

AMC HUNTER INC

Attorneys, Notaries & Conveyancers

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

DATE VERSION AMENDED: OCTOBER 2024

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DURBAN

66 Lilian Ngoyi Rd, Morningside
Tell: 031 309 5483

BALLITO

23 Sandra Rd
Tell: 032 946 2337

AMANZIMTOTI

419 Andrew Zondo Rd
Tell: 031 903 1707

1. PURPOSE OF MANUAL

This PAIA Manual is prepared to comply with the Promotion of Access to Information Act 2 of 2000 (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPIA). The purpose of this manual is to provide guidance on the categories of records held by AMC Hunter Inc, how these records can be accessed, and under what circumstances access to certain records may be refused.

This manual applies to records held by the Firm, including those related to our clients, employees, and business operations. We are committed to ensuring that all requests for access to records are dealt with transparently and lawfully, in accordance with PAIA and POPIA.

2. DEFINITIONS

- **"Act"**: Refers to the Promotion of Access to Information Act, No. 2 of 2000.
- **"Firm"**: AMC Hunter Inc, a private company incorporated under the Companies Act 71 of 2008.
- **"Information Officer (IO)"**: The individual responsible for ensuring the Firm's compliance with PAIA and POPIA.
- **"Personal Information"**: As defined in the Protection of Personal Information Act (POPIA), this refers to information that relates to an identifiable individual or juristic person.
- **"Regulator"**: Refers to the Information Regulator of South Africa.

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3. INTRODUCTION TO AMC HUNTER INCORPORATED

AMC Hunter INC is a private company incorporated which conducts business as a conveyancing law firm. AMC Hunter INC has offices in Durban, Amanzimtoti and Ballito.

Ms Saijal Pale has been duly appointed by the head of AM Hunter INC, as the Information Officer for AMC Hunter INC and is the person to whom requests for access to information must be made in terms of PAIA and in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA")

4. AMC HUNTER INC CONTACT DETAILS [SEC 51(1)(A)]

All queries regarding this manual and any requests for information in terms of PAIA should be directed to the Information Officer at AMC Hunter Inc.

- **Firm Name:** AMC Hunter Inc
- **Registration Number:** 1998/016046/21
- **Head:** Karien Hunter
- **Designated Information Officer:** Saijal Pale
- **Physical Locations:**

Durban: 66 Lilian Ngoyi Rd, Windermere, Durban, 4001

Amanzimtoti: 419 Andrew Zondo Rd, eManzimtoti, 4126

Ballito: 23 Sandra Rd, Ballito, 4420

- **Postal Address:** 66 Lilian Ngoyi Road, Morningside Durban, 4001
- **Telephone Number:** 031 309 5483
- **Email:** saijal@amchunter.co.za
- **Website:** <https://www.amchunter.co.za/>

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5. REVIEW AND AMENDMENTS

The Information Officer will review this manual annually or sooner if there are changes in the law or business operations that impact the contents of the manual. Amendments to the manual will be made as necessary to ensure ongoing compliance.

6. GUIDE ON HOW TO USE PAIA

The South African Human Rights Commission (SAHRC) compiled a guide on how to use PAIA ("the Guide"). From 1 July 2021, the Information Regulator assumed the functions of the SAHRC. Accordingly, the Information Regulator has in terms of section 10(1) of PAIA updated and made available the Guide compiled by the SAHRC, in an easily comprehensible form and manner as may be reasonably required by a person who wishes to exercise any right contemplated by PAIA and POPIA. The Guide is available for inspection at the offices of the Information Regulator and on its website (<https://info regulator.org.za/>). The Guide can also be obtained upon request to the Information Officer. Any queries regarding the Guide must be directed to the Information Regulator on the following details:

Information Regulator:

For more information, you may contact:

Information Regulator of South Africa

- **Physical Location:** 27 Stiemens St, Braamfontein, Johannesburg, 0001
- **Postal Address:** PO Box 3153, Braamfontein, Johannesburg, 2017
- **Telephone:** +27 10 023 5200
- **Email:** enquiries@info regulator.org.za
- **Website:** www.info regulator.org.za

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7. AUTOMATICALLY AVAILABLE RECORDS [SEC 52]

The following records may be accessed without submitting a formal request under PAIA:

7.1. Company Registration Documents

- **Memorandum of Incorporation:** Accessible through the Companies and Intellectual Property Commission (CIPC).
- **Names of Directors:** Available via CIPC.

7.2. Public Documents

- **Firm Newsletters and Circulars:** Available through subscription or on our website.
- **General Policy Documents:** Publicly accessible on request if not subject to confidentiality.

7.3. Records Available Upon Formal PAIA Request:

The following records are not automatically available and must be requested in terms of PAIA. Access to these records may be subject to the grounds for refusal outlined in this manual:

7.4. Records Available Under the Companies Act 71 of 2008

- **Annual Financial Statements:** Available to certain stakeholders but subject to a formal request.
- **Minutes of Board and Shareholder Meetings:** Available to stakeholders upon formal request.

7.5. Records Available Under the Financial Intelligence Centre Act 38 of 2001 (FICA)

- **Client Identification and Verification Records:** Required by law but not automatically available to the public.

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- **Records of Suspicious Transaction Reports (STRs):** Protected and not available for public access.

7.6. Records Under the Basic Conditions of Employment Act 75 of 1997 and Labour Relations Act 66 of 1995

- **Employment Contracts and Employee Records:** Employees may access their own records upon request; access to third-party records requires a formal request and may be restricted.

7.7. Disciplinary and Grievance Records: Available to the relevant employees or on formal PAIA request by authorized parties.

7.8. Records Required Under the Protection of Personal Information Act 4 of 2013 (POPIA)

- **Personal Information of Data Subjects:** Data subjects may request access to their own personal information. A formal PAIA request is required for third-party access.
- **Information Regarding Data Processing Activities:** Available through a formal PAIA request, subject to applicable grounds for refusal.

7.9. Records Under the Income Tax Act 58 of 1962

7.9.1. Tax Records and Returns: Accessible to SARS and the taxpayer concerned through a formal PAIA request.

7.9.2. Records Under the National Credit Act 34 of 2005

- **Credit Agreements and Related Records:** Available through a formal PAIA request, subject to applicable confidentiality and protection provisions.

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7.10. Records Required by the Occupational Health and Safety Act 85 of 1993

- **Health and Safety Incident Reports:** May be available upon formal PAIA request, subject to privacy and confidentiality considerations.

7.11. Records Under the Legal Practice Act 28 of 2014

- **Fidelity Fund Certificates:** Available to clients upon request, but access to other records may require a formal PAIA request.

7.12. Accessing Records

For records listed under **Section 6.2**, individuals or entities must follow the formal PAIA request procedure. This includes submitting a written request to the Information Officer using PAIA Form 2 (see Annexure 1), specifying the nature of the records sought. The Firm reserves the right to refuse access based on applicable grounds for refusal, including but not limited to confidentiality, legal privilege, or trade secrets.

8. RECORDS MAINTAINED IN TERMS OF OTHER LEGISLATION

AMC Hunter Inc holds records in both electronic and physical formats that are essential for the operation of our business and compliance with legal obligations. These records may not be made available automatically and require a formal PAIA request.

Records maintained by AMC Hunter INC in terms of other legislation include but are not limited to the:

- **Basic Conditions of Employment Act 75 of 1997;**
- **Broad-Based Black Economic Empowerment Act 53 of 2003;**
- **Compensation for Occupational Injuries and Diseases Act 130 of 1993;**

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- **Electronic Communications and Transactions Act 25 of 2002;**
- **Employment Equity Act 55 of 1998;**
- **Financial Intelligence Centre Act 38 of 2001;**
- **Income Tax Act 58 of 1962;**
- **Labour Relations Act 66 of 1995;**
- **Legal Practice Act 28 of 2014;**
- **Occupational Health and Safety Act 85 of 1993;**
- **Pension Funds Act 24 of 1956;**
- **Promotion of Access to Information Act 2 of 2000;**
- **Protection of Personal Information Act 4 of 2013;**
- **Skills Development Act 97 of 1998;**
- **Unemployment Insurance Contributions Act 4 of 2002;**
- **Unemployment Insurance Act 30 of 1996; and**
- **Value Added Tax Act 89 of 1991.**

9. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY AMC HUNTER INC

Note: This section of the Manual sets out the subject and categories of records held by AMC Hunter INC. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under PAIA. In particular, certain grounds of refusal set out in PAIA may be applicable to a request for such records:

Incorporation and constitutional documents of AMC Hunter INC

- Directorship agreement of AMC Hunter INC.
- List of the directors of AMC Hunter INC.

Financial records of AMC Hunter INC

- Accounting records, books, and documents of AMC Hunter INC.
- Interim and annual financial reports of AMC Hunter INC.

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- Details of auditors of AMC Hunter INC.
- Auditors' reports in respect of audits conducted on AMC Hunter INC.
- Details of actuaries of the pension fund and the provident fund utilized by AMC Hunter INC.
- Invoices in respect of both creditors and debtors of AMC Hunter INC.
- Tax returns of AMC Hunter INC.
- Other documents and agreements relating to taxation.
- Other financial records of AMC Hunter INC.

Banking details of AMC Hunter INC

- Indebtedness to bankers.
- Bank facilities and accounts details.
- Bank statements.
- The level of overdraft and other borrowings of AMC Hunter INC.
- Other financial commitments of AMC Hunter INC.
- Other banking records.

Human resources / employment records

- List of employees.
- Contracts and/or documentation pertaining to arrangements with partners.
- Contracts of employment with employees of AMC Hunter INC.
- Personnel files in respect of each employee of AMC Hunter INC.
- Disciplinary records and documentation pertaining to disciplinary proceedings.
- Documents relating to employee benefits.
- Compensation or redundancy payments.

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- Tax information of employees.
- Employment equity plan of AMC Hunter INC.
- Skills development program of AMC Hunter INC.
- Pension and/or provident fund agreement.
- Training manuals and rosters.
- Employee policies and procedures.
- Other information relating to employees of AMC Hunter INC.

Intellectual Property

- Trademarks, copyrights, and designs held by AMC Hunter INC.
- Records relating to domain names held by AMC Hunter INC.
- Licenses relating to intellectual property rights.
- Other agreements relating to intellectual property rights.

Information pertaining to clients of AMC Hunter INC

- Agreements with clients of AMC Hunter INC.
- Documentation and other information received from clients, including documentary information required in compliance with the Financial Intelligence Centre Act 38 of 2001.
- Documentation and other information received from third parties.
- Correspondence with clients.
- Correspondence with third parties.
- Research conducted on behalf of clients of AMC Hunter INC.
- Information prepared by partners and employees of AMC Hunter INC for clients, including opinions, memoranda, and reports.
- Records pertaining to legal proceedings involving clients of AMC Hunter INC.

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- Other information relating to, or held on behalf of, clients of AMC Hunter INC.

Client and Legal Records

- Client contracts and agreements
- Legal opinions, deeds, and conveyancing documents
- Correspondence with clients and third parties

Corporate Governance Records

- Board meeting minutes and resolutions
- Statutory documents as required under the Companies Act
- FICA compliance records

Regulatory and Statutory Compliance Records

- Compliance with relevant laws such as FICA, POPIA, and PAIA.

Library and know-how information

- Precedent agreements, opinions, and other relevant documents.
- Information circulars.
- Publications.
- Other information held by the library of AMC Hunter INC.

Insurance records

Insurance policies taken out for the benefit of AMC Hunter INC and its employees, including:

- Insurance in respect of the property occupied by AMC Hunter INC.
- Insurance in respect of the movable property of AMC Hunter INC.

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- Professional indemnity insurance in respect of AMC Hunter INC.
- Fidelity insurance in respect of trust monies and client investment monies held by AMC Hunter INC.
- Third-party insurance in respect of passengers in vehicles driven by AMC Hunter INC staff.

Immovable and movable property

- Agreements for the lease of immovable property by AMC Hunter INC.
- Agreements for the lease or sale of movable property by AMC Hunter INC.
- Credit sale agreements and/or hire purchase agreements.
- Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

Information technology

- Computer software, support, and maintenance agreements.
- Other documentation pertaining to computer systems and computer programs held by AMC Hunter INC.

Website

Information contained on our website: including:

- Firm profile.
- Areas of expertise.
- Specialist profiles.
- News and publications.

Miscellaneous agreements of AMC Hunter INC

- Loans from third parties (including banks).
- Suretyship agreements.

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- Security agreements, guarantees, and indemnities.
- Agency, management, and distribution agreements.
- Marketing agreements.
- Agreements with suppliers of AMC Hunter INC.
- Confidentiality and/or non-disclosure agreements.
- Any other relevant agreements.

Correspondence

Correspondence of AMC Hunter INC, including internal and external memoranda.

10. PROCEDURES FOR REQUESTING ACCESS TO INFORMATION [SEC 51(1)(E)]

Requests for information must be made in writing using **PAIA Form 2**, available on the Information Regulator's website or attached as an annexure to this manual. The request should detail the records being requested and the reason for the request.

The completed form can be submitted via email, or hand-delivery to the Information Officer. A decision will be communicated to the requester within 30 days of receipt

11. PRESCRIBED FEES [SEC 51(1)(F)]

A non-refundable request fee is payable for processing access requests. Additional fees may apply depending on the complexity of the request, including the costs of making copies or preparing records. A full schedule of fees is attached to this manual as Annexure 2 and is available from the Information Regulator.

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12. GROUNDS FOR REFUSAL

The Firm may refuse access to records under certain circumstances, including:

- Records containing confidential information about third parties.
- Information protected by legal privilege or that would breach privacy rights.
- Trade secrets, intellectual property, or commercially sensitive information.

13. REASONS FOR WITHHOLDING INFORMATION OR REDACTING DOCUMENTS

Information may be withheld or redacted in situations where:

- Disclosure would compromise the security of the Firm, clients, or employees.
- Disclosure would violate the privacy rights of third parties or clients.
- Information is commercially sensitive, proprietary, or privileged.

14. UNAVAILABLE OR UNTRACEABLE RECORDS

If the requested records cannot be found or do not exist, the requester will be informed, and an affidavit will be issued explaining the steps taken to locate the records. If the records are later found, the requester will be informed accordingly.

15. INFORMATION PERTAINING TO THIRD PARTIES

When information about a third party is requested, the Firm will adhere to Sections 71 to 74 of PAIA. In certain instances, the third party must be notified and may object to the release of the information.

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16. CATEGORIES OF DATA SUBJECTS

AMC Hunter Inc holds personal information on the following categories of data subjects:

- **Clients and customers**
- **Employees and contractors**
- **Third-party suppliers and service providers**
- **Visitors to our premises**

17. PURPOSES OF PROCESSING PERSONAL INFORMATION

The Firm processes personal information for:

- Fulfilling legal and contractual obligations
- Managing client relationships and providing services
- Complying with statutory and regulatory requirements
- Internal administration and human resources management

18. CATEGORIES OF RECIPIENTS OF PERSONAL INFORMATION

Personal information may be shared with:

- Statutory bodies and regulators (e.g., SARS, CIPC)
- Third-party service providers under confidentiality agreements
- Legal authorities when required by law

19. CROSS-BORDER DATA TRANSFERS

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AMC Hunter Inc does not ordinarily transfer personal information across South African borders. Should such transfers be necessary, the Firm will ensure that adequate data protection measures are in place.

20. INFORMATION SECURITY MEASURES

The Firm takes reasonable steps to ensure the security of personal information, including:

- **Access controls:** Restricting who can view or modify information.
- **Data encryption:** Protecting sensitive data during storage and transmission.
- **Firewalls and antivirus protection:** Safeguarding our systems from external threats.

21. DATA SUBJECT RIGHTS

Data subjects may request:

- Access to their personal information held by the Firm
- Correction or deletion of inaccurate information
- Objections to the processing of their information in certain cases

22. REMEDIES

If a request for access is refused, the requester may seek relief through the Information Regulator or the courts.

23. AVAILABILITY OF THE MANUAL

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This manual is available at our office in hard copy format and on our website in electronic format. It can also be obtained from the Information Regulator's office.

24. UPDATES TO THE MANUAL

AMC Hunter Inc will update this manual as required by changes in the law or internal policy.

25. FORMS AND ANNEXURES

- **Annexure 1:** PAIA Request Form 2
- **Annexure 2:** Prescribed Fees Schedule
- **Annexure 3:** POPIA Objection Form
- **Annexure 4:** POPIA Correction/Deletion Request Form

All forms may be accessed from the Information Regulator's website at:
<https://inforegulator.org.za/popia-forms/>

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Annexure 1: PAIA Request Form 2

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 <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			

Postal Address	
----------------	--

Street Address	
----------------	--

E-mail Address	
----------------	--

Contact Numbers	Tel. (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 <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	

Record is held on a computer or in an electronic, or machine-readable form	
--	--

FORM OF ACCESS
(Mark the applicable box with an "X")

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

MANNER OF ACCESS
(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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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.

Indicate which right is to be exercised or protected	

--	--

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

Annexure 2: Prescribed Fees Schedule

FEES IN RESPECT OF PRIVATE BODIES

	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any."

Annexure 3: POPIA Objection Form

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, 2017 [Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
	Name and surname of data subject:	
	Residential, postal or business address:	
		Code ()
	Contact number(s):	
	Fax number:	
	E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY	
	Name and surname of responsible party <i>(if the responsible party is a natural)</i> :	
	Residential, postal or business address:	
		Code ()
	Contact number(s):	
	Fax number:	
	E-mail address:	

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>	

Signed at this day of20.....

.....
Signature of data subject (applicant)

Annexure 4: POPIA Correction/Deletion Request Form

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, 2017
[Regulation 3(2)]**

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.*

Reference Number....

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	
Surname:			
Full names:			
Identity number:			
Residential, postal or business address:			
			Code ()
Contact number(s):			
Fax number:			
E-mail address:			
B		DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>if the responsible party is a natural person</i>):			
Residential, postal or business address:			
			Code ()
Contact number(s):			
Fax number:			
E-mail address:			

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject