

**The Wilds Home Owners Association
NPC
("The Wilds")**

(Registration Number: 2003/008761/08)



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

Date of Compilation: 4 April 2026

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1. INTRODUCTION

The Wilds is a non-profit company registered in terms of the company laws of the Republic of South Africa.

2. LIST OF ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
“CEO”	Chief Executive Officer.
“DIO”	Deputy Information Officer.
“IO”	Information Officer.
“Minister”	Minister of Justice and Correctional Services.
“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended).
“POPIA”	Protection of Personal Information Act No.4 of 2013.
“The Wilds”	Means The Wilds Home Owners Association NPC, being a non profit company with registration number, 2003/008761/08 duly incorporated in terms of the Company laws of the Republic of South Africa.
“Regulator”	Information Regulator.
“Republic”	Republic of South Africa.

3. PURPOSE OF THIS PAIA MANUAL

This PAIA Manual is useful for the public to:

- 3.1 Confirm the categories of records held by an organisation which are available without a person having to submit a formal PAIA request;
- 3.2 Have a sufficient understanding of how to make a request for access to a record or information held by an organisation, and by providing a description of the subjects on which the organisation holds records and the categories of records held on each subject;
- 3.3 Know the description of the records of the organisation which are available in accordance with any other legislation;
- 3.4 Access all the relevant contact details of the Information Officer and Deputy Information Officer of the organisation, who will assist the public with the records they intend to access;
- 3.5 Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.6 Know if the organisation will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

- 3.7 Know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.8 Know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 Know if the organisation has planned to transfer or process personal information outside the Republic and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 Know whether the organisation has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE WILDS

COMPANY DETAILS	
Name of Company:	The Wilds Home Owners Association NPC
Head of Body:	Frans van Eeden
Street Address:	c/o de Villaboys Marieul & Atterbury Drive, Pretorius Park, Pretoria
Postal Address:	PO Box 4945, Pretoria, Gauteng, 0001
Telephone Number:	082 334 6573
E-mail:	frans@limstrics.co.za
Website:	https://www.the-wilds.co.za/
INFORMATION OFFICER DETAILS	
Name:	Coenie Groenewald
Telephone Number:	072 497 4155
E-mail:	coenie@the-wilds.co.za
DEPUTY INFORMATION OFFICER(S) DETAILS	
Name:	Ronel Mulvaney
Telephone Number:	072 1324 371
E-mail:	ronel@the-wilds.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) of 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 Republic's official languages and in braille.
- 5.3 The aforesaid 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) of PAIA¹ and section 56 of POPIA²;
- 5.3.3 The manner and form of a request for:
- 5.3.3.1 Access to a record of a public body contemplated in section 11³; and
- 5.3.3.2 Access to a record of a private body contemplated in section 50⁴.
- 5.3.4 The assistance available from the IO of a public body in terms of PAIA and POPIA;
- 5.3.5 The assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.6 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-
- 5.3.6.1 An internal appeal
- 5.3.6.2 A complaint to the Regulator; and
- 5.3.6.3 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;
- 5.3.7 The provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 The provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 The notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if a) that record is required for the exercise or protection of any rights; b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 5 above

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

- 5.3.10 The regulations made in terms of section 92¹¹.
- 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:
 - 5.5.1 Upon request to the Information Officer; or
 - 5.5.2 From the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

6. CATEGORIES OF RECORDS OF THE WILDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

- 6.1 Records of a public nature which are in the public domain such as displayed on a website, may be accessed without the need to submit a formal application. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application.
- 6.2 The above records are available upon request via e-mail to The Wilds IO or DIO as well as at the offices of The Wilds.

7. RECORDS HELD BY THE WILDS IN ACCORDANCE WITH OTHER LEGISLATION

- 7.1 The Wilds is required, in accordance with legislation, to retain certain records. We hold records for the purposes of PAIA in accordance with the following legislation (as amended from time to time), among others
 - 7.1.1 Basic Conditions of Employment Act 75 of 1997;
 - 7.1.2 Companies Act 71 of 2008;
 - 7.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
 - 7.1.4 Electronic Communications and Transaction Act 25 of 2002;
 - 7.1.5 Employment Equity Act 55 of 1998;
 - 7.1.6 Financial Intelligence Centre Act 38 of 2001;
 - 7.1.7 Income Tax Act 58 of 1962;
 - 7.1.8 Labour Relations Act 66 of 1995;
 - 7.1.9 Occupational Health and Safety Act 85 of 1993;
 - 7.1.10 Promotion of Access to Information Act 2 of 2000;
 - 7.1.11 Skills Development Act 9 of 1999;
 - 7.1.12 Unemployment Insurance Act 63 of 2001;
 - 7.1.13 Value Added Tax Act 89 of 1991.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed; (b) any matter relating to the fees contemplated in sections 22 and 54; (c) any notice required by this Act; (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

8. DESCRIPTION OF THE SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE WILDS THAT ARE NOT AVAILABLE WITHOUT A PAIA REQUEST

Subject	Description of Record
<p>Statutory Records</p>	<ul style="list-style-type: none"> • Company incorporation documents • Share register • Memorandum of Incorporation • Minutes of meetings of the board of directors • Records relating to the appointment of directors, auditors, and other officers
<p>Income Tax</p>	<ul style="list-style-type: none"> • Pay-as-you-earn (PAYE) records • Documents issued to employees for income tax purposes • Records of payments made to South African Revenue Services on behalf of employees • All or any statutory compliance • Value Added Tax • Skills development levies • Unemployment Insurance Fund
<p>Labour Relations Records</p>	<ul style="list-style-type: none"> • Personnel documents and records • Employment contracts • Medical aid records • Pension Fund records • Disciplinary records • Salary records • Disciplinary code and/or procedures • Leave records • Training records • Training manuals • Address lists • Internal telephone lists
<p>Finance</p>	<ul style="list-style-type: none"> • Receipts and payments • Bank statements • A list of the company's debtors and creditors • Budgets • Management accounts • Asset registers • Invoices • Salaries • Correspondence
<p>Risk and Compliance</p>	<ul style="list-style-type: none"> • Contracts • Policies and procedures • Risk assessment • Compliance records

Subject	Description of Record
Others	<ul style="list-style-type: none"> • IT usage statistics and equipment details • Supplier lists • Secretarial records • Minutes of meetings • Media releases and public relation events records

9. PROCESSING OF PERSONAL INFORMATION

Pursuant to promoting responsible information processing practices within its organisation, as well as in its capacity as responsible party contemplated in terms of the provisions of the POPI Act, The Wilds takes any activities relating to the protection and processing of personal information (as defined in terms of the provisions of section 1 of the POPI Act) very seriously. To promote the constitutional right to privacy, as well as to play its part in promoting the rights protected in terms of the POPI Act, The Wilds undertakes to, in so far as is required of it, observe the requirements and conditions for the lawful processing of personal information.

9.1 The purposes for which The Wilds processes personal information

Pursuant to undertaking its day-to-day operations, The Wilds may process personal information for a number of purposes, which may include, amongst others, following purposes:

- 9.1.1 to provide or manage any information, products and/or services requested by data subjects in general and our member(s) and resident(s);
- 9.1.2 to help us identify data subjects when they contact us or we contact them;
- 9.1.3 to facilitate the delivery of products and/or services to our member(s) and resident(s);
- 9.1.4 to maintain member(s) and resident(s) records;
- 9.1.5 to maintain supplier records;
- 9.1.6 for recruitment purposes;
- 9.1.7 for employment purposes;
- 9.1.8 for general administration, financial and tax purposes;
- 9.1.9 for legal or contractual purposes;
- 9.1.10 for health and safety purposes;
- 9.1.11 to retain the records of our consultants and/or contractors;
- 9.1.12 to monitor access, secure and manage any of our office premises and facilities we manage, regardless of location in South Africa;
- 9.1.13 to transact with our suppliers and business partners or group companies;
- 9.1.14 to help us improve the quality of our products and services;
- 9.1.15 to analyse the personal information collected for research and statistical purposes;
- 9.1.16 to help us recover debts;
- 9.1.17 to transfer personal information to third parties, including, but not limited to our suppliers, contractors, member(s) and/or resident(s);
- 9.1.18 to carry out analysis and member(s) and/or resident(s) profiling; and
- 9.1.19 to identify other products and services which might be of interest to our member(s), resident(s) and data subjects in general, as well as to inform them of our products and services.

9.2 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
Member and Resident	Member and Resident personal and special personal information. Member and Resident insurance information. Member and Resident financial information
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race.

9.3 The recipients or categories of recipients to whom the personal information may be supplied

Subject to any relevant terms and conditions of use which may be applicable when a data subject engages with The Wilds, we may share the personal information of any data subject we process for any of the purposes identified in our Privacy Policy (which purposes are also articulated in section 9.1 above), with the following third parties, whether such third parties qualify as “responsible parties” in terms of section 1 of the POPI Act or not:

- 9.3.1 any relevant service providers and insurers;
- 9.3.2 any relevant regulatory authorities who may govern The Wilds in undertaking its operations;
- 9.3.3 any approved service provider, contractor or supplier with whom The Wilds has an agreement;
- 9.3.4 any approved business partners who provide products and services to The Wilds; and
- 9.3.5 any approved service providers or authorised agents who perform services on The Wilds behalf.

The Wilds processes personal information in order to facilitate and enhance the delivery of products and services to its members and residents, foster a legally compliant workplace environment, as well as safeguard the personal information relating to any data subjects which it in facts holds. We undertake to process any personal information in a manner which promotes the constitutional right to privacy, retains accountability and data subject participation.

- 9.3.6 The Wilds may disclose personal information to third parties such as our associates and service providers, for legitimate business purposes, in accordance with applicable law and subject to the applicable professional and regulatory requirements regarding confidentiality.
- 9.3.7 Should The Wilds disclose information to third parties, the latter is obliged to use that personal information for the reasons and purposes the information was disclosed for. To this end, we have agreements/understanding in place with the relevant third parties to ensure that an adequate level of security and confidentiality is adopted by the third parties to which personal information is being transferred to.
- 9.3.8 The Wilds may be obliged to disclose personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights. This includes where we are required to disclose personal information as a result of litigation being instituted by or against us.

9.4 Planned transborder flows of personal information

The Wilds will only transfer personal information across South African borders if required to do so in pursuit of its legitimate business purposes, and will do so only in accordance with South African legislative requirements or if the relevant data subject consents to the transfer of their personal information to third parties in any foreign jurisdictions.

We will take reasonable steps to ensure that any third-party process operators with whom we engage are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold the principles for reasonable and lawful processing of personal information as contemplated in terms of the POPI Act.

For example, we will ensure that the third party who is the recipient of the information is subject to a law or binding agreement which provides for an adequate level of protection similar to POPIA.

9.5 General description of Information Security Measures to be implemented by The Wilds to ensure the confidentiality, integrity and availability of the information

9.5.1 The Wilds takes reasonable, appropriate and adequate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction, damage, alteration, disclosure or unauthorised access. We contractually mandate any third parties to which your personal information is transferred to do the same.

9.5.2 The Wilds regularly reviews our security controls and related processes to ensure that personal information is secure. However, where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person, we will notify the Regulator and the affected person(s), unless the Regulator or a public body responsible for detection, prevention or investigation of offences, informs us that such notification will impede a criminal investigation.

10. AVAILABILITY OF THE MANUAL

10.1 A copy of the Manual is available-

10.1.1 On our website, which can be accessed by following this link: <https://www.the-wilds.co.za/>

10.1.2 Head office of The Wilds for public inspection during normal business hours;

10.1.3 To any person upon request and upon the payment of a reasonable prescribed fee; and

10.1.4 To the Information Regulator upon request.

10.2 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.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

11.1. Upon receipt of a request for access to information, The Wilds will be required to consider such a request in light of the provisions of section 50 of PAIA. Subject to such consideration, The Wilds will

be required to either grant such a request or refuse such a request. If The Wilds elects to refuse access to a particular record, such refusal will be subject to The Wilds's interpretation of the various prescribed grounds for refusal as set forth in Chapter 4 of the PAIA Act and in the table below:

Ground(s) For Refusal	Description and Explanation of Ground(s) for Refusal
Mandatory protection of privacy of third party who is a natural person [Section 63 of PAIA]	The Wilds may refuse access to a record if the disclosure of that record would involve the unreasonable disclosure of personal information relating to a third party, including a deceased individual.
Mandatory protection of commercial information of third party [Section 64 of PAIA]	<p>The Wilds may refuse a request for access to a record if the record comprises of or is constituted by the following information relating to a third party –</p> <ul style="list-style-type: none"> • Trade secrets of a third party; • Financial, commercial, scientific or technical information, other than trade secrets, of a third party, which if disclosed is likely to cause harm to the commercial or financial interests of the third party; • Information which has been supplied in confidence by a third party, the disclosure of which could reasonably be expected to place the third party at a disadvantage in contractual or other negotiations or is likely to prejudice the third party in commercial competition.
Mandatory protection of certain confidential information of a third party [Section 65]	The Wilds may refuse access to a record which if disclosed would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement or contractual relationship.
Mandatory protection of safety of individuals and protection of property [Section 66]	<p>The Wilds may refuse a request for access to record if its disclosure could reasonably be expected to endanger the life or physical safety of an individual, or if its disclosure would be likely to prejudice or impair the security of:</p> <ul style="list-style-type: none"> • a building, structure or system, including but not limited to a computer or communication system, a means of transport or any other property; • method(s), system(s), plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public or the security of property.
Mandatory protection of records privileged from production in legal proceedings [Section 67]	The Wilds may refuse a request for access to a record if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.
Commercial information of Private Body [Section 68]	<p>The Wilds may refuse a request for access to a record if the record contains (or comprises of):</p> <ul style="list-style-type: none"> • Trade secrets of the Private Body; • Financial, commercial, scientific or technical information, other than trade secrets of the Private Body, the disclosure of which would be likely to cause harm to the commercial or financial interests of the Private Body; • Information, the disclosure of which could reasonably be expected to put the Private Body at a disadvantage in contractual or other negotiations or prejudice the Private Body in commercial competition;

Ground(s) For Refusal	Description and Explanation of Ground(s) for Refusal
	<ul style="list-style-type: none"> • A computer programme (as defined in section 1(1) of the Copyright Act 98 of 1978 as amended) owned by the Private Body, except insofar as it is required to give access to a record to which access is granted in terms of the PAIA Act.
Mandatory protection of research information of third party, and protection of research information of private body [Section 69]	The Wilds may refuse a request for access to a record if the record contains information about research being or to be carried out by or on behalf of a third party/private body, the disclosure of which would be likely to expose the third party/private body, a person that is (or will be) carrying out the research on behalf of the third party/private body, or the subject matter of the research to serious disadvantage.

12. FORM OF REQUEST

12.1. To facilitate the processing of your request, kindly:

- Use the prescribed Form, Form 2, as provided in Annexure A hereto.
- Address your request to The Wilds Information Officer and Deputy Information Officer.
- Provide sufficient details to enable The Wilds to identify:
 - The record(s) requested.
 - The requester (and if an agent is lodging the request, proof of capacity).
 - The form of access required.
 - The postal address or e-mail of the requester in South Africa.
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.
- 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.
- The Information Officer will respond to a request in the format of Form 3, as listed in Annexure B hereto. The said form is used to report the outcome of a request as well as information regarding the required fees payable, if applicable
- **Kindly refer to Annexure C hereto, setting out the diagram of the PAIA request process.**

13. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R140.00) before a request will be processed.
- If the preparation of the record requested requires 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).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.

14. REMEDIES AVAILABLE WHEN A REQUEST IS DENIED

14.1 Internal Remedies

There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final.

If a request is denied and the requester is dissatisfied with the Information Officer's decision, the requestor will be required to exercise such external remedies at their disposal if a request for information is refused.

14.2 External remedies

A requestor or a third party who is dissatisfied with an Information Officer's refusal to disclose information or the disclosed information may within 30 (thirty) days of notification of the decision apply to a court with appropriate jurisdiction or contact the Information Regulator for relief.

15. UPDATING OF THE MANUAL

15.1 The head of The Wilds will on a regular basis update this manual.

Issued by the Information Officer of The Wilds:

Name and Surname: _____

Title: _____

Signature: _____

ANNEXURE A- 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

Information Officer:	Deputy Information Officer:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone Number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal Address	
Street Address	
E-mail Address	
Contact Numbers	Tel: <input type="text"/>
	Facsimile: <input type="text"/>
	Cellular: <input type="text"/>
Full names of person on whose behalf request is made <i>(if applicable)</i>	
Identity Number	
Postal Address	
Street Address	
E-mail Address	
Contact Numbers	Tel: <input type="text"/>
	Facsimile: <input type="text"/>
	Cellular: <input type="text"/>
PARTICULARS OF RECORD REQUESTED	
<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	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	
MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <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	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	
FEES	
<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	
Reason	

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

Postal Address	Facsimile	Electronic Communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20____.

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number</i>	
<i>Request received by: (State rank, Name and Surname of Information Officer)</i>	
<i>Date received</i>	
<i>Access fees</i>	
<i>Deposit (if any)</i>	

Signature of Information Officer

FOR OFFICIAL USE

ANNEXURE B - FORM 3: OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

1. If your request is granted the—
(a) amount of the deposit, (if any), is payable before your request is processed; and
(b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference Number: _____

TO: _____

Your request dated _____ refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

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

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
i) Flash drive	R40.00		
• To be provided by requestor			
ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record:			
iii) Flash drive	R40.00		
• To be provided by requestor			
iv) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual Costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the bank account of The Wilds, which details will be provided upon request.

Signed at _____ this _____ day of _____ 20____.

Signature of Information Officer

ANNEXURE C: PAIA REQUEST PROCESS

