

# PROMOTION OF ACCESS TO INFORMATION MANUAL



## PART 1: PRELIMINARY

### INTRODUCTION

- 1.1. PAIA affords data subjects the right of access to his/her/its personal records held by the company, subject to certain limitations, in order to enable him/her/it to exercise or protect their rights.
- 1.2. Section 51 of PAIA requires the company to compile a manual setting out the procedure and requirements to be adhered to in seeking to obtain access to information held by the company.
- 1.3. It also stipulates the minimum requirements a manual has to comply with. To this end, section 51 of PAIA requires the manual to contain, amongst others, the following:
  - 1.3.1. a description of the company's structure and functions;
  - 1.3.2. contact details of the information officer;
  - 1.3.3. categories of information available without formal request, if any;
  - 1.3.4. a description of the records available in accordance with other legislation;
  - 1.3.5. sufficient detail to facilitate a request for access to a record of the company;
  - 1.3.6. a description of the categories of subjects and of the information or categories of information;
  - 1.3.7. a description of the subjects on which the company holds records and the categories of records held on each subject,
  - 1.3.8. such other information as may be prescribed.

### 2. INTERPRETATION

- 2.1 The following terms, shall have the following corresponding meaning:

- 2.1.1 "**company**" means Earth Zone Properties, with registration number: 2005/001789/07, the responsible party processing the personal information of its data subjects;
- 2.1.2 "**consent**" means a voluntary, specific and informed expression of will, which agrees to the processing of personal information;
- 2.1.3 "**data subject**" means a person (whether legal or natural) whose personal information is being processed by the company;
- 2.1.4 "**directors**" means the directors for the time being of the company, as duly elected;
- 2.1.5 "**information officer**" means a person appointed by the company to ensure compliance with POPIA and PAIA, as envisaged in this policy, currently being Melissa Noortman;
- 2.1.6 "**Information Regulator**" shall mean the Information Regulator of South Africa;
- 2.1.7 "**in writing**" means written, printed or lithographed or partly one and partly the other, and other modes of representing or producing words in visible form, including electronic communication;
- 2.1.8 "**PAIA**" means the Promotion of Access to Information Act, 2 of 2000;
- 2.1.9 "**personal information**" means any information that can be linked to an individual or juristic person, including but not limited to full name(s), identity number(s), registration number(s), age, address, contact details, marital status, religious beliefs, sexual orientation, etc.
- 2.1.10 "**POPIA**" means the Protection of Personal Information Act, 4 of 2013;
- 2.1.11 "**processing**" means the collecting, creating, utilising, storing, sharing, retaining and/or destroying of personal information;
- 2.1.12 "**provide to directors**" and "**furnish directors with**" means to provide the necessary documentation to the directors of the company;
- 2.1.13 "**record**" means any form or medium within which personal information is captured or stored, albeit written, digital or computerised records; and

- 2.1.14 "**these rules**" means these protection of personal information policies and "rule" shall have a corresponding meaning.
- 2.2 The clause headings are for convenient reference and shall be disregarded in construing these policies.
- 2.3 Words and expressions to which its meaning has been assigned in the POPIA and PAIA, shall bear the meanings so assigned to them.
- 2.4 Unless the context clearly indicates a contrary intention:
- 2.4.1 the singular shall include the plural, and *vice versa*;
- 2.4.2 reference to any one gender shall include the other genders; and
- 2.4.3 reference to natural persons includes juristic persons, trusts and partnerships and *vice versa*.
- 2.5 When any number of days is prescribed in these rules, the same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a Saturday, Sunday or proclaimed public holiday in the Republic of South Africa, in which event the last day shall be the next succeeding day which is not a Saturday, Sunday or proclaimed public holiday.
- 2.6 Where numbers are expressed in words and in numerals in these rules, the words shall prevail if there is any conflict between the two.

### **3. OBJECTIVE**

- 3.1. The objectives of this manual are to:
- 3.1.1. provide an non-exhaustive list of information, records and other personal information held by the company;
- 3.1.2. set out the requirements pertaining to the request for access to information as prescribed by PAIA and POPIA;
- 3.1.3. the grounds on which a request may be refused; and

3.1.4. define the prescribed form and manner in which a request for personal information must be submitted.

#### **4. AVAILABILITY OF THE MANUAL**

- 4.1. Upon the approval of this manual by the directors, the company will ensure that each data subject is provided with this manual, albeit electronically and/or hard copies.
- 4.2. Furthermore, the company will take the necessary measures to provide anyone with this manual upon receiving such request in the appropriate prescribed form and manner detailed hereunder.
- 4.3. As provided for in section 51(2) of PAIA, this manual will be updated as and when the need arises and as soon as any amendments have been finalised the latest version of this manual will be provided to all the data subjects of the company.
- 4.4. The directors may, at their sole discretion, further make such manual public through, amongst others, publishing same on the company's website (if any) or by making same available at an elected place, if the directors deem same to be necessary for adherence to PAIA.
- 4.5. The Information Officer will further be in possession of, and provide any person access to, this manual upon receipt of an appropriate request.

#### **5. THE COMPANY'S STRUCTURE AND FUNCTIONS**

- 5.1. Earth Zone's company structure has three departments, the first being property management, providing assistance to community schemes relating the administrative, financial, strategic and organisational management of the respective schemes. The other departments relate to rentals and sales, where prospective tenants or purchasers are procured.
- 5.2. As part of this function of the company, the governing body is tasked with creating, updating and maintaining a record of certain personal information of the data subjects, in order to:
  - 5.2.1. comply with a statutory obligation; and/or
  - 5.2.2. comply with a contractual obligation; and/or



5.2.3. comply with a legitimate interest of the company and/or data subject and/or third parties of the company.

## **6. PARTICULARS REQUIRED IN TERMS OF SECTION 51(1)(a) OF PAIA**

6.1. Section 51(1)(a) of PAIA requires the governing body of the company to provide the following particulars of the company:

6.1.1. the postal and street address of the company; and

6.1.2. phone number and, where applicable, the fax number and electronic mail address of the information officer.

6.2. As such:

6.2.1. the appointed information officer is Melissa Noortman.

6.2.2. The street address of the company is:

Block 3, Ground Floor, Clear Water Office Park

Corner of Christiaan de Wet and Millennium Boulevard

Roodepoort

1724

6.2.3. The postal address of the company is:

Postnet Suite 130

Private Bag X2

Helderkruijn

1724

6.2.4. The contact details of the information officer are:

6.2.4.1. Email address: Melissan@earthzone.co.za; and



A handwritten signature in orange ink, located in the bottom right corner of the page.

6.2.4.2. Contact details: 0794310522.

## **PART 2: REQUESTS FOR PERSONAL INFORMATION**

### **7. PROCEDURE FOR REQUESTING PERSONAL INFORMATION**

- 7.1. In order to ensure that the company complies with PAIA, the company has designated the following entry point within which any request in terms of PAIA must be channelled, the requestor must either direct such request to:
  - 7.1.1. the information officer; or
  - 7.1.2. any other entry point, so determined by the information officer.
- 7.2. Any request for information, in terms of PAIA, must be submitted in terms of Form C of PAIA, which is incorporated herein as appendix A:
  - 7.2.1. the form C must be completed in full, together with any other information that the requestor deems necessary in order for the company to properly consider the request;
  - 7.2.2. a request that does not comply with the formalities contained in this manual will be referred back to the requester, together with advice on the necessary steps for compliance.
- 7.3. The requester's attention is drawn to the following checklist for the completion and submissions of requests in terms of Form C:
  - 7.3.1. number B – the client details;
  - 7.3.2. number C – only if the request is a third-party request;
  - 7.3.3. number D1 – the time period as well as type of information required;
  - 7.3.4. number D2 – reference and/or invoice number;



- 7.3.5. number E – exemption from paying the fees, if so, the client will need to supply his/her salary advice and if the client is married, a copy of the spouse's salary advice will need to be supplied as well;
  - 7.3.6. number F1 – copy in a computer readable form (memory stick or compact disc);
  - 7.3.7. number G1 – indicate which right is to be exercised or protected
  - 7.3.8. number G2 – the reason for which this information is required (we will not accept 'personal reasons' as a reason)
  - 7.3.9. number H – preferred method of communication; and
  - 7.3.10. documentation must be signed and every page must be initialled.
- 7.4. The requester's attention is drawn to the following additional documentation to be annexed to the Form C request:
- 7.4.1. a certified copy of the requester's identity document, or any other valid form of identification (passport, driver's license, birth certificate, or the like);
  - 7.4.2. a document containing the invoice and/or reference number; and
  - 7.4.3. every page of the additional documentation must be initialled.
- 7.5. The application for information must be accompanied with the payment of the prescribed fee, as determined by the relevant Minister from time to time.

## **8. WHO MAY REQUEST INFORMATION OR RECORDS**

- 8.1. PAIA provides that a person may only request information in terms thereof if that information is required for the exercise or protection of a right.
- 8.2. The requesters have been classified in the following categories:
  - 8.2.1. a personal requester: requests information about himself;
  - 8.2.2. a representative requester: requests information relating to and on behalf of someone else;





- 8.2.3. a third-party requester: requests information about another person; and
  - 8.2.4. a public body requester: requests information in the public interest.
- 8.3. In instances where the company receives a request from a representative requester, the request must be accompanied by the necessary authority from the person on whose behalf the information is requested.
- 8.4. In instances where the company receives a request from a third-party requester the company must either be satisfied that:
- 8.4.1. The third-party requester has a sufficient right to request to personal information and proof of the capacity in which the request is made; or
  - 8.4.2. The party whose personal information is requested consents to the transmission of the information.

## **9. PROCESSING OF REQUEST FOR PERSONAL INFORMATION**

- 9.1. All requests complying with the formalities, as set out above, will be processed and considered expeditiously.
- 9.2. The company shall give the requester a written notice of the decision within 30 (thirty) days after the decision is made.
- 9.3. In instances where the request for access to information is granted, the company will advise the requester of the following:
- 9.3.1. the prescribed fee for accessing the information or documentation;
  - 9.3.2. the payable deposit fee and balance outstanding;
  - 9.3.3. the form in which access will be given; and
  - 9.3.4. the right to lodge an internal appeal against the access fee to be paid or the form of access to be granted.

- 9.4. In instances where the request for access to information is refused, the company shall provide reasons for such refusal. Chapter 4 of PAIA stipulates the grounds for refusal, which include:
- 9.4.1. protection of the privacy of a third party who is a natural person;
  - 9.4.2. protection of commercial information of a third party;
  - 9.4.3. protection of certain confidential information of a third party;
  - 9.4.4. protection of safety of individuals and protection of property;
  - 9.4.5. protection of records privileged from production in legal proceedings;
  - 9.4.6. commercial information of the company; and
  - 9.4.7. protection of research information of a third party and/or the company.

## **10. INTERNAL APPEAL AND LODGEMENT OF COMPLAINTS**

- 10.1. The requester is entitled to lodge an internal appeal or complaint against:
- 10.1.1. the access fee charged;
  - 10.1.2. the form of access granted; and
  - 10.1.3. the refusal by the company to grant access.
- 10.2. The requester is obliged to make use of Form B of PAIA, incorporated herein as appendix B.
- 10.3. The requester who wishes to lodge and internal appeal or complaint must comply with the following process, the internal appeal or complaint must:
- 10.3.1. be lodged within 30 (thirty) days after the decision is communicated by the company;
  - 10.3.2. be delivered or sent to the address or, where applicable, to the fax number or electronic mail address contained above;

- 10.3.3. identify the subject matter or reason for the internal appeal or complaint;
  - 10.3.4. be accompanied by the payment, or proof of payment, of the prescribed fee; and
  - 10.3.5. specify the address, fax number or electronic mail address for the return of the decision.
- 10.4. Where the internal appeal or complaint is lodged after the expiry of the 30 (thirty) days period afforded for such lodgement, the information officer may, on good cause shown, permit the late lodgement of the internal appeal or complaint:
- 10.4.1. In these instances, the internal appeal or complaint must be accompanied by an affidavit explaining the reasons for the lateness to be considered by the information officer.

## **11. APPROACHING COURT TO REVIEW THE DECISION BY THE COMPANY**

- 11.1. The requester must exhaust all the internal remedies provided for above, before he would be entitled to approach a competent court for the relief required.
- 11.2. Upon exhausting all the internal remedies, the requester is entitled to approach a competent court to review the decision made by the company.

### **PART 3: ADMINISTRATION OF PERSONAL INFORMATION**

## **12. AVAILABILITY OF THE MANUAL FOR INSPECTION**

- 12.1. This manual will be available for inspection during offices hours and at no charge at:
  - 12.1.1. the address of the company; and
  - 12.1.2. a premises so determined by the information officer.



12.2. Should any person require a copy of this manual, or part hereof, such a copy can be obtained by requesting same from the information officer:

12.2.1. such a request may be accompanied by a prescribed fee, as determined by the information officer.

**13. INFORMATION AUTOMATICALLY AVAILABLE**

13.1. No information held by the company would be automatically available, so to ensure that the data subject(s)' right to privacy as contained in POPIA is considered at all times.

**14. INFORMATION HELD BY THE COMPANY**

14.1. The following categories and types of records are held by the company, which can be requested in the prescribed manner hereinabove, as envisaged in section 51(1)(e) of PAIA.

14.2. Client information:

Category	Information description
Personal Information	Personal information held by the company, so required for the services rendered to the client.
Communique	Any correspondence between the client and the company.
Complaints	Any information relating to complaints lodged by a client relating to the services rendered, including the findings.
Customer profile and payment history	Information relating to the contributions due to the company for services rendered, as well as, the payments made to the company, as contained in the statement of account.

14.3. Governing body information:

Category	Information description
Directors' information	The details of the directors for the time being, including their contact details.



Decisions	Any information relating to the decisions made by the directors, inclusive of the notices, minutes of meetings and resolutions passed.
Communique	Any correspondence between the directors and/or the and/or any service provider of the company relating to the administration of the company.
Appointment records	A list of directors appointed within the relevant financial year.
Compliance information	Any information relating the compliance with any legislation, including the details of the relevant compliance officer.
Compliance policies and procedures	Any policies and/or governing documents relating to the processes and practices regarding the administration and management of the company.
Position and organisational structure	The title and responsibilities of each directors of the company, including information relating to the role and current incumbents.
Insurance	Any information relating to the insurance of the company's property.
Remuneration	All the information relating to the payment of directors.

#### 14.4. Employee information:

Category	Information description
Personnel information	The records relating to the employees of the company.
Curriculum Vitae and Application details	Details of any applicants for employment, including the information contained in the curriculum vitae.
Payroll information	All information related to the payment of an employee, including such payment details, such as the bank account details, payment amount and payment dates.
Disciplinary records	Records of disciplinary action taken against any employee of the company.
Salary / Incentive / Bonus	Information relating the remuneration of the employee, including gross salary, PAYE amount (if applicable), etc.
Position	The title and responsibilities of the employee, which may include an employment contract (where applicable).
Timesheet information	Where an employee is required to perform functions pursuant to a timesheet, such information – inclusive of the working hours of the employee.

14.5. Financial information:

Category	Information description
Budget	Budget information.
Cash / Bank / Financial Transactions	Information generated as a result of financial transactions of the company.
Creditor information	Information relating to any creditor of the company.
Debtor Information	Information relating to any debtor of the company.
Ledgers	Information contained in the company's ledgers.
Audit information	Audit reports conducted on the company.
Financial and bookkeeping records	All statements, ledgers, journals of the company.

14.6. Asset information:

Category	Information description
Assets	All assets owned by the company or held on behalf of a third party.
Stock	Any stock of assets used in the maintenance, upkeep and improvement of the company on hand.

14.7. Legal information:

Category	Information description
Pending litigation	Information relating to the company's current legal action, whether instituted or defended by the company.
Finalised litigation	Information relating to litigation that has been finalised, whether instituted or defended by the company.
Payment arrangements	The details of payment arrangements entered into by the company, including the payment terms and the information relating to the parties concerned in such payment arrangements.
Communique and notices	Any correspondence and/or notices transmitted by the company's attorneys of record.
Instructions	Information relating to the handovers and instructions given to the attorneys of record.

14.8. Service-level information:

Category	Information description
Service-level agreements	The information of service level agreements entered into by the company.

Contractor and service provider information	The information of the contractors and service providers of the company.
Supplier agreements	The information contained in any supplier agreement.
Communique	Any correspondence as between the company and the contractors and/or service providers and/or suppliers

## 15. LEGISLATION IN TERMS OF WHICH THE COMPANY IS REQUIRED TO KEEP A RECORD OF THE INFORMATION

15.1. The Company keeps information and/or documents in accordance with, amongst others the following legislation:

Legislation	Reasons for information to be retained
Basic Conditions of Employment Act, 75 of 1997	The Act requires employers to keep records of information containing the personal information of all its employees, working hours and remuneration.
Companies Act, 71 of 2008	The Act requires all company documents and records to be kept in a written format. Companies are also expected to maintain memorandum of incorporation and a record of their directors.
Compensation for Occupational Injuries and Health Diseases, 130 of 1993	Employers are expected to keep a register, employee record or reproduction of same relating of wages, time worked, payment for piece work and overtime.
Criminal Procedure Act, 51 of 1977	The Act makes provision for the admissibility of documents as evidence where such documents were compiled in the course of trade or business by persons who have personal knowledge of matters contained in the document.
Electronic Communications and Transactions Act, 25 of 2002	The Act requires that information emanating from electronic transactions only be collected, collated, processed and disclosed with customer's consent. Further, the purpose for which information is collected must be disclosed to the customer and must only be used for that purpose unless customer consents otherwise.
Employment Equity Act, 55 of 1998	Employers are required to maintain records relating to the workforce, employment equity plans and other relevant records.





Labour Relations Act, 66 of 1995	The Act requires employers to keep records of disciplinary transgressions against employees, actions taken and reasons for the action.
Occupational Health and Safety Act, 85 of 1993	Employers are required to keep records relating to the health and safety of persons in the workplace.
Prevention and Combating of Corrupt Activities Act, 12 of 2004	The Act provides for the strengthening of measures to prevent and combat corruption and corrupt activities. To this end companies are expected to keep records relating to any offer of improper gratification relating to the procurement or execution of contracts or employment relationship.
Prevention of Organized Crime Act, 121 of 1998	The Act requires that any person who is aware of criminal activities is obliged to report them to the authorities. The duty of confidentiality or other restrictions on the disclosure of information, whether imposed by law, the common law or by agreement does not affect the obligation to report or disclose information or to permit access to any registers, records or other documents unless that obligation of confidentiality relates to attorney-client privilege.
Skills Development Levies Act, 9 of 1999	Every employer is expected to make payments towards the skills development levy at a rate of 1% of the leviable amount. Records detailing payments made by the Employer are expected to be kept.
Unemployment Insurance Act, 30 of 1996	An Employer is expected to keep records relating to payment of contributions to the Unemployment Insurance Fund relating to: illness, maternity and for dependents. The Act does however, subject to the provisions of the Promotion of Access to Information Act, No. 2 of 2000, prohibits the disclosure of information obtained in the performance of functions under the Act.

## 16. OTHER INFORMATION AS MAY BE PRESCRIBED

16.1. In terms of section 51(1)(f) of PAIA, the relevant Minister has the power to publish a notice prescribing any other information that the company may have to disclose, at which time the company will give all data subjects notice thereof.

## 17. PRESCRIBED REPRODUCTION FEES

- 17.1. Where the company has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

Reproduction of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R 1.10
A printed copy of an A4-size page or part thereof	R 0.75
A copy in computer-readable format, for example: Stiffy disc Compact disc	R 7.50 and R 70.00
A transcription of visual images, in an A4-size page or part thereof	R 40.00
A copy of visual images	R 60.00
A transcription of an audio record for an A4-size page or part thereof	R 20.00
A copy of an audio record	R 30.00

- 17.2. Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R 50.00 is payable up-front before the institution will further process the request received.

- 17.3. An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54(8). The applicable access fees are:

Access of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R 1.10
A printed copy of an A4-size page or part thereof	R 0.75
A copy in computer-readable format, for example: Stiffy disc Compact disc	R 7.50 and R 70.00

Access of Information Fees	Fees to be Charged
A transcription of visual images, in an A4-size page or part thereof	R 40.00
A copy of visual images	R 60.00
A search for a record that must be disclosed *Per hour or part of an hour reasonably required for such search.	R 30.00*
Where a copy of a record needs to be posted the actual postal fee is payable.	

- 17.4. Where the institution receives a request for access to information held on a person other than the requester himself / herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.
- 17.4.1. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.
- 17.5. The initial “request fee” of R 50.00 should be deposited into the bank account below and a copy of the deposit slip, application form and other correspondence / documents, forwarded to the Information Officer via email or any other method prescribed by such Information Officer.
- 17.5.1. The officer will collect the initial “request fee” of applications received directly by the Information Officer via email.
- 17.5.2. All fees must be deposited into the company’s bank account.
- 17.6. All fees are subject to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

#### **PART 4: APPLICABILITY OF THIS MANUAL**

### **18. AMENDMENT**

- 18.1. This manual shall only be amended:
- 18.1.1. automatically, if any regulations and/or legislation amending PAIA is enacted;
- 18.1.2. automatically, if the information regulator prescribes additional policies;  
or
- 18.1.3. by a directors’ resolution.



## **19. APPLICABILITY**

- 19.1. This manual shall apply to any person requesting access to information held by the company.
- 19.2. This manual will in no way supersede the PAIA, and where a conflict exists the PAIA shall prevail.
- 19.3. This manual shall be enacted, and apply to the company, upon resolution of the directors, which resolution is incorporated herein as appendix C.



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

**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:

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**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 below, 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 <b>X</b> .	
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.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

**G. Particulars of right to be exercised or protected**

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. 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:

.....

.....

.....



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

**H. Notice of decision regarding request for access**

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

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

.....

Signed at ..... this day ..... of ..... year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE



**APPENDIX B: INTERNAL APPEAL FORM**

J751



REPUBLIC OF SOUTH AFRICA

**FORM B  
NOTICE OF INTERNAL APPEAL**  
(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 8]

STATE YOUR REFERENCE NUMBER: .....

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**B. Particulars of requester/third party who lodges the internal appeal**

- (a) The particulars of the person who lodge the internal appeal must be given below.
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname: .....

Identity number: 

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Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail address: .....

Capacity in which an internal appeal on behalf of another person is lodged:

**FORM B: NOTICE OF INTERNAL APPEAL**

**C. Particulars of requester**

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname: .....

Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**D. The decision against which the internal appeal is lodged**

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

**E. Grounds for appeal**

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

State the grounds on which the internal appeal is based:

.....  
.....  
.....  
.....  
.....

State any other information that may be relevant in considering the appeal:

.....  
.....  
.....  
.....  
.....  
.....

**F. Notice of decision on appeal**

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner: .....

Particulars of manner: .....

Signed at ..... this day ..... of ..... year.....

.....  
SIGNATURE OF APPELLANT

**FOR DEPARTMENTAL USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on ..... (date) by .....  
..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on ..... (date) to the relevant authority.

OUTCOME OF APPEAL: .....

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION  
SUBSTITUTED

NEW DECISION: .....

DATE RELEVANT AUTHORITY .....

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT  
AUTHORITY ON (date): .....

**APPENDIX C: RESOLUTION**

**DIRECTORS' RESOLUTION FOR THE IMPLEMENTATION OF THE PROMOTION OF  
ACCESS TO INFORMATION MANUAL**

**EARTH ZONE PROPERTIES**

Registration number: 2005/001789/07

("the Company")

**RECORDAL:**

1. At the directors' meeting held on the 30 day of June 2021

**IT IS ACCORDINGLY RESOLVED THAT:**

2. The directors herewith approve and adopt the promotion of access to information manual.
3. The Company's information officer is Melissa Noortman.

SIGNED AT JHB ON THE 30 DAY OF June 2021

\_\_\_\_\_  
Director  
Name: Wouw

