether APEX has processed the requestors personal information, will be processed only after the prescribed fee has been paid.
- You will be notified of the amount of the prescribed fee.
- The prescribed fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- If you request us to confirm if we hold personal information about you (or the person represented by you) as permitted in Section 23(1) of POPIA, we will do so at no charge.
- If we are not the responsible party but we hold information about you (or the person represented by you), we will refer you to the responsible party.
- If we are the responsible party and you request a description of the personal information held by us, or of third parties who have access to the information, you will be charged the prescribed fee which must be paid before your request is processed.
- You will be notified of the amount of the prescribed fee.
- If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees



6. FORM OF ACCESS TO RECORD

If you are prevented by a disability from reading, reviewing or listening to the record in the form of access provided for hereunder, state your disability and indicate in which form the record is required.	
Disability	Form in which record is required
Notes:	
<ul style="list-style-type: none"> Your indication as to the required form of access depends on the form in which the record is available. Access in the form requested may be refused in certain instances. In such a case you will be informed whether access will be granted in another form. The fee payable for access to the record, if any, will be determined partly by the type of form in which access is requested. 	
Mark the appropriate box with an X	
If the record is in written or printed form:	
<input type="checkbox"/> Copy of record * <input type="checkbox"/> Inspection of record	
If record consists of visual images: This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
<input type="checkbox"/> View the images <input type="checkbox"/> Copy of the images * <input type="checkbox"/> Transcription of the images *	
If record consists of recorded words or information which can be reproduced in sound:	
<input type="checkbox"/> Listen to the soundtrack (audio cassette) <input type="checkbox"/> Transcription of soundtrack * (written or printed document)	
If the record is held on a computer or in an electronic or machine-readable form:	
<input type="checkbox"/> Printed copy of record <input type="checkbox"/> Printed copy of information derived from the record * <input type="checkbox"/> Copy in computer-readable form * (flash 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? A postal fee is payable.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate folio and attached it to this form. The requestor must sign all additional folios.
Is the information requested personal information of the requestor or the person on whose behalf the request is made?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If the request for any record is not for personal information, indicate which right is to be exercised or protected.
If the request for any record is not for personal information, explain why the requested record is required for the exercising or protecting the aforementioned right.



8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing addressed to the email address indicated by you, whether your request has been approved or denied. If you wish to be informed thereof 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 records?

Signed at _____ on this _____ day of _____ 20 _____

Signature of Requestor/ Person on Whose
Behalf request is made.