



FOSKOR (PTY) LTD

PAIA MANUAL

**Published in terms of Section 14 of the PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000 (“PAIA”), as
amended by the PROTECTION OF PERSONAL INFORMATION
ACT 4 OF 2013 (“POPIA”)**

1. INTRODUCTION

- 1.1. Foskop (Pty) Limited ("**Foskop**") is a subsidiary of the Industrial Development Corporation ("**IDC**") The IDC is a development finance institution established in terms of the Industrial Development Corporation Act No. 22 of 1940 to promote economic growth and industrial development. The IDC is owned by the South African government under the supervision of the Department of Economic Development.
- 1.2. PAIA aims to give effect to the constitutional right 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 or protection of any rights; to provide that the Information Regulator, established in terms of POPIA, must exercise certain powers and perform certain duties and functions in terms of PAIA; and to provide for matters connected therewith.
- 1.3. POPIA aims to promote the protection of Personal Information processed by public bodies; establish minimum requirements for the processing of Personal Information; provide for the rights of persons regarding unsolicited electronic communications and automated decision making and regulate the flow of Personal Information across the borders of the Republic of South Africa.
- 1.4. Foskop is a public body as defined in Section 1(b)(ii) of PAIA. Section 14 of PAIA requires public bodies to compile a manual that provides information on the types and categories of records held by such public bodies.
- 1.5. The Foskop PAIA Manual ("**Manual**") regulates access to records owned, held by or under the control of Foskop and the release of any such records by any of Foskop's directors, officers, employees, or anyone acting on its behalf. This Manual is not exhaustive and should be read in conjunction with PAIA and POPIA.
- 1.6. Copies of the Manual can be obtained from the Information Officer and the Foskop website.

2. DEFINITIONS

- 2.1. **'Foskor'** means Foskor (Pty) Ltd.
- 2.2. **'Information Regulator'** means the Information Regulator established in terms of section 39 of POPIA.
- 2.3. **'Personal Information'** means information relating to an identifiable, living, natural person and, where it is applicable, an identifiable, existing juristic person.
- 2.4. **'Processing'** means any operation or activity concerning Personal Information, including the collection, receipt, recording, organisation, collation, storage, updating, retrieval, alteration, dissemination, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
- 2.5. **'Record'** means any recorded information, regardless of form or medium, in the possession or under the control of the Responsible Party.
- 2.6. **'Responsible Party'** means Foskor, which is the party that processes Personal Information, determines the purpose for which the Personal Information is needed and can even outsource a part or all the processing of the Personal Information to a third party.

3. FOSKOR PARTICULARS

3.1. STRUCTURE AND FUNCTIONS

3.1.1. STRUCTURE

Shareholders	59% IDC of South Africa	15% Manyoro Consortium	14% Coromandel International Limited
	6% Kopano Foskor Employees Trust	5% BaPhalaborwa and Umhlathuze Community Trusts	1% Sun International FZE Dubai

Foskor Group	Divisions	100% Head Office	100% Mining Division	100% Acid Division
	Subsidiaries and Associates	29.9% Foskor Zirconia (Pty) Ltd	100% Phosfert Marine (Pty) Ltd	100% Phosphate Shipping (Pty) Ltd

Oversight	Board of Directors	Board Audit Committee	Social and Ethics Committee	Board Turnaround Implementation Committee
		Board Human Capital and Nominations Committee	Board SHE and Sustainability Committee	Board Risk and Compliance Committee
		Company Secretariat		

Management	Chief Executive Officer	Finance and ICT		Mining Division		Acid Division		Human Capital and Corporate Affairs	
		Company Secretariat	Procurement and Logistic	Projects and Strategy	Sales and Marketing	Legal, Risk and Compliance			
		Internal Audit							

3.1.2. FUNCTIONS

Foskor is the only vertically integrated phosphate producer in South Africa. From phosphate-bearing ores, the operations in the Mining Division in Phalaborwa process phosphate rock concentrate, which is crucial for stimulating and raising crop yields. The Acid Division manufactures sulphuric acid, phosphoric acid, and phosphate-based granular fertilizers (MAP and DAP) in its plant at Richards Bay by using phosphate rock as a raw material. The Company has offices in Midrand, Phalaborwa, and Richards Bay.

3.2. CONTACT DETAILS

INFORMATION OFFICER

Information Officer:
Mrs. Rogani Moodley

Postal Address:
PO Box 2494
Halfway House
1685

Physical Address:
Building K, Hertford Office Park
Bekker Road
Vorna Valley
Midrand

Telephone and E-mail Address:
Telephone: (011) 347 0600
E-mail address: information@foskor.co.za
Website: www.foskor.co.za

If you have a request to be provided with information by any of the abovementioned Divisions or Departmental support functions, you should follow the procedures set out in this Manual, as it applies to all of them.

3.3. AVAILABILITY OF GUIDES ON PAIA AND POPIA

The South African Humans Rights Commission has compiled the guide contemplated in Section 10 of PAIA, which guide was made available by the Information Regulator. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA, as well as in POPIA.

Any enquiries regarding this guide should be directed to:

The Information Regulator

Postal Address:
P.O. Box 31533
Braamfontein
2017

Physical Address:
27 Siemens Street
Braamfontein
2017

Telephone Number:

Office: (010) 023 5200

Website:

<https://www.justice.gov.za/infoeq>

E-mail Address:

infoeq@justice.gov.za

Alternatively, you can contact the Foskop Information Officer, to provide you with a copy of the guide.

3.4. ACCESS TO RECORDS HELD BY FOSKOR**3.4.1. PROCESS TO APPLY FOR ACCESS TO INFORMATION**

A requester must complete the application Form and submit same to Foskop's Information Officer, at one or via one of the abovementioned addresses.

The prescribed Form must be completed with enough detail to at least enable the Information Officer to identify the record; the identity of the requester; which form of access is required and the postal address of the requester.

The requester must identify the right that needs to be exercised or protected and specify why the record is necessary to exercise or protect such a right.

The Information Officer will process the request within 30 (thirty) days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that a shorter time period should apply.

The requester will be informed in writing whether access is granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so 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.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The application Form is attached hereto, as well as available at any of our offices.

The completed Form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application Form and proof of payment, as aforesaid, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

3.4.2. FEES

The fees applicable to an application for information shall be as per the prescribed fees. A schedule of these fees is attached hereto. The schedule attached is subject to change in accordance with changes to the prescribed fees.

No fees are payable by persons who request information pertaining to their own affairs.

3.4.3. PROOF OF IDENTITY

Proof of identity is required to authenticate your identity and the request. You will, in addition to the prescribed Form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

3.4.4. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

Should an extension be required, you will be notified, together with reasons, explaining why the extension is necessary.

3.4.5. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of Personal Information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets, financial, commercial, scientific, or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would expose or compromise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put the company at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Company.

Section 70 of PAIA contains an overriding provision to the effect that disclosure of a record is compulsory if it would reveal: (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

3.4.6. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS

Described below are the records which we hold, divided into categories for ease of reference:

Communication:

- Public Product Information
- Media Releases
- PAIA Manual
- Internal and External Correspondence and Marketing Material
- Financial Information

Financial Statements:

- Financial and Tax Records (Company and Employees)
- Asset Register and Insurance Information
- Banking Details
- Human Resources

Employee Records:

- Employment Contracts
- Employee Medical Records
- Personnel Guidelines, Policies and Procedures

Operational Information:

- Director Information
- Client Information
- Supplier Information
- General Contract Documentation
- Company Guidelines, Policies and Procedures
- Trade marks
- Statutory Records
- General Operational Information

This list is not exhaustive.

3.4.7. RECORDS WHICH ARE AVAILABLE WITHOUT A REQUEST

Records that are automatically available include but are not limited to:

- a) Foscov printed and electronic publications (marketing brochures, newsletters, booklets); and
- b) Information published on the Foscov website.

3.4.8. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

Services related to Foskor's social responsibilities.

3.5. PROCESSING OF PERSONAL INFORMATION

3.5.1. PURPOSE OF PROCESSING PERSONAL INFORMATION

POPIA provides that Personal Information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy. The type of Personal Information that we process will depend on the purpose for which it is collected. We will, at the time of obtaining the information, disclose to you why the Personal Information is being collected and will process the Personal Information for that purpose only.

3.5.2. RECIPIENTS OR CATEGORIES OF RECIPIENTS WITH WHOM PERSONAL INFORMATION IS SHARED

Foskor sometimes shares Personal Information it processes with the individual themselves and with other third parties. Where necessary, or required, Foskor may share information with:

- a) Personal Information verification and credit reference agencies;
- b) regulatory and reporting authorities, government institutions;
- c) professional advisors and consultants;
- d) suppliers and service providers;
- e) current, past, and prospective employers;
- f) family, associates, and representatives of the person whose Personal Information we are processing;
- g) survey and research organisations; and
- h) police forces and courts.

3.5.3. TRANS-BORDER FLOWS OF PERSONAL INFORMATION

Foskor may transfer Personal Information across borders out of South Africa, to secure or backup the data, or for operational or technical reasons. The nature of cloud computing means that some data may be transferred across borders. Where it is within Foskor's control, it will only transfer data to other countries who have similar privacy and data protection laws as our own.

3.5.4. INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

Foskor is committed to ensuring that your Personal Information is secure. In order to prevent unauthorized access or disclosure to such information, Foskor has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

Foskor secures its data by maintaining reasonable measures to protect Personal Information from loss or misuse and unauthorized access, disclosure, alteration, and destruction.

Foskor also takes reasonable steps to keep Personal Information accurate, current, complete, and reliable for its intended use.

3.5.5. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

POPIA provides that a data subject may object, at any time, to the processing of Personal Information by Foskop, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. In order to object, the data subject must complete the prescribed Form attached hereto as Annexure 4 - FORM 1 - Objection to the Processing of Personal Information in terms of Section 11(3) of POPIA Regulations relating to the Protection of Personal Information, 2018 [Regulation 2] and submit it to the Information Officer at the postal or physical address or e-mail address set out above.

3.5.6. CORRECTION / DELETION OF PERSONAL INFORMATION

A data subject may also request the Company to correct or delete Personal Information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or destroy or delete a record of Personal Information about the data subject that Foskop is no longer authorized to retain in terms of POPIA's retention and restriction of records provisions.

A data subject that wishes to request a correction or deletion of Personal Information or the destruction or deletion of a record of Personal Information must submit a request to the Information Officer at the postal or physical address, or e-mail address set out above on the Form attached hereto as Annexure 5 - 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 POPIA's Regulations relating to the Protection of Personal Information, 2018 [Regulation 3].

3.6. REMEDIES

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

If you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a Court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a Court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

3.6.1. REMEDIES AVAILABLE WHEN FOSKOR REFUSES A REQUEST FOR INFORMATION

INTERNAL REMEDIES

Foskop does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

EXTERNAL REMEDIES

A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 180 (one hundred and eighty) days of the decision, submit a complaint to the Information Regulator, or apply to a Court for relief, after exhausting the complaints procedure submitted to the Information Regulator.

Likewise, a third party dissatisfied with the Information Officer's decision to grant a request for information, may within 180 (one hundred and eighty) days of notification of the decision, submit a complaint to the Information Regulator, or apply to a Court for relief, after exhausting the complaints procedure submitted to the Information Regulator. For purposes of PAIA, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court, or another Court of similar status.

3.7. AVAILABILITY OF THE MANUAL

The Manual is published on the Foskop website and will be made available:

- a) at the Foskop Head Office for public inspection during normal business hours;
- b) to any person upon request and upon the payment of a reasonable amount; and
- c) to the Information Regulator upon request.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

 (Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			

Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			
FORM OF ACCESS (Mark the applicable box with an "X")			
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)			
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Transcription of soundtrack (written or printed document)			
Copy of record on flash drive (including virtual images and soundtracks)			
Copy of record on compact disc drive (including virtual images and soundtracks)			
Copy of record saved on cloud storage server			
MANNER OF ACCESS (Mark the applicable box with an "X")			

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
<p align="center">PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</p> <p align="center"><i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i></p>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

<p align="center">FEES</p>	
<p>a) A request fee must be paid before the request is considered. b) You will be notified of the amount of the access fee to be paid. 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</p>	
Reason	

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

Postal address	Facsimile	Electronic communication (please specify)

Signed at _____ this _____ day of _____ 20_____

Signature of Requester/person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

1. If your request is granted the—

(a) amount of the deposit, (if any), is payable before your request is processed; and

(b) requested record/portion of the record will only be released once proof of full payment is received.

2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

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

2. You requested:

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

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	

Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
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Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

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4. Fees payable with regards to your request:

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

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

☐ Yes

☐ No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

INTERNAL APPEAL FORM

FORM 4

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY			
Name of Public Body			
Name and Surname of Information Officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED (mark the appropriate box with an "X")			
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			
GROUNDS FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. All the additional pages must be signed)</i>			
State the grounds on which the internal appeal is based:			

State any other information that may be relevant in considering the appeal:	
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You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication (please specify)

Signed at _____ this _____ day of _____ 20_____

Signature of Appellant/Third party

FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: (state rank, name and surname of Information Officer)					
Date received:					
Appeal accompanied by the reasons for the 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:				Yes	
				No	
OUTCOME OF APPEAL					
Refusal of request for access. Confirmed?	Yes		New decision (if not No confirmed)		
	No				
Fees (Sec 22). Confirmed?	Yes		New decision (if not No confirmed)		
	No				
Extension (Sec 26(1)). Confirmed?	Yes		New decision (if not No confirmed)		
	No				
Access (Sec 29(3)).	Yes		New decision		

Confirmed?	No		(if not No confirmed)	
Request for access granted. Confirmed?	Yes		New decision (if not No confirmed)	
	No			

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
IN TERMS OF SECTION 11(3) OF POPIA**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

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 data subject:	
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)

Signed at _____ this _____ day of _____ 20 _____

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*Note:*

1. Affidavits or other documentary evidence in support of the request must 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 authorized to retain the record of information.

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 data subject:	
Residential, postal or	

business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
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. (Please provide detailed reasons for the request)

Signed at _____ this _____ day of _____ 20 _____

Signature of data subject/designated person