

BRAINSPARK

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

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Author:	Carina Linde
Approval:	Hein Pretorius

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TABLE OF CONTENTS

1.	BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT	4
2.	BRAINSPARK	4
3.	PURPOSE OF THE ACT AND PAIA MANUAL	4
4.	CONTACT DETAILS OF THE DIRECTORS [Section 51(1)(a)]	5
5.	THE INFORMATION OFFICER [Section 51(1)(b)]	5
7	THE LATEST NOTICE IN TERMS OF SECTION 52(2) (if any) [Section 51(1)(c)]	6
8	SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST [Section 51(1)(e)]	6
9	RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT	7
10	AVAILABLE COMPANY RECORDS IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d)]	7
11	DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION	7
12	PLANNED RECIPIENTS OF PERSONAL INFORMATION	8
13	PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION.....	8
14	DETAIL TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF BRAINSPARK [Section 51(1)(e)]	8
15	REFUSAL OF ACCESS TO RECORDS [sections 62 - 70]	8
16	REMEDIES AVAILABLE WHEN BRAINSPARK REFUSES A REQUEST	9
17	ACCESS TO RECORDS HELD BY BRAINSPARK	10
18	REQUEST APPLICATION	10
19	PRESCRIBED FEES [Section 51(1)(f)]	11
20	DECISION.....	12
21	PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY BRAINSPARK.....	12
22	AVAILABILITY AND UPDATING OF THE PAIA MANUAL.....	13
	ANNEXURE 1	14

1. BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT

- 1.1 The Promotion of Access to Information Act, 2 of 2000 (hereafter PAIA) was enacted on 2 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa, 108 of 1996. This right provides for access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- 1.2 In terms of section 51 of PAIA, all private bodies are required to compile an Information Manual (PAIA Manual).
- 1.3 Where a request is made in terms of PAIA, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/or regulatory requirements, except where PAIA expressly provides that the information may be adopted when requesting information from a public or private body.

2. BRAINSPARK

- 2.1 BrainSpark provides scientifically designed brain and personality test.

3. PURPOSE OF THE ACT AND PAIA MANUAL

- 3.1 PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability within BrainSpark by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.
- 3.3 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies.
- 3.4 Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
 1. Limitations aimed at the reasonable protection of privacy;
 2. Commercial confidentiality; and
 3. Effective, efficient, and good governance;and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- 3.5 This PAIA Manual complies with the requirements of the SAHRC guide mentioned in section 10 of PAIA and recognises that upon commencement of the Protection of Personal Information Act, 4 of 2013, (hereafter POPIA) that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.
- 3.6 Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided.
- 3.7 This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in PAIA, be disclosed after evaluation of an access application being made in terms of PAIA.
- 3.8 A copy of this manual is available:

1. At our office, situated at 6 Still Street, Potchefstroom, 2531;
2. On request from our Information Officer; or
3. From the South African Human Rights Commission, at the addressed and/or telephone numbers as published by the Commission.

4. CONTACT DETAILS OF THE DIRECTORS [Section 51(1)(a)]

1. DIRECTORS: Hein Pretorius
Nic van der Walt
2. POSTAL ADDRESS: 6 Stil Street, Potchefstroom, 2531
3. PHYSICAL ADDRESS: 6 Stil Street, Potchefstroom, 2531
4. TELEPHONE NUMBER: 076 946 7716
5. E-MAIL: info@brainspark.co.za
6. WEBSITE: www.brainspark.co.za

5. THE INFORMATION OFFICER [Section 51(1)(b)]

- 5.1 PAIA prescribes that the head of a private body fulfils the function of an Information Officer, as contemplated in section 51 of the Act, and BrainSpark has opted to make use of this function.
- 5.2 The Information Officer appointed in terms of PAIA also refers to the Information Officer as referred to in POPIA. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act, as well as the duties and responsibilities in terms of section 55 of POPIA after registering with the Information Regulator.
- 5.3 The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of POPIA. All requests for information in terms of this Act must be addressed to the Information Officer.
- 5.4 INFORMATION OFFICER: Hein Pretorius
 - 5.4.1 POSTAL ADDRESS: 6 Stil Street, Potchefstroom, 2531
 - 5.4.2 PHYSICAL ADDRESS: 6 Stil Street, Potchefstroom, 2531
 - 5.4.3 TELEPHONE NUMBER: 076 946 7716
 - 5.4.4 E-MAIL: hein@brainspark.co.za
 - 5.4.5 WEBSITE: www.brainspark.co.za

6 GUIDE OF SA HUMAN RIGHTS COMMISSION [Section 51(1)(b)]

- 6.1 PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in public interest.
- 6.2 Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided.
- 6.3 Requesters are referred to the Guide in terms of section 10, which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising constitutional rights. The Guide is available from SAHRC.
- 6.4 The contact details of the SAHRC are:

Physical Address:	Sentinel House, Sunnyside Office Park 32 Princess of Wales Terrace Parktown, Johannesburg, 2193
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Postal Address:	Sentinel House, Sunnyside Office Park 32 Princess of Wales Terrace Parktown, Johannesburg, 2193
Telephone Number:	+27 11 877 3600
E-mail:	info@sahrc.org.za
Website:	www.sahrc.org.za

7 THE LATEST NOTICE IN TERMS OF SECTION 52(2) (if any) [Section 51(1)(c)]

7.1 No notice has been published on the categories of records that are automatically available without a person having to request access in terms of section 52(2) of the Act.

8 SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST [Section 51(1)(e)]

8.1 General information about BrainSpark can be accessed via the internet on <https://www.brainspark.co.za> which is available to all persons who have access to the internet. BrainSpark also has a Facebook page.

8.2 The subjects on which the private body holds records and the categories on each subject in terms of section 51(1)(e) of PAIA are listed below. The fact that a record type is listed here does not necessarily mean that the records will be disclosed, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of PAIA. Please note that access to records may be refused in accordance with Sections 62 - 69 of PAIA.

8.2.1	Compliance	Regulatory reports Legislation compliance Policies & procedures Membership with industry bodies BBBEE Compliance Internal auditing & risk
8.2.2	Finance	Creditor's control Debtor's control Audit management Budgets Funders & donors Insurance Management accounts Salary administration Tax administration Treasury management Utilities management
8.2.3	Revenue Management	Leasing administration and agreements Tenant personal information Marketing & promotions Market research and surveys

8.3 Note that the accessibility of records may be subject to the grounds of refusal set out in this PAIA manual. Amongst others, records deemed confidential on the part of a third party will necessitate permission from the third party concerned, in addition to normal requirements, before BrainSpark will consider access.

9 RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

- 9.1 Records of a public nature, typically those disclosed on the BrainSpark social media accounts/website and in its various annual reports, may be accessed without the need to submit a formal application form.
- 9.2 Other non-confidential records may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

10 AVAILABLE COMPANY RECORDS IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d)]

- 10.1 Information is available in terms of the following legislation to the people/entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by people specified in such entities, this list should be read as not being a final and complete list:
 - 10.1.1 Basic Conditions of Employment Act, 75 of 1997, as amended
 - 10.1.2 Compensation for Occupational Injuries and Diseases Act, 130 of 1993
 - 10.1.3 Constitution of the Republic of South Africa, 108 of 1996
 - 10.1.4 Electronic Communications and Transactions Act, 25 of 2002
 - 10.1.5 Employment Equity Act, 55 of 1998
 - 10.1.6 Financial Intelligence Centre Act, 38 of 2001
 - 10.1.7 Income Tax Act, 58 of 1962
 - 10.1.8 Labour Laws Amendment Act 10 of 2018
 - 10.1.9 Labour Relations Act, 66 of 1995, as amended
 - 10.1.10 National Minimum Wage Act 9 of 2018
 - 10.1.11 Occupational Health and Safety Act, 85 of 1993
 - 10.1.12 Promotion of Access to Information Act, 2 of 2000
 - 10.1.13 Promotion of Equality and Prevention of Unfair Discrimination Amendment Act, 52 of 2002
 - 10.1.14 Protected Disclosures Act, 26 of 2000
 - 10.1.15 Protection of Personal Information Act, 4 of 2013
 - 10.1.16 Regulation of Interception of Communications and Provision of Communication Related Information Act, 70 of 2002
 - 10.1.17 Skills Development Act, 97 of 1998
 - 10.1.18 Skills Development Levies Act, 9 of 1999
 - 10.1.19 Tax Administration Act, 28 of 2011
 - 10.1.20 Telecommunications Act, 103 of 1996
 - 10.1.21 Unemployment Insurance Contributions Act, 4 of 2002
 - 10.1.22 Unemployment Insurance Amendment Act, 9 of 1974
 - 10.1.23 Value Added Tax Amendment Act, 61 of 1993

11 DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

- 11.1 Employees: record of employee life cycle
- 11.2 General public: tracking general enquiries and internet visits
- 11.3 Industry bodies: membership records
- 11.4 Statutory and other authorities: contact details

12 PLANNED RECIPIENTS OF PERSONAL INFORMATION

- 12.1 Financial institutions
- 12.2 Industry bodies
- 12.3 Operators (service providers)
- 12.4 Statutory authorities

13 PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION

- 13.1 Flows using social media

14 DETAIL TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF BRAINSPARK [Section 51(1)(e)]

- 14.1 The requester must complete Form C and submit this form together with a request fee, to the Information Office/director. The form must be submitted using any of the methods indicated in clauses 4 and 5 of this Manual.
- 14.2 The requester must provide sufficient detail on the request form to enable the designated head to identify the record and the requester.
- 14.3 The requester should indicate which form of access is required.
- 14.4 The requester should indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [section 52(2)(a) and (b) and (c)].
- 14.5 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise of a protection of that right [section 53(2)(d)].
- 14.6 If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer/owner of BrainSpark [section 53(2)(f)].
- 14.7 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- 14.8 Every other requester, who is not a personal requester, must pay the required request fee.
- 14.9 The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [section 54(1)].
- 14.10 The fee that the requester must pay to a private body is currently R50.00. The requester may lodge an application to the court against the tender or payment of the request fees [section 54(3)(b)].
- 14.11 After the Information Officer of the private body has decided on the request, the requester must be notified in the required form.
- 14.12 If the request is granted, then a further access fee must be paid for the search, reproduction, preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [section 54(6)].

15 REFUSAL OF ACCESS TO RECORDS [sections 62 - 70]

- 15.1 BrainSpark has the right to reject any request for information submitted in terms of sections 62 - 70 of Chapter 4 of the PAIA.
- 15.2 The main grounds for BrainSpark to refuse a request for information relates to the:
 - 15.2.1 mandatory protection of the privacy of a third party, who is a natural person or a deceased person, or a juristic person, as included in POPIA, which would involve the unreasonable disclosure of personal information of that natural or juristic person;

- 15.2.2 mandatory protection of personal information and for disclosures of any personal information to, in addition to any other legislative, regulatory, or contractual agreements, comply with the provisions of POPIA;
- 15.2.3 mandatory protection of the commercial information of a third party if the record contains:
- trade secrets of the third party;
 - financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - information disclosed in confidence by a third party to BrainSpark, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - mandatory protection of the safety of individuals and the protection of property;
 - mandatory protection of records which would be regarded as privileged in legal proceedings
- 15.3 The commercial activities of a private body, such as BrainSpark, which may include;
- trade secrets of BrainSpark;
 - financial, commercial, scientific, or technical information, which disclosure could likely cause harm to the financial or commercial interests of BrainSpark;
 - information which, if disclosed could put BrainSpark at a disadvantage in negotiations or commercial competition;
 - a computer program which is owned by BrainSpark, and which is protected by copyright;
 - the research information of BrainSpark or a third party, if its disclosure would disclose the identity of BrainSpark, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
- 15.4 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- 15.5 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 15.6 If the record requested cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

16 REMEDIES AVAILABLE WHEN BRAINSPARK REFUSES A REQUEST

- 16.1 Internal Remedies:
- 16.1.1 BrainSpark does not have an internal appeal procedure. The decision made by the Information Office is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the Information Officer.

16.2 External Remedies:

16.2.1 A requester that is dissatisfied with the Information Officer's refusal to disclose information may, within 30 (thirty) days of notification of the decision, apply to a Court for relief.

16.2.2 A third party dissatisfied with the Information Officer's decision to grant a request for information may, within 30 (thirty) days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court, or another court of similar status and a Magistrate's court designated by the Minister of Justice and Constitutional Development, and which is presided over by a designated Magistrate.

17 ACCESS TO RECORDS HELD BY BRAINSPARK

Prerequisites for access by a personal/other requester:

17.1 Records held by BrainSpark may be accessed by requests only once the prerequisite requirements for access have been met.

17.2 A requester is any person making a request for access to a record of BrainSpark. There are two types of requesters:

17.2.1 Personal requester:

- a requester who is seeking access to a record containing personal information about the requester
- BrainSpark will voluntarily provide the requested information or give access to any record about the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

17.2.2 Other requester;

- This requester (other than a personal requester) is entitled to request access to information on third parties
- In considering such a request, BrainSpark will adhere to the provisions of section 71 of the Act that requires that the Information Officer take all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the information. BrainSpark is not obliged to voluntarily grant access to such records. The requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act as stipulated in Chapter 5, Part 3, including the payment of a request and access fee.

To facilitate the processing of your request, kindly:

18 REQUEST APPLICATION

18.1 Use the prescribed form attached to this manual as 'Annexure A'.

18.2 Address your request to the Information Officer.

18.3 Provide sufficient details to enable BrainSpark to identify:

18.3.1 The record(s) requested:

18.3.2 The requester (and if an agent is lodging the request, proof of capacity);

18.3.3 The form of access required;

18.3.4 The postal or e-mail address of the requester in the Republic;

- 18.3.5 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 18.3.6 The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

19 PRESCRIBED FEES [Section 51(1)(f)]

19.1 The following is a breakdown of the fees structure for the purposes of determining the way fees relating to a request for access to a record of a private body are to be calculated:

19.2 Part III of Regulation 187 published in the Government Gazette (15/02/2002):

• A copy of the manual as contemplated in regulation 9(2)(c)	• For every A4-size photocopy or part thereof	• R1.10
• Reproduction fees (regulation 11(1))	• For every A4-size photocopy or part thereof	• R1.10
	• For every printed copy of an A4-size page or part thereof held on a computer or in electronic/machine readable form	• R0.75
	• For a copy in a computer-readable form (flash drive)	• 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
	• Search & preparation of record for disclosure (per hour or part thereof, excluding the first hour)	• R30.00
	• Actual postage fee (if applicable)	
• Requester fee (other than personal requester) (regulation 11(2))		• R50.00

19.3 At the time of publication, the fees as indicated in 19.2 is correct. This, however, may change without any prior notice and the latest notice (if published) will provide the current applicable fees.

19.4 For purposes of section 54(2) of PAIA, the following applies:

- Six (6) hours as the hours to be exceeded before a deposit is payable; and
- One third of the access fee is payable as a deposit by the requester

19.5 The actual postage is payable when a copy of a record must be posted to a requester.

20 DECISION

20.1 Time allowed to institution:

- 20.1.1 BrainSpark will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 20.1.2 The 30 (thirty) day period within which BrainSpark has to decide whether to grant or refuse the request may be extended for a further period of not more than 30 (thirty) days if the request is for a large number of information, or the request requires a search for information held at another office of BrainSpark and the information cannot reasonably be obtained within the original 30 (thirty) day period.
- 20.1.3 BrainSpark will notify the requester in writing should an extension be sought.

21 PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY BRAINSPARK

- 21.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of personal information by a responsible party. These conditions may not be departed from unless specific exclusions apply as outlined in POPIA.
- 21.2 BrainSpark needs personal information relating to both individual and juristic people to carry out its business and organisational functions. The way this information is processed and the purpose for which it is processed is determined by BrainSpark. BrainSpark is accordingly a responsible party for the purposes of POPIA and will ensure that the personal information of a data subject;
 - 21.2.1 is processed lawfully, fairly, and transparently. This includes the provision of appropriate information to data subjects when their data is collected by BrainSpark, in the form of privacy or data collection notices. BrainSpark must also have a legal basis, e.g., consent, to process personal information;
 - 21.2.2 is processed only for the purposes for which it was collected;
 - 21.2.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose;
 - 21.2.4 is adequate, relevant and not excessive for the purposes for which it was collected;
 - 21.2.5 is accurate and kept up to date;
 - 21.2.6 will not be kept for longer than necessary;
 - 21.2.7 is processed in accordance with integrity and confidentiality principles; including physical and organisational measures to ensure that personal information, both in physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by BrainSpark, to protect against access and acquisition by unauthorised persons and accidental loss, destruction, or damage;
 - 21.2.8 is processed in accordance with the rights of data subjects, where applicable. Data subjects have the right to:
 - be notified that their personal information is being collected by BrainSpark.
 - 21.2.9 Data subjects also have the right to be notified in the event of a data breach:
 - know whether BrainSpark holds personal information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;

- 21.2.10 request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or unlawfully obtained personal information;
- 21.2.11 object to BrainSpark's use of their personal information and request the deletion of such personal information (deletion would be subject to BrainSpark's record keeping requirements);
- 21.2.12 object to the processing of personal information for purposes of direct marketing by means of unsolicited electronic communications; and
- 21.2.13 complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his/her/its personal information.

22 AVAILABILITY AND UPDATING OF THE PAIA MANUAL

- 22.1 This manual is available for inspection at the office of BrainSpark, free of charge.
- 22.2 Publication date of this manual: 10 January 2026
- 22.3 Next revision date of this document: 12 months from publication date

REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000)
(Regulation 10)

1) PARTICULARS OF PRIVATE BODY

The Head/The Information Officer BrainSpark
6 Stil Street, Potchefstroom, 2531
E-mail: hein@brainspark.co.za

2) PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- 1) The particulars of the person who requests access to the record must be given below.
- 2) The address/e-mail address in the Republic to which the information is to be sent must be given.
- 3) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names & surname:																					
Identify number	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
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E-mail address																					
Capacity in which request is made, when made on behalf of another person																					

3) PARTICULARS OF PERSON ON WHOSE BEHALF THIS REQUEST IS MADE

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

Full names & surname:																					
Identify number:	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

4) PARTICULARS OF RECORD

- 1) 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.
- 2) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The request 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:

5) FEES

- 1) A request to access to a record, other than a record containing personal information and about yourself, will be processed only after a request fee has been paid.
- 2) You will be notified of the amount requested to be paid as the request fee.
- 3) 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.
- 4) If you qualify for exemption of the payment of any fee, please state the reason for this exemption.

1) Reason for exemption from payment of fees:

6) FORM OF ACCESS TO RECORD

1) If you are prevented by a disability to read, view, or listen to the record in the form of access provided for in 1 - 4 below, please state your disability and indicate in which form the record is requested.					
Disability:					
Form in which record is required:					
NOTES: a) Compliance with your request for access 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.					
MARK THE APPROPRIATE BOX WITH AN 'X'.					
1) If the record is in written or printed form:					
	Copy of record *		Inspection of record		
2) If the record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	View the images		Copy of the images *		Transcription of the images*
3) If the record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack		Transcription of soundtrack* (written or printed document)		
4) If the record is held on computer or in an electronic or machine-readable form:					
	Printed copy of the record *		Printed copy of information derived from the record *		Copy in computer readable form* (e.g., flash drive)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription be posted to you? Postage is payable				YES	NO

7) PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

- 1) Indicate which right is to be exercised or protected:

- 2) Explain why the record requested is required for the exercise or protection of the aforementioned right:

8) NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your requested has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your requested.

- 1) How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this day _____ of _____
year _____.

SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF REQUEST IS MADE