

MIDDEL & PARTNERS

CHARTERED ACCOUNTANTS (SA) · REGISTERED AUDITORS



PAIA MANUAL

Prepared in accordance with Section
51 of The Promotion of Access to
Information Act, 2/2000 (the "ACT")

TABLE OF CONTENTS

| | | |
|------|---|----|
| 1 | The Promotion Of Access To Information Act..... | 4 |
| 2 | Middel & Partners | 4 |
| 3 | Company Contact Details (Section 51 (1)(A))..... | 5 |
| 4 | The Information Officer (Section 51 (1)(B))..... | 6 |
| 5 | The Promotion Of Access To Information Act (Section 51 (1)(B)) | 6 |
| 6 | Records Available As Per Legislation (Section 51 (1)(C))..... | 7 |
| 7 | Records Available Only On Request To Access In Terms Of The Act (Section 51(1)(D))..... | 7 |
| 7.1 | STATUTORY BUSINESS RECORDS | 8 |
| 7.2 | ACCOUNTING RECORDS | 8 |
| 7.3 | ENVIRONMENT, HEALTH AND SAFETY..... | 9 |
| 7.4 | FIXED PROPERTY | 9 |
| 7.5 | INFORMATION TECHNOLOGY..... | 9 |
| 7.6 | INSURANCE..... | 9 |
| 7.7 | LEGAL, AGREEMENTS AND CONTRACTS..... | 9 |
| 7.8 | PERSONNEL RECORDS | 9 |
| 7.9 | CUSTOMER RELATED RECORDS | 10 |
| 7.10 | PRIVATE BODY RECORDS..... | 10 |
| 7.11 | INTERNAL CORRESPONDENCE | 10 |
| 7.12 | OTHER PARTY RECORDS..... | 11 |
| 8 | Protection Of Personal Information Processed | 11 |
| 8.1 | THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION | 12 |
| 8.2 | DATA SUBJECT CATEGORIES AND PERSONAL INFORMATION PROCESSED..... | 12 |
| 8.3 | RECIPIENTS WITH WHOM PERSONAL INFORMATION IS SHARED | 15 |
| 8.4 | SECURITY MEASURES IMPLEMENTED TO PROTECT PERSONAL INFORMATION..... | 16 |
| 8.5 | TRANS-BORDER FLOWS OF PERSONAL INFORMATION | 16 |
| 8.6 | PERSONAL INFORMATION RECEIVED FROM THIRD PARTIES..... | 16 |
| 8.7 | DATA BREACHES | 16 |
| 9 | Request Procedure | 17 |
| 10 | Refusal Of Access To Records | 18 |
| 10.1 | THE MAIN GROUNDS OF REFUSAL RELATES TO THE: | 18 |

| | | |
|------|---|----|
| 10.2 | THE COMMERCIAL ACTIVITIES (SECTION 68) OF A PRIVATE BODY, SUCH AS MIDDEL & PARTNERS, WHICH MAY INCLUDE: | 18 |
| 10.3 | OTHER REFUSALS WILL INCLUDE: | 19 |
| 11 | Submitting Request To Access Middel & Partners Records | 19 |
| 12 | Prescribed Fees | 24 |

1 THE PROMOTION OF ACCESS TO INFORMATION ACT

The Promotion of Access to Information Act, 2/2000 (the “Act”) was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by the state and any information that is held by another person and that is required for the exercise of protection of any rights.

In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual (“PAIA Manual”). Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/or regulatory requirements, except where the Act expressly provides that the information may or must not be released. The Act sets out the relevant procedure to be adopted when requesting information from a public or private body. The Department of Justice and Constitutional Development extended the exemption for certain private companies to compile a manual, which lapsed on 31 December 2011. Private companies operating in certain sectors has now been exempted from submitting a manual until 31 December 2015, but the companies still have to comply with the rest of the Act. This exemption states that private companies with less than 50 employees or with a turnover of less than the amounts stipulated in the Schedule in the Notice, will be exempt from compiling the PAIA manual. Please refer to the Government Notice for more detail.

This PAIA Manual is intended to ensure that Middel & Partners complies with the Act and to foster a culture of transparency and accountability within Middel & Partners by giving effect to the right to information that is required for the exercise of protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

2 MIDDEL & PARTNERS

Innovation, partnership, and prosperity are what most accounting and auditing firms promise. But how many of them deliver on this promise?

Since 1992, Middel & Partners has helped build and grow businesses throughout South Africa, spanning countless industries and specialties. A network of nine national offices provides clients with value-added services focused on business improvement and growth within specialist sectors. Our diversity of professional skills, resources and experience can be leveraged across a wide range of client engagement situations. With over a thousand clients, Level 2 BBBEE contributor and procurement recognition level

of 125%, we continuously strive for superior levels of excellence generating lasting success for our clients, staff, and the future of our own company.

We provide services to:

- Government and Public services organisations/entities
- Public and Listed Companies
- Private Companies (Start-up, small, medium, and large)
- Individual, public market

Our accreditations include:

- IRBA accreditation for all category audits
- Auditor General of South Africa approved
- SAIPA accreditation
- SAIT accreditation
- SAICA accreditation
- FORTH innovation facilitators

3 COMPANY CONTACT DETAILS (SECTION 51 (1)(A))

| | |
|-----------------------------|--|
| Directors: | AM Fourie CA(SA) CW Middel CA(SA) F Jeeva CA(SA) JJ Marais CA(SA) MJ Rossouw CA(SA) PA Dames CA(SA) PF Venter CA(SA) WE Kestlmeier CA(SA) GFvL Froneman CA(SA) |
| Chief Executive Officer: | CW Middel |
| Head Office Address: | 25 Sovereign Drive Milestone Place, Block B, 1st floor Route 21 Corporate Park Irene |
| Head Office Postal Address: | PO Box 25498, Monument Park, 0105 |
| Telephone: | 012 345 1877 |
| Fax: | 012 345 1389 |
| Email: | info@middel.co.za |
| Website: | www.middel.co.za |

4 THE INFORMATION OFFICER (SECTION 51 (1)(B))

The Act prescribes the appointment of an Information Office for public bodies where such an Information Officer is responsible to, inter alia; assess requests for access to information. The head of a private body fulfils such a function in terms of Section 51. At Middel & Partners, CEO CW Middel is the head of our private body and according to the terms set out in PAIA, he is appointed as our Information Officer.

The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of Section 17 of the Act as well as in Section 56 of the Protection of Personal Information Act 4 of 2013. This is in order to render Middel & Partners as accessible as reasonably possible for requesters of its records and to ensure fulfilment of its obligations and responsibilities as prescribed in terms of section 55 of the Protection of Personal Information Act 4 of 2013. All requests for information in terms of the Act must be addressed to the Information Officer.

| | |
|----------------------|--|
| Information Officer: | CW Middel |
| Physical Address: | 25 Sovereign Drive Milestone Place, Block B, 1st floor Route 21 Corporate Park Irene |
| Telephone: | 012 345 1877 |
| Email: | Coenie@middel.co.za |

5 THE PROMOTION OF ACCESS TO INFORMATION ACT (SECTION 51 (1)(B))

The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest. Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in Paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC:

| | |
|-----------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone: | 011 877 3600 |
| Fax: | 011 403 0625 |
| Website: | www.sahrc.org.za |

6 RECORDS AVAILABLE AS PER LEGISLATION (SECTION 51 (1)(C))

Where applicable to its operations, Middel & Partners retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

| No. | Reference | Act |
|-----|-----------------------------------|--|
| 1 | No 26 of 2005 | Auditing Profession Act |
| 2 | No 75 of 1997 | Basic Conditions of Employment Act |
| 3 | No 53 of 2003 | Broad-Based Black Economic Empowerment Amendment Act |
| 4 | No 48 of 2008 | Consumer Protection Act |
| 5 | No 89 of 1998 | Competition Act |
| 6 | No 69 of 1984 | Close Corporations Act |
| 7 | No 71 of 2008 | Companies Act |
| 8 | No 130 of 1993 | Compensation of Occupational Injuries and Diseases Act |
| 9 | No 98 of 1978 | Copyright Act |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 11 | No 55 of 1998 | Employment Equity Act |
| 12 | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 13 | No 38 of 2001 | Financial Intelligence Centre Act (FICA) |
| 14 | No 58 of 1962 | Income Tax Act |
| 15 | No 66 of 1995 and 2014 as amended | Labour Relations Amendment Act |
| 16 | No 85 of 1993 | Occupational Health and Safety Act |
| 17 | No 121 of 1998 | Prevention of Organised Crime Act |
| 18 | No 2 of 2000 | Promotion of Access of Information Act |
| 19 | No 4 of 2013 | Protection of Personal Information Act (POPI) |
| 20 | No 109 of 1985 | Regional Services Councils Act |
| 21 | No 97 of 1998 | Skills Development Act |
| 22 | No 9 of 1999 | Skills Development Levies Act |
| 23 | No 77 of 1968 | Stamp Duties Act |
| 24 | No 6 of 1999 | Statistics Act |
| 25 | No 63 of 2001 | Unemployment Contributions Act |
| 26 | No 63 of 2001 | Unemployment Insurance Act |
| 27 | No 89 of 1991 | Value Added Tax Act |

7 RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT (SECTION 51(1)(D))

For Clause 7, "Personnel" refers to any person who works for, or provides services to, or on behalf of Middel & Partners, and receives or is entitled to receive remuneration and any other person who assists

in carrying out or conducting the business of Middel & Partners. This includes, without limitation, Directors (Executives and non-Executives), all permanent, temporary, and part-time staff, as well as contract workers.

For Clause 7, “Customer” refers to any natural or juristic entity that receives services from Middel & Partners.

This clause serves as a reference to the categories of information that Middel & Partners hold. The information is classified and grouped according to records relating to the following subjects and categories. Accessibility to these records is available based on requests in terms of PAIA. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application. However, an appointment to view such records must be made with the Information Officer.

7.1 STATUTORY BUSINESS RECORDS

- Cooperation agreements.
- Founding statements and amendments.
- Resolutions passed at meetings.

7.2 ACCOUNTING RECORDS

- Annual financial statements and working papers.
- General ledger.
- Subsidiary ledgers (receivables, payables, etc.).
- Bank statements, cheque books, cheques.
- Customer and supplier statements and invoices.
- Deposit slips.
- Cash books and petty cash books.
- Fixed asset register.
- Tax returns and assessments.
- VAT returns.
- Lease or instalment sale agreements.
- Insurance records.
- Capital expenditure.
- Credit agreements.

7.3 ENVIRONMENT, HEALTH AND SAFETY

- Permits, licenses, approvals, and registrations for operations of sites and business.

7.4 FIXED PROPERTY

- Leases.

7.5 INFORMATION TECHNOLOGY

- Hardware.
- Internet.
- Licenses.
- Operating systems.
- Software packages.
- Telephone exchange equipment.

7.6 INSURANCE

- Claim record.
- Details of coverage, limits, and insurers.
- Insurance policies.

7.7 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers, and clients.

7.8 PERSONNEL RECORDS

- Arbitration awards.
- Employee evaluation and performance records.
- Employee loans.
- Employee applications.
- Employee contracts.
- IRP5 and IT3 certificates.
- Letters of appointment.
- Leave applications.
- Maternity leave policy.
- Medical aid records.
- Payroll.

- Personnel file.
- Policies and procedures.
- Recruitment and appointments.
- Salary and wage registers.
- Time records.
- UIF, PAYE and SDL returns.
- Workmen's Compensation documents.
- Personal records provided by personnel.
- Records provided by a third party relating to personnel.
- Conditions of employment and other personnel-related contractual records
- Internal evaluation records and other internal records
- Correspondence relating to personnel.
- Training schedules and material.

7.9 CUSTOMER RELATED RECORDS

- Records provided by a customer to a third party acting for or on behalf of Middel & Partners.
- Records provided by a third party.
- Records generated by or within Middel & Partners relating to its customers, including transactional records.

7.10 PRIVATE BODY RECORDS

- Financial records
- Operational records
- Annual reports
- Asset register
- Management accounts
- Commercial contracts
- Databases
- Insurance policies
- Marketing strategies

7.11 INTERNAL CORRESPONDENCE

These records include, but are not limited to, the records which pertain to Middel & Partners' Incorporated own affairs.

- Statutory records
- Internal Policies and Procedures
- Registered details
- Circulars
- Records held by officials of the institution.

7.12 OTHER PARTY RECORDS

- Personnel, customer, or private body records which are held by another party, as opposed to the records held by Middel & Partners.
- Records held by Middel & Partners pertaining to other parties including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.
- Middel & Partners may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to Middel & Partners.
- The accessibility of these records may be subject to the grounds of refusal set out in this PAIA Manual. Amongst others, records deemed confidential on the part of the third party, will necessitate permission from the third party concerned, in addition to normal requirements, before Middel & Partners will consider granting access.

8 PROTECTION OF PERSONAL INFORMATION PROCESSED

Middel & Partners is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder. Middel & Partners has dedicated policies and procedures in place to protect all personal information collected and processed by us.

- The personal information Middel & Partners collect allows us to keep you posted on our latest product announcements, software updates, and upcoming events. If you don't want to be on our mailing list, you can opt out anytime by updating your preferences.
- We also use personal information to help create, develop, operate, deliver, and improve our products, services, content, and advertising, and for loss prevention and anti-fraud purposes.
- We may also use your personal information for account and network security purposes, including to protect our services for the benefit of all our users. We limit our uses of data for anti-fraud purposes to those which are strictly necessary and within our assessed legitimate interests to protect our customers and our services.

- We may use your personal information, including date of birth, to verify identity, assist with identification of users, and to determine appropriate services.
- From time to time, we may use your personal information to send important notices, such as communications about changes to our terms, conditions, and policies. Because this information is important to your interaction with us, you may not opt out of receiving these communications.
- We may also use personal information for internal purposes such as auditing, data analysis, and research to improve our products, services, and customer communications.

Please read below for more information on how we collect, process, use and disclose personal information.

8.1 THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION

We process personal information for various reasons, including but not limited to the following:

- To manage information, products and/or services requested by data subjects.
- To help us identify data subjects when they contact us.
- Manage and maintain customers records.
- Manage customers.
- Recruitment and employment purposes.
- Training purposes.
- Travel purposes.
- General administration.
- Financial and tax purposes.
- Legal or contractual purposes.
- Health and safety purposes.
- To monitor access, secure and manage our premises and facilities.
- To transact with our suppliers.
- To help us detect and prevent fraud and money laundering under FICA.
- Top help us recover debts.
- Marketing purposes.
- Engaging with the public.

8.2 DATA SUBJECT CATEGORIES AND PERSONAL INFORMATION PROCESSED

| | |
|-----------|---|
| CUSTOMERS | <ul style="list-style-type: none"> • Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further Correspondence that would reveal the contents of the original correspondence |
|-----------|---|

| | |
|-----------|--|
| | <ul style="list-style-type: none"> • Criminal history, alleged commission of offence and proceedings in respect of these offences and other legal documents • Client fee files, contracts, and business information • Working papers • Proposal and tender documents where applicable • Project plans • Risk management records, solution methodologies • Standard terms and conditions of supply of goods and/or services • Age • E-mail address • Financial history • ID number • Location information • Marital status • Name of individual if it appears with other personal information • Online identifier • Physical address • Telephone number. |
| EMPLOYEES | <ul style="list-style-type: none"> • Age • Biometric information • BBEEE statistics • Criminal history, alleged commission of offence and. proceedings in respect of these offences • Employment equity reports • General terms of employment • Letters of employment and leave records • UIF, PAYE records and returns • Performance management records • Assessments, policies, and procedures • Medical Aid records • Disability • Education history • E-mail address • Employment history and career development records • Gender • ID number • Language • Marital status • Name of individual if it appears with other personal information |

| | |
|---|--|
| | <ul style="list-style-type: none"> • National, ethnic, or social origin • Physical address • Pregnancy • Race • Telephone number. |
| PROSPECTIVE EMPLOYEES / FUTURE APPLICANTS | <ul style="list-style-type: none"> • Contact details (name, email, telephone number) • Areas of interest • CV, experience, education, academic and professional qualifications • Information provided as part of interviews and assessments • Diversity and equal opportunities data • Pre-employment screening information if your application is successful • Bank account details if your application is successful • Interview and assessment results and feedback; and offer details • References from your named referees • Information from your referrer (where applicable) • Results of screening checks (depending on the role applied for) • Verification of information provided during the recruitment process by contacting relevant third parties (for example, previous employers, education, and qualification providers) or using publicly available sources (for example, to verify your experience, education, and qualifications) • Information from social media sites that you are a member of about your engagement with our recruitment campaigns. |
| CORPORATE GOVERNANCE | <ul style="list-style-type: none"> • Codes of conduct • Corporate social investment records • Board meeting and executive committee meeting minutes • Legal compliance records • Policies. |
| FINANCE AND ADMINISTRATION | <ul style="list-style-type: none"> • Accounting records • Annual financial statements • Agreements, banking records, correspondence, and purchase orders • Remittances, invoices, and statements • Tax records and returns • Statistics SA returns. |
| INFORMATION MANAGEMENT AND TECHNOLOGY | <ul style="list-style-type: none"> • Agreements • Equipment registers • Information policies, standards, procedures, and guidelines. |
| LEARNING AND EDUCATION | <ul style="list-style-type: none"> • Training material • Training records and statistics • Learnership programmes and training agreements. |

| | |
|--------------------------------------|--|
| <p>MARKETING & COMMUNICATION</p> | <ul style="list-style-type: none"> • Proposal documents • New business development • Brand information management • Marketing strategies • Communication strategies • Agreements and third-party contracts • Client relations programmes • Marketing publications and brochures • Sustainability programmes. |
| <p>OPERATIONS</p> | <ul style="list-style-type: none"> • Access control records • Agreements and archival administration documentation • Communication strategies • General correspondence • Patents and trademark documents • Insurance documentation • PABX management information • Service level agreements • Standard trading terms and conditions of supply of services and goods • Travel documentation • Procurement agreements and documentation • Used order books • Vehicle registration documents • Cellular phone registration documents, including RICA. |
| <p>SECRETARIAL SERVICES</p> | <ul style="list-style-type: none"> • Applicable statutory documents, including but not limited to certificates of incorporation and certificates to commence business • Corporate structure documents • Memoranda and articles of association • Share registers • Statutory returns to relevant authorities • Share certificates, shareholder agreements • Minutes of meetings and resolutions passed. |

8.3 RECIPIENTS WITH WHOM PERSONAL INFORMATION IS SHARED

In processing your personal information, we may share it within the group of companies or with other third parties.

These include but are not limited to:

- Statutory authorities
- Tax authorities

- Employee pension and provident funds
- Contractors, vendors, or suppliers
- Payment processors
- Email management and distribution tools
- Data storage providers
- Server hosts
- Service providers.

8.4 SECURITY MEASURES IMPLEMENTED TO PROTECT PERSONAL INFORMATION

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration, and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of Middel & Partners apply adequate safeguards as outlined above.

8.5 TRANS-BORDER FLOWS OF PERSONAL INFORMATION

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

8.6 PERSONAL INFORMATION RECEIVED FROM THIRD PARTIES

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be considered with other personal information.

8.7 DATA BREACHES

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, Middel & Partners shall notify:

- a) The Regulator; and
- b) The data subject unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, considering the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

9 REQUEST PROCEDURE

The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record. The requester must complete the prescribed form enclosed herewith and submit as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the indicated addresses of Clauses 3 and 4 within this manual. The prescribed form must be filled in with sufficient information to enable the Information Officer to identify:

- The record or records requested, and
- The identity of the requester.

The requester should indicate which form of access is required and specify a postal address or fax number accordingly. The requester must state that he/she requires the information to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right (Section 53 (2)(D)).

Middel & Partners will process the request within thirty (30) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with. The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (Section 53 (2)(F)).

If a person is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The requester must pay the prescribed fee before any further processing can take place. All information as listed in clause 11 herein should be provided and failing to do so, will delay the process until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. The Information Officer

shall serve a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

10 REFUSAL OF ACCESS TO RECORDS

A private body such as Middel & Partners is entitled to refuse a request for information.

10.1 THE MAIN GROUNDS OF REFUSAL RELATES TO THE:

- Mandatory protection of the privacy of a third party who is a natural person or a deceased person (Section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person.
- Mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013
- Mandatory protection of the commercial information of a third party (Section 64), if the record contains:
 - Trade secrets of the third party
 - Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party.
 - Information disclosed in confidence by a third party to Middel & Partners if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
 - Mandatory protection of the safety of individuals and the protection of property (Section 66).
 - Mandatory protection of records which would be regarded as privileged in legal proceedings (Section 67).

10.2 THE COMMERCIAL ACTIVITIES (SECTION 68) OF A PRIVATE BODY, SUCH AS MIDDEL & PARTNERS, WHICH MAY INCLUDE:

- Trade secrets of Middel & Partners.
- Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of Middel & Partners.
- Information which, if disclosed could put Middel & Partners at a disadvantage in negotiations or commercial competition.
- A computer programme which is owned by Middel & Partners, and which is protected by copyright.

10.3 OTHER REFUSALS WILL INCLUDE:

- Requests for information that is vexatious, or which involve an unreasonable diversion of resources.
- If a requested record cannot be found or if the record does not exist, the Information Office shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

11 SUBMITTING REQUEST TO ACCESS MIDDEL & PARTNERS RECORDS

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za
- Address your request to the Head of Middel & Partners – CEO, CW Middel
- Provide sufficient details to enable Middel & Partners 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 fax number of the requester in the Republic
- 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.



J752

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. Of Middel & Partners

Information:

B. Of person requesting access to the record.

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

Full Names and Surname:

Identity Number:

Postal Address:

Fax Number:

Telephone Number:

E-mail Address:

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

C. 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. Proof is required for authority in the form of a letter of authorisation from the person on whose behalf the request is made and a certified copy of the identification of the requester and person on whose behalf the request is made is required. |
|--|

Full Names and Surname: _____

Identity Number: _____

D. Of record

- (d) Provide full particulars of the record to which access is requested, including the reference number if that is known, to enable the record to be located.
- (e) If the provided space is inadequate, please continue 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

- (f) 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.
- (g) You will be notified of the amount required to be paid as the request fee.
- (h) 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) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an "X"

Notes:

- (j) Compliance with your request in the specified form may depend on the form in which the record is available.
- (k) 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.
- (l) The fee payable for access for 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 (stiffy or
compact disc)

*If you requested a copy or transcription of record (above), do you wish the copy or transcription to be posted to you? Postage is payable.

YES

NO

G. Of right to be exercised or protected

If the provided space is inadequate, please continue 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 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 whose behalf request is made

12 PRESCRIBED FEES

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

- A requestor is required to pay the prescribed fee of R50.00 before a request will be processed.
- If the preparation of the record requested requires more than the prescribed hours (six), 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.
- When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request (Section 54(1)).
- If the search for the record has been made and the preparation of the record or disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- The Information Officer shall withhold a record until the requester has paid the fees as indicated below.
- A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

Reproduction Fees

Requesters are required to pay a fee for requesting access to records from both public and private bodies. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R14 712 per annum (if single) and R27 192 per annum (if married or have a life partner), are also exempt from paying the request fee.

| Reproduction of Information Fees | Fees to be charged |
|--|---------------------------|
| Information in an A4-size page photocopy or part thereof | R1.10 |
| A printed copy of an A4-size page or part thereof | R0.75 |
| A copy in computer readable format: | |

| | |
|---|--------|
| Stiffy disc | R7.50 |
| Compact disc | R70.00 |
| A transcription of visual images, in an A4-size page or part thereof | R40.00 |
| A copy of visual images | R60.00 |
| A transcription of an audio recording for an A4-size or part thereof | R20.00 |
| A copy of an audio record | R30.00 |
| Search and preparation of the record for disclosure per hour or part thereof, excl. the first hour and reasonably required for search and preparation | R30.00 |

Please note: Where a copy of a record needs to be posted the actual postal fee is payable.

Request Fees

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 R50.00 is payable up-front before the institution will further process the request received.

Access Fees

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 in terms of Section 54(8).

| Access of Information Fees | Fees to be charged |
|---|---------------------------|
| Information in an A4-size page photocopy or part thereof | R1.10 |
| A printed copy of an A4-size page or part thereof | R0.75 |
| A copy in computer readable format: | |
| Stiffy disc | R7.50 |
| Compact disc | R70.00 |
| A transcription of visual images, in an A4-size page or part thereof | R40.00 |
| A copy of visual images | R60.00 |
| A transcription of an audio recording for an A4-size or part thereof | R20.00 |
| A copy of an audio record | R30.00 |
| Search and preparation of the record for disclosure per hour or part thereof, excluding the first hour and reasonably required for search and preparation | R30.00 |

Please note: Where a copy of a record needs to be posted the actual postal fee is payable.

Collection Fees

The initial "request fee" of R50.00 should be deposited into the below bank account and a copy of the deposit slip, application form and other correspondence/documents, forwarded to the Information Officer via fax or email. The officer will collect the initial "request fee" of applications received directly by the Information Officer via email.

Bank Name: ABSA
Account Name: Middel & Partners
Type of Account: Cheque
Account Number: 4061501104
Branch Code: 632005

All fees are subject to change as allowed for in the Act and therefore 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.