



## **SUNTORY BEVERAGE & FOOD SOUTH AFRICA LIMITED**

### **PAIA MANUAL**

**Prepared in terms of section 51 of the Promotion of Access to  
Information Act 2 of 2000 (as amended)**

***DATE OF COMPILATION: 01/03/2025***

***DATE OF REVISION: 01/06/2025***

### **SUNTORY BEVERAGE & FOOD SOUTH AFRICA LIMITED**

Registered office : 2 Longwalk Road, Stockley Park, Uxbridge UB11 1BA, United Kingdom. Registered under number 08731507

Principal place of business: WeWork, 173 Oxford Road, Rosebank, 2196, Johannesburg, South Africa

**T** +27(0)800 061 013

SA Registration Number: 2014/046246/10

Directors: R. Brennan (IRL)\*, G. Fischbein (USA)\*\*, K. Nagano (JPN)\*\*\*, S. Mundlay (IND)\*\*\*\*

\*Ireland, \*\*United States of America, \*\*\*Japan, \*\*\*\*India

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## 1. INTRODUCTION

Suntory Beverage & Food South Africa Limited (SBFZA) is a subsidiary of Suntory Beverage & Food Asia (SBFA), one of the world's leading consumer products companies.

Our parent company is headquartered in Tokyo, Japan, and has a diverse portfolio of soft drinks. With approximately 24,000 employees worldwide.

Suntory conducts business in South Africa as SBFZA, with Lucozade as our main brand within the South African Market.

## 2. OBJECT OF PAIA AND POPIA

- 2.1. The object of PAIA is to give effect to the constitutional right of access to any information held by another person and that is required for the exercise or protection of any rights.
- 2.2. The object of POPIA includes to promote the protection of Personal Information Processed by public and private bodies and to introduce certain conditions to establish minimum requirements for the Processing of Personal information

## 3. DEFINITIONS

### For purposes of the Manual:

- 3.1. **"CEO"** means the Chief Executive Officer of Suntory referred to in 5.1;
- 3.2. **"Data Subjects"** means data subjects as defined in POPIA;
- 3.3. **"DIO's"** means the Deputy Information Officer's of Suntory, as set out in 5.2;
- 3.4. **"IO"** means the Information Officer of Suntory referred to in 5.1;
- 3.5. **"PAIA"** means the Promotion of Access to Information Act No. 2 of 2000 (as amended;)
- 3.6. **"Personal Information"** means the personal information as defined in POPIA as processed by Suntory, as set out in 10.2;
- 3.7. **"POPIA"** means the Protection of Personal Information Act No.4 of 2013 and all regulations promulgated thereunder from time to time;

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- 3.8. **“Processing”** shall have the meaning as set out in POPIA, and **“Processed”** shall have a corresponding meaning;
- 3.9. **“Regulator”** means the South African Information Regulator;
- 3.10. **“Republic”** means the Republic of South Africa;
- 3.11. **“Requestor”** means any person, including a public body or official thereof, making a Request for Access to a Record of that private body, or a person acting on behalf of the aforesaid person;
- 3.12. **“Request for Access”** means means a Request for Access to a record of a private body in terms of section 50 of PAIA;
- 3.13. **“Suntory”** means Suntory Beverage & Food South Africa Limited, Reg. Number 2014/046246/10

#### 4. PURPOSE OF THE MANUAL

The purpose of the Manual is to -

4.1. facilitate Requests for Access to records of Suntory as provided for in PAIA, including:-

- 4.1.1. to check the categories of records held by Suntory which are available without a person having to submit a Request for Access;
- 4.1.2. to have a sufficient understanding of how to make a Request for Access, by providing a description of the subjects on which Suntory holds records, and the categories of records held on each subject;
- 4.1.3. to know the records of Suntory which are available in accordance with any other legislation;
- 4.1.4. to access the details of the IO and DIO, who will assist the public with Requests for Access;
- 4.1.5. to know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

4.2. set out in respect of POPIA and the Processing of Personal Information:

- 4.2.1. the Data Subjects and Personal Information Processed by Suntory, including in respect of the Data Subjects;
- 4.2.2. the purpose of Processing of the Personal Information;
- 4.2.3. the recipients of the Personal Information;

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- 4.2.4. know if Suntory has planned to transfer or Process the Personal Information outside the Republic and the recipients to whom the Personal Information may be supplied; and
- 4.2.5. whether Suntory has appropriate security measures to ensure the confidentiality, integrity and availability of the Personal Information.

## 5. **SUNTORY DETAILS (Section 51 (1) (a) of PAIA)**

Name	<b><i>Suntory Beverage &amp; Food South Africa Limited</i></b>
Registration No:	<b><i>2014/046246/10</i></b>
Postal address:	<b><i>WeWork, 173 Oxford Road, Rosebank, 2196, Johannesburg, South Africa.</i></b>
Physical address	<b><i>WeWork, 173 Oxford Road, Rosebank, 2196, Johannesburg, South Africa.</i></b>
Telephone number	<b><i>T +27(0)800 061 013</i></b>
Website	<a href="https://suntorysa.com/privacy/index.html#terms">https://suntorysa.com/privacy/index.html#terms</a>
Email address	Rory Brennan (SUNTORY) rory.brennan@suntory.com – CEO Seelan Naidoo (SUNTORY) seelan.naidoo@suntory.com - FD

### 5.1. **CEO and Information Officer**

Name: Rory Mathew Brennan

Tel: +27 0800 061 013,

Email: Rory.Brennan@Suntory.com

Fax number: N/A

### 5.2. Deputy Information Officers.

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Name's: 1. Seelan Naidoo, 2. Chantelle Bekker,  
Tel: 1. +27 0800 061 013,  
Email: 1. [Seelan.Naidoo@Suntory.com](mailto:Seelan.Naidoo@Suntory.com), 2. [Chantelle.Bekker@Suntory.com](mailto:Chantelle.Bekker@Suntory.com).  
Fax Number: N/A

### 5.3. Access to information general contacts

Email: [Chantelle.Bekker@Suntory.com](mailto:Chantelle.Bekker@Suntory.com),

### 5.4. National or Head Office

Postal Address: WeWork, 173 Oxford Road, Rosebank, Johannesburg 2196  
Physical Address: WeWork, 173 Oxford Road, Rosebank, Johannesburg 2196  
Telephone: +27 0800 061 013  
Email: [Chantelle.Bekker@Suntory.com](mailto:Chantelle.Bekker@Suntory.com),  
Website: [www.suntorysa.com](http://www.suntorysa.com)

## 6. HOW TO OBTAIN ACCESS TO THE GUIDE PUBLISHED BY THE INFORMATION REGULATOR

6.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA. This guide can be found at [www.sahrc.org.za](http://www.sahrc.org.za).

6.2. Queries can be directed to:

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The South African Human Rights Commission

Physical address : 3 Braampark Forum, 33 Hoofd Street, Braamfontein, 2017

Telephone: 011 877 3600

Websitesahrc.org.za

1.1. The Guide can also be obtained-

1.1.1. upon request to the Information Officer;

1.1.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

## 7. CATEGORIES OF RECORDS OF SUNTORY BEVERAGE & FOOD SOUTH AFRICA LIMITED WHICH ARE AVAILABLE WITHOUT A REQUEST FOR ACCESS

The following information is automatically available via the Suntory website and need not be formally requested in terms of the Manual -

Category of records	Types of the Record	Available on Website	Available upon request
Profile of Company <b>SUNTORY BEVERAGE &amp; FOOD SOUTH AFRICA LIMITED</b>		X	
Corporate Social Investment		X	
BBBEE			X
Location of Offices and contact details		X	
Employee Records			X
Skills Development and Training Records			X

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Pension Fund and Medical Aid Records			X
Project Records			X
Client Records			X

## 8. DESCRIPTION OF THE RECORDS OF SUNTORY WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Policies	Labour Relations Act 66 of 1995
Policies	Basic Conditions of Employment Act 75 of 1997
Policies	Protection of Personal Information Act 4 of 2013
Employment Equity Report	Employment Equity Act 55 of 1998
Annual Training Report	Skills Development Act 97 of 1998
Registration with Seta	Skills Development Levies Act 9 of 1999

## RECORDS HELD BY SUNTORY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d) OF PAIA:

- 8.1. The following are some of the South African statutes in terms of which records are held by Suntory. This is not an exhaustive list, and these records are not necessarily available to Requestors in terms of the Act –

### 8.1.1. Basic Conditions of Employment Act, 1997

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- 8.1.2. Companies Act, 2008
- 8.1.3. Consumer Protection Act No 68 of 2008
- 8.1.4. Currency and Exchanges Act No. 9 of 1933 (and Exchange Control Regulations)
- 8.1.5. Customs and Excise Act No. 91 of 1964
- 8.1.6. Cybercrimes Act, No. 19 of 2020
- 8.1.7. Employment Equity Act, 1998
- 8.1.8. Electronic Communication and Transactions Act No. 25 of 2002
- 8.1.9. Employment Equity Act No. 55 of 1998
- 8.1.10. Income Tax Act, 1962
- 8.1.11. Labour Relations Act No. 66 of 1995
- 8.1.12. Occupational Health and Safety Act, 1993
- 8.1.13. Pension Funds Act No. 24 of 1956
- 8.1.14. Prevention and Combating of Corrupt Activities Act
- 8.1.15. No. 12 of 2004, as amended
- 8.1.16. Prevention of Organized Crime Act No. 121 of 1998
- 8.1.17. Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
- 8.1.18. Protection of Personal Information Act No 4 of 2013
- 8.1.19. Regulation of Interception of Communications and Provision of Communication-related Information Act No 70 of 2002
- 8.1.20. Skills Development Act, 1998
- 8.1.21. Value-Added Tax Act, 1991
- 8.1.22. Unemployment Insurance Act, 2001

- 8.2. If you believe that a right of Access to a Record exists in terms of legislation other than that listed above, you are required to indicate what legislative right the Request for Access is based on, to allow the IO the opportunity of considering the Request for Access in the light thereof.

## **9. DESCRIPTION OF THE SUBJECTS ON WHICH SUNTORY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SUNTORY**

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Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Advertised posts</li> <li>- Employees records</li> </ul>

9.1. Suntory maintains Records on the categories and subject matters listed below.

These records are not automatically available without a request in terms of the Act.

Subjects on which Suntory holds records	Categories of records
Statutory Company Information	Incorporation documents Minute books, Resolutions Registers of directors and officers Statutory registers and records Records relating to appointment of directors, auditors, company secretary, public officer and other officers.
Financial and Accounting Records	Annual Financial Statements Accounting Records (inclusive of books of account) Administrative Records Banking Records Internal and external audit reports Invoices Asset registers
Tax Records	Customs and Excise Records Income tax returns PAYE Records Regional services council Records Skills Development Levies Records UIF and Workmen's compensation Value Added Tax Records

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Legal Records	Documentation pertaining to litigation or arbitration General agreements Licenses, permits and authorisations Forms, Minutes and Resolutions Due Diligence
Insurance Records	Claims Records Details of insurance coverage, limits, and insurers Insurance policies
Employee Records	Attendance registers Casual employee Records CCMA Records Company tax submissions in respect of employees Employment conditions and policies Employment agreements Employment equity plan Internal Records, policies, and procedures Leave Records Operating manuals Remuneration and benefits Records Restraint of trade agreements Retirement and Pension fund Records Service Records Training schedules and material
Customer Records	Customer contracts Credit application forms Customer Records Debtors with collection agents Sales Records Terms and conditions of sale Transaction Records
Supplier /Third Party Records	Supplier contracts Transactional Records and supporting information
Information technology	Software Support and maintenance agreements, System documentation and manuals, projects, Disaster recovery and implementation plans

## 10. PROCESSING OF PERSONAL INFORMATION

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## 10.1. Purpose of Processing Personal Information

*NB: Describe the purpose or reasons for processing personal information in your organisation.*

Categories of Data Subjects	Personal Information that may be processed	Purpose of the processing
Customers / Clients	name, address, email address, registration numbers or identity numbers, bank details, data sales	<p>To perform Suntory's obligations and exercise Suntory's rights under the terms of the relevant agreements.</p> <p>To lawfully enforce our terms and conditions, protect our operations or those of any of our affiliates, protect our rights, privacy, safety, or property, and/or that of our affiliates, and allow us to pursue available legal remedies or limit the damages that we may sustain.</p> <p>To comply when this is required by legal proceedings or public authorities, and we reasonably believe that disclosing your personal data is strictly necessary to comply with those obligations.</p> <p>To manage, track and respond your inquiries and questions, receive your comments, feedback and/ or fulfil your requests</p>
Service Providers	names, email address, registration number, vat numbers, address, trade secrets and bank details	<p>To perform Suntory's obligations and exercise Suntory's rights under the terms of the relevant agreements.</p> <p>To lawfully enforce our terms and conditions, protect our operations or those of any of</p>

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Categories of Data Subjects	Personal Information that may be processed	Purpose of the processing
		<p>our affiliates, protect our rights, privacy, safety, or property, and/or that of our affiliates, and allow us to pursue available legal remedies or limit the damages that we may sustain.</p> <p>To comply when this is required by legal proceedings or public authorities, and we reasonably believe that disclosing your personal data is strictly necessary to comply with those obligations.</p> <p>To manage, track and respond your inquiries and questions, receive your comments, feedback and/ or fulfil your requests</p>
Employees	Name, address, email address, bank details, health data, qualifications, gender and race	<p>To perform Suntory's obligations and exercise Suntory's rights under the contract of employment.</p> <p>To comply when this is required by legal proceedings or public authorities, and we reasonably believe that disclosing your personal data is strictly necessary to comply with those obligations.</p> <p>To manage, track and respond your inquiries and questions, receive your comments, feedback and/ or fulfil your requests</p>
Job applicants	Name, address, email address, qualifications, gender, race, criminal records, health data	<p>Process job applications, selection of candidates.</p> <p>To comply when this is required by legal proceedings or public authorities, and we reasonably believe that disclosing your personal data</p>

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Categories of Data Subjects	Personal Information that may be processed	Purpose of the processing
		is strictly necessary to comply with those obligations.

10.2. **Description of the categories of Data Subjects and of the information or categories of information relating thereto**

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, email address, registration numbers or identity numbers, bank details, data of sales
Service Providers	names, email address, registration number, vat numbers, address, trade secrets and bank details
Employees	Name, address, email address, bank details, qualifications, health related data, gender and race
Job applicants	Name, address, email address, qualifications, gender, race, criminal records, health data

10.3. **The recipients or categories of recipients to whom the personal information may be supplied**

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Employee Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

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Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Employees personal data	Service Providers (payroll, provident fund, employee risk benefits, medical insurance, tax services, social security, Banks, employee Benefits broker services)
Employee data, Company data	Clients, Business partners (distributors, sales agencies, stores), Service Providers.

#### 10.4. **Planned transborder flows of personal information**

Category of Personal Information	Country	Stored, Sent or Received
Statutory Company Information Financial and Accounting Records Tax Records Legal Records Insurance Records Employee Records Customer Records Supplier /Third Party Records Information technology	European Union	Stored, Sent, Received
Statutory Company Information Financial and Accounting Records Tax Records Legal Records Insurance Records Employee Records Customer Records Supplier /Third Party Records Information technology	Singapore	Stored

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10.5. **General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

A number of policies and security measures have been implemented to ensure the **confidentiality, integrity and availability of the Personal Information** including:

**Policies**

- **Cloud Computing Services Policy** -> This Policy sets out the scope within which Cloud Computing Services can be used by Suntory employees and contractors.
- **Suntory Administrator Account Policy** -> This policy regulates administrator access for all the Suntory employees.
- **Suntory Incident Management Policy** -> This policy applies to all employees and contractors of Suntory and regulates incident management.
- **Suntory Logical Access Control Policy** -> This policy regulates access control to information resources and IT systems.
- **Suntory Operations Policy** -> This policy applies to Suntory employees and contractors who are responsible for managing IT resources.
- **Final Users Policies:**
  - (i) Suntory AI Policy,
  - (ii) Suntory Use of Information Systems Policy,
  - (iii) Suntory Password Policy.
- **Specific Data Protection Policies**

**Security Measures**

- Antivirus
- EDR
- E-mail filtering
- Web filtering
- SOC
- MFA

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- Internal and external Firewalls

## 11. AVAILABILITY OF THE MANUAL

11.1. A copy of the Manual is available:

- 11.1.1. on [SUNTORY BEVERAGE & FOOD SOUTH AFRICA \(SBFZA\)](http://www.suntorysa.com) (www.suntorysa.com);
- 11.1.2. at the head office of the **SUNTORY BEVERAGE & FOOD SOUTH AFRICA LIMITED** for public inspection during normal business hours;
- 11.1.3. on request submitted to the Information Officer on Form 01 (attached to the Manual).

11.2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## 12. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE

- 12.1. A Request must be on the prescribed Form C, attached " to the Manual. Requestors will be required to supply a copy of their identification document to authenticate the identity of the Requestor.
- 12.2. If the Request for Access is made on behalf of another person, the Requestor must submit proof of the capacity in which the Requestor is making the request.

## 13. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 13.1. A Request for Access is subject to certain limitations if the requested record falls within the following categories (refer Part 3 Chapter 4 of PAIA)
- 13.2. Grounds for refusal of a Request for Access include:
  - 13.2.1. mandatory protection of the privacy of a third party who is a natural person, where disclosure would involve the unreasonable disclosure of Personal Information of that natural person;

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SA Registration Number: 2014/046246/10

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\*Ireland, \*\*United States of America, \*\*\*Japan, \*\*\*\*India

- 13.2.2. mandatory protection of the commercial information of a third party, if the record contains trade secrets of that party or financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
- 13.2.3. information disclosed in confidence by a third party to Suntory if the disclosure could put that third party to a disadvantage in negotiations or commercial competition;
- 13.2.4. mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 13.2.5. mandatory protection of the safety of individuals and the protection of property;
- 13.2.6. mandatory protection of records which could be regarded as privileged in legal proceedings;
- 13.2.7. commercial activities of Suntory which may include the following -
  - 13.2.7.1. trade secrets of Suntory;
  - 13.2.7.2. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Suntory;
  - 13.2.7.3. mandatory protection of research information of third parties, and protection of research information of Suntory.

#### **14. INFORMATION OR RECORDS NOT FOUND**

- 14.1. If all reasonable steps have been taken to find a record, and such a record cannot be found or do not exist, the Information Officer shall notify the Requestor, by way of an affidavit, that it is not possible to give access to the requested record.
- 14.2. If the record should later be found, the Requestor shall be given access to the record in the manner stipulated by the Requestor in the Form unless access is refused by the Information Officer.

#### **15. UPDATING OF THE MANUAL**

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The Manual may be updated from time to time. Updates will be published on the Suntory Beverage & Food South Africa Limited website ([www.suntorysa.com](http://www.suntorysa.com)).

***Issued by***

DocuSigned by:  
  
AF2556852585451...

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**RORY MATHEW BRENNAN**

**VICE PRESIDENT & HEAD OF SOUTH AFRICA**

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**Growing for Good**



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**  
Ensuring provision of free, accurate information  
and efficient access to information

Address: JD House, 27 Siemens Street  
Braamfontein, Johannesburg, 2001  
P.O. Box 31533  
Braamfontein, Johannesburg, 2017  
Tel: 010 023 5200  
Email: [PAIACCompliance@infoRegulator.org.za](mailto:PAIACCompliance@infoRegulator.org.za)

## REQUEST FOR A COPY OF THE GUIDE

### FORM 1

[Regulation 2]

Full names:			
In my capacity as (mark with "x"):	Information officer		Other
Name of 'public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

hereby request the following copy(ies) of the Guide:

Language (mark with "X")	No of copies	Language(mark with "X")	No of copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>			

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

Signature of requester

Adv. FDP Tlakula (Chairperson), Adv. LC Stroom Nzama (Full-time Member), Adv. JC Weapond (Full-time Member), Prof. SL Snail ka Mtuzze (Part-time Member), Ms. A Tilley (Part-time Member).

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## 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 (when made on behalf of another person)			
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			

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### Growing for Good

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

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

<b>MANNER OF ACCESS</b> (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <i>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.</i>	
Indicate which right is to be exercised or protected	

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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 (Please specify)

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

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

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

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

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

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