

IBC SOLAR South Africa (Pty) Ltd

(Registration number: 2016/355765/07)

Manual in terms of section 51 of the Promotion of Access to Information Act 2 of 2000

Revised: 08 December 2021

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1. INTERPRETATIONS

1.1 Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Manual, bear the meanings ascribed to them:

1.1.1 “Company” means IBC SOLAR South Africa (Pty) Ltd, a private company duly registered and incorporated in accordance with the laws of the Republic of South Africa under registration number 2016/355765/07;

1.1.2 “Manual” means this manual together with all of its annexures, as amended from time to time;

1.1.3 “PAIA” means the Promotion of Access to Information Act No. 2 of 2000, as amended, including any regulations made thereunder;

1.1.4 “Personal Information” means personal information as defined in POPIA; and

1.1.5 “POPIA” means the Protection of Personal Information Act 4 of 2013, as amended, including any regulations made thereunder;

1.1.6 “Regulator” means the Information Regulator; and

1.1.7 “Record” means record as defined in PAIA.

1.2 In this Manual —

1.2.1 clause headings and the heading of the Manual are for convenience only and are not to be used in its interpretation;

1.2.2 an expression which denotes —

1.2.2.1 any gender includes the other genders;

1.2.2.2 a natural person includes a juristic person and *vice versa*;

1.2.2.3 the singular includes the plural and *vice versa*; and

1.2.2.4 a reference to a consecutive series of two or more clauses is deemed to be inclusive of both the first and last mentioned clauses.

2. PREAMBLE

2.1 The purpose of this Manual is to:

- 2.1.1 facilitate requests for access to Records maintained by Company as provided for in PAIA;
- 2.1.2 inform data subjects about Company's processing activities;
- 2.1.3 facilitate the submission of objections to the processing of Personal Information and requests to delete or destroy Personal Information in terms of POPIA.

2.2 PAIA gives effect to the Constitutional right of access to information held by any other person. Requests to access information held by a private body must be made in accordance with this Manual and PAIA.

2.3 POPIA promotes the protection of Personal Information and defines obligatory conditions for the processing of Personal Information.

3. INTRODUCTION OF COMPANY

The Company's business is wholesale and distribution of Solar PV Equipment and Electrical Storage.

4. CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE COMPANY

4.1 Information Officer

Name: Daniel Haitzler
Telephone number: +27 (0)64 756 9250
E-mail address: daniel.haitzler@ibc-solar.co.za

4.2 Deputy Information Officer

Name: Helga Frank
Telephone number: +27 (0)87 470 0765
E-mail address: helga.frank@ibc-solar.co.za

4.3 The Company

Physical Address: Unit 408, The Point
76 Regent Road
Sea Point

Postal Address: Cape Town 8060
P.O. Box 346
Bedfordview
Gauteng 2008

Telephone number: +27 (0)87 470 0765

E-mail address: info@ibc-solar.co.za

Website: www.ibc-solar.co.za

5. **GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 5.1 The Regulator has, in terms of section 10(1) PAIA, as amended, 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.
- 5.2 The Guide is available in each of the official languages and in braille.
- 5.3 The Guide contains the description of-
- 5.3.1 the objects of PAIA and POPIA;
 - 5.3.2 the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 5.3.2.1 the Information Officer of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) PAIA and section 56 POPIA;
 - 5.3.2.3 the manner and form of a request for-
 - 5.3.2.3.1 access to a record of a public body contemplated in section 11 PAIA; and
 - 5.3.2.3.2 access to a record of a private body contemplated in section 50 PAIA;
 - 5.3.3 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 5.3.4 the assistance available from the Regulator in terms of PAIA and POPIA;
 - 5.3.5 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 5.3.5.1 an internal appeal;

- 5.3.5.2 a complaint to the Regulator; and
- 5.3.5.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.6 the provisions of sections 14 and 51 PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.7 the provisions of sections 15 and 52 PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.8 the notices issued in terms of sections 22 and 54 PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.9 the regulations made in terms of section 92 PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).
- 5.6 Any enquiries regarding the Guide should be directed to the Information Regulator:

Postal Address: JD House
27 Stiemens Street
Braamfontein, Johannesburg, 2001

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

Telephone Number: +27 (0) 10 023 5200

Fax Number: 086 500 3351

E-mail Address: infoereg@justice.gov.za

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

6. RECORDS HELD BY COMPANY

6.1 Automatically available Records

The following Records are automatically available and accessible to any person without having to apply for access thereto in terms of PAIA:

- Records located on Company's website (www.abc-solar.co.za)
- Newsletters;
- Pamphlets / Brochures;
- Posters;
- Pricelists;
- Reports; and
- Marketing and promotional material.

6.2 Records held in accordance with other legislation

Basic Conditions of Employment Act No 75 of 1997	<ul style="list-style-type: none"> • Employees' records
Companies Act No 61 of 1973	<ul style="list-style-type: none"> • Memorandum of Incorporation • Record of directors • Copies of all reports presented at annual general meetings of the company, annual financial statements and accounting Records • Notice and minutes of all meetings including all resolutions • Copies of all written communication sent to shareholders
Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993	<ul style="list-style-type: none"> • Employees' records • accident record
Consumer Protection Act No 68 of 2008	<ul style="list-style-type: none"> • Record of advice furnished to the consumer reflecting the basis on which the advice was given
Electronic Communications and Transactions Act No 25 of 2002	<ul style="list-style-type: none"> • Electronically Personal information and the purpose for which the data was collected must be kept by the person who electronically requests, collects, collates, processes or stores the information. • A Record of any third party to whom the information was disclosed.
Employment Equity Act No 55 of 1998	<ul style="list-style-type: none"> • Workforce, employment equity plan and other Records relative to the Act • Reports to director general
Financial Advisory and Intermediary Service Act 37 of 2002	<ul style="list-style-type: none"> • Records of financial service rendered to the client

	<ul style="list-style-type: none"> • Records of communications relating to a financial service rendered to a client
Income Tax Act No 58 of 1962	<ul style="list-style-type: none"> • Ledgers, Journals, etc • Records relating to taxable capital gain or assessed capital loss • Income tax required Records • Taxation returns and assessments • Annual financial statements • Payroll Records
Labour Relations Act No 66 of 1995	<ul style="list-style-type: none"> • disciplinary records
Occupational Health and Safety Act No 85 of 1993	<ul style="list-style-type: none"> • Records of incidents reported at work
Pension Funds Act No 24 of 1956	<ul style="list-style-type: none"> • Employees' records
Protection of Personal Information Act 4 of 2013	<ul style="list-style-type: none"> • Personal Information Records
Promotion of Access to Information Act 2 of 2000	<ul style="list-style-type: none"> • PAIA Manual • Access request
Skills Development Levies Act No 9 of 1999	<ul style="list-style-type: none"> • Employees' records
Skills Development Act No 97 of 1998	<ul style="list-style-type: none"> • Employees' records
Unemployment Contributions Act No 4 of 2002	<ul style="list-style-type: none"> • Employees' records
Unemployment Insurance Act No 63 of 2001	<ul style="list-style-type: none"> • Employees' records
Value Added Tax Act No 89 of 1991	<ul style="list-style-type: none"> • Record of all goods and services • Tax invoices • Records of importation of goods and documents

6.3 Categories of Records available on requested in terms of PAIA

6.3.1 Company maintains Records on the categories and subject matters listed below.

6.3.2 These Records may be available on request. The Company values the significant and importance of privacy and confidentiality and access will only

be given to Records in accordance with PAIA and where there is no lawful ground for refusal.

Accounting Records	<ul style="list-style-type: none"> • Annual financial statements and working papers • General ledger • Subsidiary ledgers (receivables, payables, etc.) • Bank statements, cheque books, cheques • Customer and supplier statements and invoices • Deposit slips • Cash books and petty cash books • Fixed asset register • Tax returns and assessments • VAT Returns • Lease or instalment sale agreements • Budgets and business plans • Insurance records • Investment records • Auditor's reports • Internal auditor's reports • Compiler's reports • Accounting officer's report • Reviewer's report • Inventory records (including stock take) • Systems documentation • Management reviews • Capital expenditure • Credit agreements • Record of assets • Record of liabilities • Record of loans to related parties • Record of liabilities and obligations • Record of property held • Record of revenue • Record of expenses
Auditor Records	<ul style="list-style-type: none"> • Working papers • Correspondence
Distribution and Transportation Records	<ul style="list-style-type: none"> • Permits and licenses • Transportation system delivery plan and routing • Transportation rights • Transportation, warehouse and storage contracts
Health and Safety Records	<ul style="list-style-type: none"> • Register, record of earnings, time worked, payment and particulars of all employees
Information Technology Records	<ul style="list-style-type: none"> • Agreements • Audits • Capacity and utilisation of current systems • Client database • Development of investment plans • Disaster recovery processes and procedures

	<ul style="list-style-type: none"> • Hardware • Internet • Intranet • Licenses • Systems support, programming and development • LAN installations • Operating systems • Software packages • Telephone exchange equipment • Telephone lines, leased lines and data lines
Insurance Records	<ul style="list-style-type: none"> • Claim records • Details of coverage, limits and insurers • Insurance policies
Intellectual Property Records	<ul style="list-style-type: none"> • Designs, trademarks, trade names and protected names
Legal, Agreements and Contracts	<ul style="list-style-type: none"> • Agreements with contractors, suppliers and clients • Agreements with customers • Agreements with shareholders, officers or directors • Distributor, dealer or agency agreements • Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion, or other alliance agreements • Material agreements relating to provision of services or materials • Material licenses, permits and authorisations • Contracts, including lease agreements and finance agreements • Sale agreements • Warranty agreements
Personnel Records	<ul style="list-style-type: none"> • Employee evaluation and performance records • Employee information records • Employee Loans • Employee remuneration • Employment applications • Employee date of birth • Employment contracts • Employment equity plan • Expense accounts • Group personal accident • Incentive schemes • Industrial training records • IRP 5 and IT 3 certificates • Letters of appointment • Leave applications • Maternity leave policy • Medical aid records • Name and occupation of each employee • Organisational design • Payroll

	<ul style="list-style-type: none"> • Particulars of each employee • Pension fund information • Personnel file • Policies and procedures • Provident fund information • Records of foreign employees • Recruitment and appointments • Salary and wage register • Salary slips and wage records • Staff records after employment • UIF, PAYE and SDL returns • Workmen's Compensation documents
Sales and Marketing Records	<ul style="list-style-type: none"> • Brochures, newsletters and marketing material • Customers • Domestic and export orders • Media releases • Products • Public relations policies and procedures • Sales • Service and product information
Statutory Company Records	<ul style="list-style-type: none"> • Certificate to Commence Business • Memorandum and Articles of Association • Memorandum of Incorporation and alterations / amendments • Notice and minutes of shareholders' meetings • Minutes of directors' meetings • Minutes of audit committee meetings • Minutes of directors' committee meetings • Other minute books • Proxy documents • Registration Certificate • Register of beneficial interest holders • Reports presented at Annual General Meeting • General resolutions • Special resolutions • Resolutions • Rules • Shareholders' agreements • Shareholders' register
Tax Records	<ul style="list-style-type: none"> • Income tax returns • Provisional tax returns • Tax assessments • Documents relating to where the objection and appeal is lodged • Records relating to taxable gain or assessed capital loss • VAT documents • Records of importation good and documents • Vendors information

	<ul style="list-style-type: none"> • Documentary proof substantiating the zero rating of supplies
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7. PROSESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

7.1 Company processes Personal Information in the ordinary course of its business. Company primarily uses Personal Information only for the purpose for which it was originally collected. Company uses Personal Information for a secondary purpose only if such purpose constitutes a lawful legitimate interest and is closely related to the original purpose for which the Personal Information was collected.

7.1.1 Company processes Personal Information for, amongst others –

- 7.1.1.1 providing its goods and services;
- 7.1.1.2 complying with obligations in terms of contractual relationships;
- 7.1.1.3 complying with legal obligations and applicable law;
- 7.1.1.4 developing and improving our businesses, goods, services and offerings;
- 7.1.1.5 recruitment;
- 7.1.1.6 statistical purposes;
- 7.1.1.7 relationship management and marketing purposes in relation to goods and services, account management and for marketing activities;
- 7.1.1.8 internal management and management reporting purposes; and
- 7.1.1.9 safety and security purposes.

7.2 Categories of data subjects and Personal Information

Company processes the following personal information and special personal information relating to the following categories of data subject, including but not limited to –

Data Subjects	Personal Information
HR/ Employees	<ul style="list-style-type: none"> • name • gender • physical address • telephone number

	<ul style="list-style-type: none"> • birth date • pregnancy • well-being • education • marital status • ethical or social origin • disability • nationality • ID / passport number • medical, financial, criminal or employment history • correspondence sent by a person that is implicitly or explicitly of a private/confidential nature • tax information • banking details • financial and credit history
Customers	<ul style="list-style-type: none"> • name • gender • physical address • telephone number • location information • company registration number • email address • medical, financial, criminal or employment history • correspondence sent by a person that is implicitly or explicitly of a private/confidential nature • tax information • B-BBEE information • financial and credit history • banking details
Suppliers	<ul style="list-style-type: none"> • name • gender • physical address • telephone number • location information • company registration number • email address • medical, financial, criminal or employment history • correspondence sent by a person that is implicitly or explicitly of a private/confidential nature • tax information • B-BBEE information • financial and credit history • banking details
Service Providers	<ul style="list-style-type: none"> • name • gender • physical address • telephone number • location information • company registration number

	<ul style="list-style-type: none"> • email address • medical, financial, criminal or employment history • correspondence sent by a person that is implicitly or explicitly of a private/confidential nature • tax information • B-BBEE information • financial and credit history • banking details
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7.3 Disclosure of Personal Information to third parties

7.3.1 Company relies on third-party service providers to provide its goods and services. This requires disclosing of Personal Information with these third parties.

7.3.2 Company may disclose Personal Information to our its associates and service providers, for legitimate business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements regarding confidentiality.

7.3.3 In addition, Company may disclose Personal Information –

7.3.3.1 if required by law;

7.3.3.2 to legal and regulatory authorities, upon request, or for the purposes of reporting any actual or suspected breach of applicable law or regulation;

7.3.3.3 to third party operators;

7.3.3.4 where it is necessary for the purposes of, or in connection with, actual or threatened legal proceedings or establishment, exercise or defence of legal rights;

7.3.3.5 to any relevant party for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including, but not limited to, safeguarding against, and the prevention of threats to, public security; and

7.3.3.6 to any relevant third party acquirer(s), in the event that we sell or transfer all or any portion of our business or assets (including, but not limited to, in the event of a reorganization, dissolution or liquidation).

7.3.4 If Company discloses Personal Information to third parties, the latter will be obliged to only use that personal information for the reasons and purposes the information was disclosed for and provide adequate security safeguards.

7.4 International transfer of Personal Information

- 7.4.1 Company may transfer Personal Information to recipients outside of the Republic of South Africa.
 - 7.4.2 Personal Information may be transferred outside of the Republic of South Africa provided that the country to which the data is transferred has adopted a law that provides for an adequate level of protection substantially similar to POPIA, the third party undertakes to protect the Personal Information in line with applicable data protection laws and the transfer is necessary for Company's business operations.
- 7.5 Security of Personal Information
- 7.5.1 Company provides adequate protection for the Personal Information in its possession. Company implements appropriate technical and organisational security measures to protect Personal Information in its possession against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, in accordance with applicable law.
 - 7.5.2 In dealings with third parties, Company imposes appropriate security, privacy and confidentiality obligations on them to ensure that the Personal Information disclosed to them is kept secure. Company ensures that anyone to whom Personal Information is passed onto agrees to treat such Personal Information with the same level of protection as Company is obliged to.
 - 7.5.3 Company, on an on-going basis, reviews its security controls and related processes to ensure Personal Information remains secure.
8. REQUEST PROCEDURE IN TERMS OF POPIA
- 8.1 A data subjects is entitled to make the following requests to Company in terms of POPIA -
- 8.1.1 to confirm all information Company holds about the data subject;
 - 8.1.2 to object to the processing of Personal Information; and
 - 8.1.3 to correct or delete Personal Information.
- 8.2 A request must be made in writing and on the prescribed forms as per Annexure A. The request must be sent to Company's Information Officer.
9. REQUEST PROCEDURE IN TERMS OF PAIA
- 9.1 To request a Record in terms of PAIA, the request must be made on the prescribed form (Annexure B). The request must be sent to Company's Information Officer.
- 9.2 The requester must provide sufficient details in the request to enable Company to identify:

- 9.2.1 the Record(s) requested;
- 9.2.2 the requester (and if an agent is lodging the request, proof of capacity);
- 9.2.3 the form of access required;
- 9.2.4 the postal address or email address of the requester in South Africa, or if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof; and
- 9.2.5 the right which the requester is seeking to exercise or protect with an explanation of the reason the Records are required to exercise or protect the right.

10. PRESCRIBED FEES

10.1 Requests made in terms of PAIA (other than personal requests) are subject to the following fees:

10.1.1 Request fee: R50.00

10.1.2 Access fee:

For every photocopy of an A4-size page or part thereof	R1.10
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
For a copy in a computer-readable form on—	
– stiffy disc	R7.50
– compact disc	R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00

10.2 If the preparation of the Record requested required more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

10.3 A requester may lodge an application with a court against the render/payment of the request fee and/or deposit.

10.4 Records may be withheld until the fees have been paid.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Company may refuse a request for information in accordance with section 62 to 69 PAIA.

12. AVAILABILITY AND UPDATING OF THIS MANUAL

12.1 This Manual is available at Company's office and on Company's website.

12.2 Company may review and update this Manual from time to time. The latest version of this Manual is available on request.

ANNEXURE "A"



REPUBLIC OF SOUTH AFRICA

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013
(ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 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.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)
Signed at this day of20.....	
.....	
<i>Signature of data subject/designated person</i>	



REPUBLIC OF SOUTH AFRICA

FORM 2

REQUEST FOR CORRECTION OR DELETION 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.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number / E-mail address:	
C	INFORMATION TO BE CORRECTED / DELETED
D	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. <i>(Please provide detailed reasons for the request)</i>
Signed at this day of20.....	
..... <i>Signature of data subject / designated person</i>	

Form C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

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

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. 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"/>		<input type="checkbox"/>	transcription of the images*		
3. 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)		
4. If record is held on 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"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

