



Fourie Stott

Attorneys, Notaries & Conveyancers

FOURIE STOTT INC.

Promotion of Access to Information Manual

Compiled in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000
("PAIA")

POPIA - Request Forms

This Manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of the Protection of Personal Information 4 of 2013 ("POPIA").

VERSION CONTROL

| Version | Effective from | Amendment details | Amended by |
|---------|----------------|----------------------------------|------------|
| 1 | 1 July 2021 | New Manual adopted | S Fourie |
| 2 | 22 March 2022 | Update per PAIA Manual Guideline | S Fourie |

POLICY APPROVAL – VERSION 2

| Approvals | Name | Signature | Date Signed |
|--------------------|---------------|-----------|-------------|
| Compliance Officer | S Fourie | | |
| Chair | P Feuilherade | | |

TABLE OF CONTENTS

| | |
|---|----|
| VERSION CONTROL | 1 |
| POLICY APPROVAL – VERSION 1.1 | 1 |
| 1. INTRODUCTION | 3 |
| 2. DEFINITIONS AND INTERPRETATION | 3 |
| 3. CONTACT DETAILS [Sec 51(1)(a)] | 3 |
| 4. GUIDE ON HOW TO USE THE ACT [Sec 51(1)(b)] | 4 |
| 5. INFORMATION WHICH IS AUTOMATICALLY AVAILABLE | 5 |
| 6. CATEGORIES OF RECORDS OF THE FIRM WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT | 5 |
| 7. RECORDS MAINTAINED IN ACCORDANCE WITH OTHER LEGISLATION [Sec 51(1)(d)] | 5 |
| 8. SUBJECT AND CATEGORIES OF RECORDS HELD BY THE FIRM : SECTION 51(1)(e) | 6 |
| 9. ACCESS REQUEST PROCEDURES | 8 |
| 10. PRESCRIBED FEES : SECTION 51(1)(f) | 10 |
| 11. REASONS FOR REFUSAL | 10 |
| 12. GOOD REASONS FOR WITHHOLDING INFORMATION | 10 |
| 13. INFORMATION OR RECORDS NOT FOUND | 11 |
| 14. INFORMATION REQUESTED ABOUT A THIRD PARTY | 11 |
| 15. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION | 11 |
| 16. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION | 12 |
| 17. PROCESSING ACTIVITIES | 12 |
| 18. CATEGORIES OF DATA SUBJECTS | 12 |
| 19. RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED | 13 |
| 20. CROSS-BORDER FLOW OF INFORMATION | 14 |
| 21. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES | 14 |
| 22. DESCRIPTION OF REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE FIRM | 14 |
| 23. AVAILABILITY OF THIS MANUAL | 15 |
| 20. ANNEXURES | |
| 1 – Form: Request for Access to Information | |
| 2 – Form: Prescribed Fees per Government Gazette | |
| 3 – Form: Objection to processing of personal information | |
| 4 – Form: Request for alteration or deletion of personal information | |

1. INTRODUCTION

- 1.1. The Promotion of Access to Information Act (Act 2 of 2000) ("PAIA") came into operation on 23 November 2001. Section 51 of this Act requires that Fourie Stott Inc. ("the Firm") as a private body compile a manual providing information to the public regarding the procedure to be followed in requesting information from the Firm for the purpose of exercising or protecting rights.
- 1.2. The Firm has determined the manner in which information is to be requested under PAIA and POPIA. This PAIA Manual applies to records held by the Firm.

2. DEFINITIONS AND INTERPRETATION

- 2.1. Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Manual or in any schedules hereto, bear the meanings ascribed to them below and cognate expressions bear corresponding meanings:
 - (a) "Board" means the Board of Directors of the Firm serving from time to time;
 - (b) "Directors" means those persons appointed as executive or non-executive Directors to the Board according to the Firm's Memorandum of Incorporation and the ruling policies and procedures applicable to the Firm from time to time;
 - (c) "Firm" means Fourie Stott Incorporated with registration number 2014/124171/21;
 - (d) "PAIA" means the Promotion of Access to Information Act 2 of 2000;
 - (e) "Personal information" means 'personal information' as defined in POPIA;
 - (f) "POPIA" means the Protection of Personal Information Act 4 of 2013;
 - (g) "this Manual" means this PAIA Manual.
- 2.2. In this Manual:
 - (a) table of contents and paragraph headings are for purposes of reference only and shall not be used in interpretation;
 - (b) unless the context clearly indicates a contrary intention, any word connoting any gender includes the other genders, and the singular includes the plural and vice versa;
 - (c) When a number of days are prescribed such number shall exclude the first and include the last day unless the last day is not a business day, in which case the last day shall be the next succeeding business day.

3. CONTACT DETAILS [Sec 51(1)(a)]

All queries and requests concerning the Firm may be directed to the undermentioned Information Officer.

| | |
|---------------------------------------|---|
| Name of Body | Fourie Stott Incorporated |
| Nature of Business | (1) Private Body in terms of section 51 of PAIA. (2) Private company incorporated in accordance with the Companies Act 71 of 2008. |
| Registration Number | 2014/124171/21 |
| Registered Business Address | 9 Church Place, Westville, 3629 |
| Postal Address | Docex 35 Westville PO Box 2381, Westville, 3630 |
| Telephone Number | (031) 266 2530 |
| Head of Body | Chairman (Mr. P Feuilherade) |
| Designated Information Officer | Stuart Fourie |
| E-mail Address | Stuart@fouriestott.co.za |
| Website | www.fouriestott.co.za |

4. GUIDE ON HOW TO USE THE ACT [Sec 51(1)(b)]

- 4.1. In terms of Section 10 of the Act, the South African Human Rights Commission has compiled, in each official language, a guide to the Act to assist people exercising their rights under the Act.
- 4.2. The guide is available from the Information Regulator. To receive a copy of the guide please direct any queries to:

| | |
|--------------------------|--|
| Postal address | P.O Box 31533, Braamfontein, Johannesburg, 2017 |
| Physical address | D House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001 |
| Email Addresses | |
| General enquiries | enquiries@infoeregulator.org.za |
| PAIA complaints | PAIAComplaints@infoeregulator.org.za |
| POPIA complaints | POPIAComplaints@infoeregulator.org.za |
| Website | www.justice.gov.za/infoereg/ |
| Telephone | 012 406 4818 |
| Facsimile | 086 500 3351 |

5. INFORMATION WHICH IS AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying (prescribed fees will be charged in case of photocopying). This information does not need to be requested in terms of PAIA.

- 5.1. This Manual;
- 5.2. Brochures; and
- 5.3. Other literature intended for public viewing.

6. CATEGORIES OF RECORDS OF THE FIRM WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT

This is limited to any information that is already available to the public, including but not limited to any information held by the Companies and Intellectual Property Commission, the Deeds Offices, and available on the internet.

7. RECORDS MAINTAINED IN ACCORDANCE WITH OTHER LEGISLATION [Sec 51(1)(d)]

Where applicable to our operations, information is also kept and maintained in accordance with the following legislation, including but not limited to:

- 7.1. Administration of Estates Act No. 66 of 1965 (section 28(5))
- 7.2. Basic Conditions of Employment Act No.75 of 1997
- 7.3. Board Based Black Economic Empowerment Act No. 53 of 2003
- 7.4. Companies Act No. 71 of 2008
- 7.5. Compensation for Occupational Injuries and diseases Act No. 130 of 1993
- 7.6. Consumer Protection Act No. 68 of 2008
- 7.7. Customs and Excise Act No. 91 of 1964
- 7.8. Deeds Registries Act No.114 of 1998
- 7.9. Electronic Communications and Transactions Act No. 25 of 2002
- 7.10. Employment Equity Act No. 55 of 1998
- 7.11. Financial Intelligence Centre Act No. 38 of 2001 (Section 37)
- 7.12. Income Tax Act No. 58 of 1962
- 7.13. Labour Relations Act No. 66 of 1995
- 7.14. Legal Practice Act No. 28 of 2014
- 7.15. Occupational Health and Safety Act No. 85 of 1993
- 7.16. Prevention of Organised Crime Act No. 121 of 1998 (Section 7)
- 7.17. Promotion of Access to Information Act No.2 of 2000

- 7.18. Protection of Personal Information Act No.4 of 2013
- 7.19. Sectional Titles Act No. 95 of 1986 (Section 55)
- 7.20. Skills Development Levies Act No. 9 of 1999
- 7.21. Skills Development Act No. 97 of 1998
- 7.22. South African Revenue Services Act No. 34 of 1997
- 7.23. Unemployment Insurance Act No. 63 of 2001
- 7.24. Value Added Tax Act No. 89 of 1991.

8. SUBJECT AND CATEGORIES OF RECORDS HELD BY THE FIRM : SECTION 51(1)(e)

- 8.1. The Firm maintains the following categories of records and related subject matter. The status of the record's availability, the purpose for its processing and the relevant data subject category to who the record relates are set out below. Access to these records may be protected by professional privilege, confidentiality, privacy grounds and/or other reasonable grounds of refusal as set out in this Manual.

| Category | Record | Availability | Purpose | Data Subject |
|------------------------|--|---------------------|-----------------------|---------------------|
| Human Resources | Employment applications | PAIA Request | Internal Referencing | Employees |
| | Employment Contracts | PAIA Request | Contractual Agreement | Employees |
| | Personal information of Employees | PAIA Request | Internal Referencing | Employees |
| | Employment Equity Plan and Skills Plan | PAIA Request | Statutory Requirement | Firm |
| | Medical Aid Records | PAIA Request | Internal Referencing | Employees |
| | Pension / Provident Fund Records | PAIA Request | Internal Referencing | Employees |
| | Disciplinary Records | PAIA Request | Statutory Requirement | Employees |
| | Performance Management Records | PAIA Request | Internal Referencing | Employees |
| | Salary Records | PAIA Request | Internal Referencing | Employees |
| | Employee Benefit Records | PAIA Request | Internal Referencing | Employees |
| | PAYE Records | PAIA Request | Statutory Requirement | Employees |
| | SETA Records | PAIA Request | Statutory Requirement | Employees |
| | Disciplinary Code | PAIA Request | Statutory Requirement | Firm |
| | Leave Records | PAIA Request | Internal Referencing | Employees |

| | | | | |
|--|--|------------------|-------------------------|--------------------|
| | Training Records | PAIA Request | Internal Referencing | Employees |
| | Loan and Bursary Agreements | PAIA Request | Internal Referencing | Employees |
| | Recruitment and other HR policies | PAIA Request | Internal Referencing | Employees |
| | | | | |
| Financial Information | Annual financial returns | PAIA Request | Statutory Requirement | Firm |
| | Management Accounts and Reports | PAIA Request | Statutory Requirement | Firm |
| | Asset register | PAIA Request | Internal Referencing | Firm |
| | Tax returns | PAIA Request | Statutory Requirement | Firm |
| | Accounting records | PAIA Request | Statutory Requirement | Firm |
| | Bank statements and reconciliations | PAIA Request | Internal Referencing | Firm |
| | Cheques paid | PAIA Request | Internal Referencing | Firm |
| | Invoices | PAIA Request | Internal Referencing | Firm |
| | PAYE records | PAIA Request | Statutory Requirement | Employees |
| | IRP5 records | PAIA Request | Statutory Requirement | Employees |
| | UIF contribution records | PAIA Request | Statutory Requirement | Employees |
| | Records of payments to SARS on behalf of employees | PAIA Request | Statutory Requirement | Employees |
| | | | | |
| Regulatory & Administrative | Permits, Licenses or Authorities | Freely Available | Statutory Requirement | Firm |
| | FICA and other legislative Policies and plans | PAIA Request | Statutory Requirement | Firm |
| | Memorandum of Incorporation | PAIA Request | Statutory Requirement | Firm |
| | Minutes of Board or Directors Meetings | PAIA Request | Statutory Requirement | Firm |
| | Register of Board of Directors | PAIA Request | Statutory Requirement | Firm |
| | Internal correspondence (e-mails/memos) | PAIA Request | Internal Communications | Employees |
| | Insurance Policies held by Firm | PAIA Request | Risk Management | Firm |
| | Policies and Procedures | PAIA Request | Internal Referencing | Firm and Employees |

| | | | | |
|----------------------|--|--------------|---|------------------------|
| | Records pertaining to fixed and movable assets | PAIA Request | Internal Referencing | Firm |
| | Further records required to be kept in terms of the Companies Act 71 of 2008. | PAIA Request | Statutory Requirement | Firm |
| Client | | | | |
| | Client Database | PAIA Request | Internal Referencing | Customer |
| | Client agreements | PAIA Request | Internal Referencing | Customer |
| | Client Files | PAIA Request | Contractual Agreement | Customer |
| | Client Instructions | PAIA Request | Internal Communications | Customer |
| | Client Correspondence | PAIA Request | External Communications | Customer |
| | Client Share registers, Deeds of Trust, maintenance records, meeting minutes, building plans | PAIA Request | Contractual Agreement | Customer |
| Third Parties | | | | |
| | Rental agreements | PAIA Request | Contractual Agreement | Third Party |
| | Supplier Contracts | PAIA Request | Contractual Agreement / legitimate interest | Third Party |
| | Joint venture agreements | PAIA Request | Contractual Agreement | Third Party |
| | Non-disclosure agreements | PAIA Request | Risk Management / legitimate interest | Third Party |
| | Letters of Intent | PAIA Request | Contractual Agreement | Third Party |
| Travel | | | | |
| | Travel agent invoices, foreign exchange orders, vehicle and travel insurance declarations | PAIA Request | Contractual Agreement | Employee / Third Party |
| | Corporate agreements with airlines, hotels, vehicle rental companies | PAIA Request | Contractual Agreement | Employee / Third Party |
| | Cell phone contracts | PAIA Request | Internal Referencing | Employee / Third Party |

9. ACCESS REQUEST PROCEDURES

9.1. Request for Official Information

- (a) Requests for the Firm's official information should be addressed in writing to the Information Officer of the Firm at an address in paragraph 3 above.
- (b) Requests should be made using the prescribed PAIA **Form C** attached

hereto, and include the reason why the information is sought. The form is also available from the website of the HRC, or the website of the Department of Justice and Constitutional Development at www.doj.gov.za.

- (c) If a request is refused, the applicant will be told the reason for the refusal.
- (d) A request must be answered within thirty (30) days after the request has been received.
- (e) A requestor may ask that the request be treated as urgent, but reasons should be provided for seeking urgency.
- (f) The time limit for answering requests can be extended in some cases, but the applicant will be advised of the refusal and the reasons for it. For example, an extension may be required where:
 - (i) the request is for a large number of records;
 - (ii) the search for the records is to be conducted at premises not situated in the same town or city as the head office of the Firm;
 - (iii) consultation among divisions or departments, as the case may be, of the Firm is required;
 - (iv) the parties agree in any manner to such an extension.
- (g) Most requests will be answered without a charge but should the Firm incur any costs in retrieving the information or have to make photocopies, a nominal fee will be charged which fee will be determined by the Board.
- (h) The Firm will endeavour to provide the information in the form requested, unless to do so will impair efficient administration, be contrary to a legal duty or prejudice the interests that are protected by withholding for example:
 - (i) reasonable opportunity to inspect the document;
 - (ii) provide a copy of the document;
 - (iii) making arrangements for person to hear or view any relevant sounds or images;
 - (iv) transcript, excerpt, summary or oral information with respect to words recorded or in a document; or
 - (v) provide with deletions or alterations as are necessary to protect the interests protected by withholding grounds.
- (i) If the head of the Firm or the Information Officer fails to respond within thirty days after a request has been received, the request is deemed to be refused in terms of section 58 read together with section 56(1) of the Act.
- (j) The requester may lodge an appeal with a court of competent jurisdiction against any extension or against any procedure set out in this section.

10. PRESCRIBED FEES : SECTION 51(1)(f)

- 10.1. The requestor must pay the non-refundable, prescribed request fee of R50.00 (Fifty Rand) to be submitted together with the completed Form C to the Firm. Should the request for access to information be approved, further fees will be payable per the provisions of PAIA and these fees will be made known to the requester by the Information Officer. An itemised fee structure can be obtained on the [SAHRC](#) or Information Regulator websites, and a copy thereof is attached hereto.
- 10.2. Access to information, if approved, will only be provided once all the prescribed fees have been paid.
- 10.3. In terms of POPIA, a data subject has the right to request the Firm to confirm, free of charge, whether or not it holds personal information about the data subject.

11. REASONS FOR REFUSAL

- 11.1. The Firm may neither confirm nor deny the existence or non-existence of the information requested to protect an interest identified as a conclusive reason to withhold information or to protect trade secrets or the commercial position of the person who supplied the information or is the subject of the information.
- 11.2. The Firm may also refuse to provide information if:
 - (a) the making available of the information would be contrary to the provisions of a specific legislation;
 - (b) the information requested is or will soon be publicly available;
 - (c) the document alleged to contain the information requested does not exist or cannot be found;
 - (d) the information requested is not held and the person dealing with the request has no grounds for believing that the information is either held or more closely connected with the functions of the Firm;
 - (e) the request is frivolous or vexatious or that the information requested is trivial;
 - (f) the information contains protected copyright;
 - (g) the information contains personal information or special personal information in terms of the POPIA, as amended (privacy); and/or
 - (h) the information is confidential, or protected by privilege.

12. GOOD REASONS FOR WITHHOLDING INFORMATION

- 12.1. Information may be withheld where:
 - (a) the giving might prejudice the security and client relations of the Firm;
 - (b) the giving of the information might endanger an employee or client's safety;
 - (c) to protect the privacy of natural persons who may be employees or clients;

- (d) to protect trade secrets or the commercial position of the Firm or the person who supplied or who is the subject of the information;
- (e) to protect the confidential information which, if released, would prejudice the supply of such similar information or damage the public interest;
- (f) to protect the substantial economic interests of the Firm; or
- (g) where information is protected by legal or litigation privilege.

NOTE: *It is important to note that access is not automatic. An application for access to information can be refused in the reasonable discretion of the Information Officer, including but not limited to the reasons in this Manual and in the event that the application does not comply with the procedural requirements. If it is reasonably suspected that the requester has obtained access to the records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.*

13. INFORMATION OR RECORDS NOT FOUND

- 13.1. If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then the head of the Firm or the request liaison officer shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record. This notice shall be considered as a deemed refusal for purposes of the Act.
- 13.2. The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine its existence.
- 13.3. If the record in question 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 access is refused.

14. INFORMATION REQUESTED ABOUT A THIRD PARTY

- 14.1. Section 71 of the PAIA makes provision for a request for information or records about a third party.
- 14.2. When considering these requests, the Firm will adhere to the provisions of sections 71 to 74 of the PAIA.
- 14.3. In certain circumstances, the Firm may be obliged in terms of the Act to advise third parties of such requests lodged, and the relevant third party(ies) may be entitled to dispute the decision by the Information Officer by referring the matter to a competent court of law.

15. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

You may, at any time object to the Processing of your personal information in the prescribed form attached as **Annexure 3** to this Manual. However, the Firm may be lawfully entitled to continue processing your personal information in the limited circumstances permitted by POPIA, including where such processing is required by law, protects a legitimate interest or is required to perform our obligations in terms of a contract with you.

16. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

Subject to the exceptions already stated in 15.1 above, you may request for your personal information to be corrected/deleted in the prescribed form attached to this Manual as **Annexure 4**.

17. PROCESSING ACTIVITIES

In accordance with POPIA, we maintain a record of our processing activities with reference to the following documents:

- Internal data register enclosing a Record of Processing Activities;
- Privacy Notice for external parties available on our website;
- Privacy Notice for employees and consultants;
- Data Protection Policy and procedures;
- Data Breach and Incident Management Plan;
- Compliance Risk Management Policy; and
- Risk Register.

18. CATEGORIES OF DATA SUBJECTS

18.1. We hold information and records on the following categories of data subjects:

- Our employees;
- Our clients (including potential and previous clients);
- Our suppliers and service providers;
- Our members (shareholders);
- Our visitors.

Purpose of processing

18.2. In terms of POPIA, Personal Information must be processed for a specified purpose. The purpose for which Personal Information is processed by us will depend on the nature of the Personal Information and the particular data subject. We maintain separate privacy notices that incorporate the purposes for processing. These notices are made available on our website or directly to the data subject. However, our typical purposes are summarised below and are non-exhaustive.

(a) Employee's Personal Information

We process our employees' (including prospective, existing and previous) Personal Information for business administration purposes. For example, training, payroll and leave management. Employee Personal Information is also processed to the extent required by legislation. For example, we disclose our employees' financial information to the Commissioner for the South African Revenue Service, in terms of the Income Tax Act 58 of 1962 and certain special personal information in terms of the Employment Equity Act 55 of 1998.

(b) Clients' Personal Information

We process client (including potential and previous clients) related records as an integral part of our commercial services. For example, we process client-related records during the client onboarding process, and for us to perform our obligations in terms of our relevant client service level agreement, to fulfill instructions placed and to ensure compliance with

anti-corruption and money laundering laws. We may also process Personal Information provided to us by credit bureaus or industry regulatory bodies where permitted by law.

(c) **Suppliers' and service providers' Personal Information**

We process supplier and service provider related Personal Information to perform our obligations in terms of our relevant service level agreements and purchase orders, including to make payment and arrange shipping, and to comply with our legal obligations in terms of various tax and customs legislation, and Companies Act 71 of 2008, among others.

19. RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED

19.1. We may share the Personal Information of our data subjects, where legally justified to do so, for any of the purposes outlined in our privacy notices, with the following parties (among others):

- (a) Our service providers, operators (suppliers and third parties) that perform services on our behalf including correspondent attorneys, the sheriff, agents, couriers, and our consultants.
- (b) We do not share Personal Information with any third parties, except if:
- we are obliged to provide such information for legal or regulatory purposes;
 - we are required to do so for purposes of existing or future legal proceedings;
 - we are selling one or more of our businesses or part of our businesses to a third party to whom it may transfer our rights under any agreement it may have with data subjects;
 - we are involved in the prevention of fraud, loss, bribery or corruption;
 - the third party performs services and processes Personal Information on our behalf as our operator;
 - this is required to provide or manage any information, products and/or services to data subjects;
 - or this is needed to help us improve the quality of our products and services.
- (c) We will send our data subjects appropriate notifications or communications of our processing if we are obliged to do so by law, or in terms of our contractual relationship with such data subjects.
- (d) We will only disclose Personal Information to government authorities if we are required to do so by law.
- (e) Our employees and suppliers are required to adhere to legislation relating to privacy and confidentiality principles, and to complete privacy training.
- (f) A data subject has the right to request the record or a description of the Personal Information about the data subject held by us, including information about the identity of all third-party recipients, or categories of third-party recipients.

20. CROSS-BORDER FLOW OF INFORMATION

- 20.1. We do not generally transfer Personal Information outside of South Africa. However, if we do, we will only transfer Personal Information outside of South Africa if the relevant transactions or situation requires cross-border processing. We will only do so in accordance with South African legislative requirements, or if the data subject consents to the transfer of their Personal Information to third parties in foreign countries.
- 20.2. We will also take steps to ensure that operators (suppliers and third parties) in foreign countries are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection of Personal Information in terms of POPIA, unless otherwise permitted by Section 72 of POPIA.

21. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES

- 21.1. The Firm uses technology and organisational measures detailed in its Data Protection Policy to ensure the confidentiality, integrity and protection of the personal information under its care.
- 21.2. These measures include, among others:
- (a) physical access control;
 - (b) firewalls;
 - (c) secure networks;
 - (d) virus protection software and update protocols;
 - (e) backup protocols;
 - (f) organisational measures and training; and
 - (g) any outsourced service providers who process personal information on behalf of the Firm are contracted to implement appropriate security controls.

22. DESCRIPTION OF REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE FIRM

- 22.1. Remedies available when we refuse a request for access.
- (a) **Internal remedies**

The Firm does not have internal appeal procedures. The decision made by the Information Officer is final, and requestors will have to exercise such external remedies available to them if the request is refused and the requestor is not satisfied with the decision of the Information Officer.
 - (b) **External remedies**

Subject to the provisions of PAIA, a dissatisfied requestor may within 180 days of notification of the Information Officer's decision, apply to a court or to the Information Regulator for relief.

A third-party dissatisfied with the Information Officer's decision to grant a request for information, may within 180 days of notification of the decision, apply to the Information Regulator or a court with appropriate jurisdiction for relief.

Notice of Appeal (Form B) in terms of Section 75 of PAIA (Regulation 8), is available on the website of the Information Regulator under the "Documents" section.

23. AVAILABILITY OF THIS MANUAL

This Manual is available for inspection at the offices of the Firm at no cost. A copy of this Manual may be made available on the Firm's website.



REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body

Name of Body: Fourie Stott, Inc.
Head of Body: Peter Feuilherade
Information Officer: Stuart Fourie
Postal Address: 6 Church Pl, Dawncliffe, Westville, 3629
Physical Address: Same as above
Telephone No.: 031 266 2530
Email Address: stuart@fouriestott.co.za

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:
Identity number: [grid]
Postal address:
Telephone number: Fax number: (.....)
E-mail address:
Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

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

Full names and surname:
Identity number: [grid]

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

.....

.....

.....

.....

2. Reference number, if available:

.....

.....

.....

3. Any further particulars of record:

.....

.....

.....

.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 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 X . | |
| 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. | |

| | | | | | |
|---|---|--|--|-----|--|
| 1. If the record is in written or printed form: | | | | | |
| | copy of record* | | inspection of record | | |
| 2. If 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 record consists of recorded words or information which can be reproduced in sound: | | | | | |
| | listen to the soundtrack (audio cassette) | | transcription of soundtrack* (written or printed document) | | |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | | | |
| | printed copy of record* | | printed copy of information derived from the record* | | copy in computer readable form* (stiffv or compact disc) |
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable. | | | | YES | NO |

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:

.....

.....

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

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

| | R |
|--|-------|
| (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in a computer-readable form on - | |
| (i) stiffy disc | 7,50 |
| (ii) compact disc | 70,00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| (ii) For a copy of visual images | 60,00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| (ii) For a copy of an audio record | 30,00 |

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

| | R |
|--|------|
| (1)(a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in a computer-readable form on - | |

- | | | | |
|-----|------|--|-------|
| | (i) | stiffy disc | 7,50 |
| | (ii) | compact disc | 70,00 |
| (d) | (i) | For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) | For a copy of visual images | 60,00 |
| (e) | (i) | For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) | For a copy of an audio record | 30,00 |
| (f) | | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. | |
| (2) | | For purposes of section 54(2) of the Act, the following applies: | |
| | (a) | Six hours as the hours to be exceeded before a deposit is payable; and | |
| | (b) | one third of the access fee is payable as a deposit by the requester. | |
| (3) | | The actual postage is payable when a copy of a record must be posted to a requester. | |

FORM 1
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
 [Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

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

.....
Signature of data subject/designated person

FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

| A | DETAILS OF THE DATA SUBJECT |
|---|------------------------------|
| Name(s) and surname / registered name of data subject: | |
| Unique identifier/ Identity Number: | |
| Residential, postal or business address: | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number/E-mail address: | |
| B | DETAILS OF RESPONSIBLE PARTY |
| Name(s) and surname / registered name of responsible party: | |
| Residential, postal or business address: | |
| | |
| | Code () |
| Contact number(s): | |

| | |
|-----------------------------|--|
| Fax number/ E-mail address: | |
| C | INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED |
| | |
| | |
| | |
| | |
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| | |
| D | REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i> |
| | |
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| | |
| | |
| | |

Signed at this day of20.....

.....
Signature of data subject/ designated person