

PAIA MANUAL

1. INTRODUCTION

- 1.1. The Institute of Directors in South Africa (“the IoDSA”) Promotion of Access to Information Manual (“Manual”) is published in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (hereinafter referred to as “PAIA” or “Act”) and sections 23 -25 of the Protection of Personal Information Act No.4 of 2014 (“POPIA”).
- 1.2. The PAIA seeks to give effect to the constitutional right to access information as contained in Section 32 of the Bill of Rights. The PAIA seeks to promote the values of transparency and accountability, which provides for the right of access to information. This is information held by the State but also information held by any another person. A person that is entitled to exercise a right or who needs information for the protection of any right, is entitled to access that information, subject to certain restraints.
- 1.3. The POPIA, among other things, provides that the party who determines the purpose of and means for processing personal information (“Responsible Party”) must notify the person to whom the personal information relates (“Data Subject”) of the manner in which the Data Subject can access their personal information held by the Responsible Party.
- 1.4. One of the requirements stated in the PAIA, is that the Manual provides information which includes the types and categories of records held by a private body.

2. PURPOSE

- 2.1. The purpose of this Manual is, inter alia to:
 - 2.1.1. facilitate access to information, by a person requesting access to records (“Requestor”), including “Personal Information” (as defined in terms of the IoDSA [Privacy Policy](#)) held by the IoDSA;
 - 2.1.2. provide Requestors with a sufficient understanding of how to make a request for access to a record;
 - 2.1.3. for Requestors to know the description of the records of the IoDSA which are available in accordance with any other legislation;
 - 2.1.4. for Requestors to have all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the Requestor with the record they intend to access;
 - 2.1.5. inform Requestors of the description of the Guide on how to use PAIA (“Guide”), as updated by the Regulator and how to obtain access to it.

3. GENERAL

- 3.1. Requestors, or any other party, intending to request access for a record, are advised to familiarize themselves with the provisions of PAIA before making any requests to the IoDSA in terms of PAIA.
- 3.2. Where this Manual does not deal with, or is unclear on, an aspect provided for in PAIA, a Requestor, or any other party, is advised to refer to the Act for clarity in relation thereto.
- 3.3. The IoDSA makes no representation and gives no undertaking or warranty that any record(s) provided by it to a Requestor is complete or accurate, or that such record is fit for any purpose. All users of such records shall use such records entirely at their own risk, and the IoDSA shall not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this Manual or of any record provided by the IoDSA or any error therein.
- 3.4. All users and Requestors irrevocably agree to submit to the law of the Republic of South Africa and to the exclusive jurisdiction of the Courts of South Africa in respect of any dispute arising out of the use of this Manual or any records provided by the IoDSA.

4.COMPANY OVERVIEW

The IoDSA is a membership organisation for directors. The IoDSA also offers Director Development programs, governance advisory services to corporates, director designations/certifications and governance thought leadership.

5.INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF PAIA

Head of the IoDSA or Designated Information Officer	Parmi Natesan (CEO) Lani Wessels (Executive: Operations and Business Support)
Deputy Information Officers	Presheen Roopraj (Senior Manager: Finance & Operations) Sivenathi Nyangane (Manager: Compliance and Company Secretarial)
Email address	legal@iodsa.co.za
Postal address	P.O. Box 521372, Saxonwold, Johannesburg, Gauteng, 2132
Street address	144 Katherine Street, Grayston Ridge Office Park, Block B, 1 st Floor, Sandown, Sandton, Johannesburg, 2196
Phone number	(011) 035 3000
Website	www.iodsa.co.za

6. AVAILABILITY OF THE MANUAL

This Manual is available for inspection, free of charge, on www.iodsa.co.za and during normal business hours at IoDSA's physical address recorded at paragraph 5 above.

7. REQUIREMENTS IN TERMS OF PAIA

Description of guide referred to in section 10: section 51(1)(b):

- 7.1. The Regulator has, in terms of section 10(1) of PAIA, compiled and made available a Guide on how to use and understand PAIA easily. The Guide will assist a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 7.2. The Guide is available in each of the official languages and in braille;
- 7.3. The Guide includes:
 - 7.3.1. the objectives of PAIA and POPIA;
 - 7.3.2. the postal and street address, phone and fax number and, where available, the email address of:
 - 7.3.2.1. the Information Officer of every public body; and
 - 7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 7.3.3. the manner and form of a request for:
 - 7.3.3.1. the Information Officer of every public body; and
 - 7.3.3.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA
 - 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 7.3.6. remedies in law that are available regarding an act or omission to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including how to lodge:
 - 7.3.6.1. an internal appeal
 - 7.3.6.2. a complaint to the Regulator; and
 - 7.3.6.3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal, a decision by the Regulator or a decision of the head of a private body;
 - 7.3.7. the provisions of sections 14(1) and 51(1) of PAIA requiring a public body and private body respectively, to compile a manual, and how to obtain access to same;
 - 7.3.8. the notices issued in terms of sections 22(1) and 54(1) of PAIA regarding fees to be paid in relation to requests for access, and
 - 7.3.9. the regulations made in terms of section 92(1) of PAIA.
- 7.4. The Guide may be accessed on:
 - 7.4.1. the Information Regulator's website at info regulator.org.za;
 - 7.4.2. upon request to the Information Officer recorded in paragraph 5. The Request form for a copy of the Guide may be found at Annexure E.

Notice in terms of section 52(2) of the PAIA:

- 7.5. At this stage the IoDSA does not have any categories of records which are automatically available without a person having to request access in terms of PAIA, and as such no notice has been published. All categories of records of the IoDSA require a formal request to access such records.

Records held in accordance with other legislation: section 51(1)(d) of PAIA:

- 7.6. Some legislation provide that private bodies shall allow certain persons access to specific records. Records are available in terms of the list of legislation at Annexure "F" (as amended from time to time). Due to the number of laws applicable to the IoDSA, the list of legislation may not be exhaustive.
- 7.7. Please note that the information will only be provided in accordance with the requirements stated in the relevant piece of legislation. If a Requestor believes that a right to access a record exists in terms of the legislation the Requestor is required to indicate the legislative right on which the request is based. This will provide the Information Officer or Deputy Information Officer the opportunity to consider the request in light thereof.

Subjects and categories of records held by the IoDSA: section 51(1)(e) of PAIA:

- 7.8. PAIA requires that sufficient detail be provided to facilitate a request for access to a record. A description of the subjects on which the IoDSA holds records and the categories of the records held by each subject can be found in, a non-exhaustive list, at Annexure "A" of this Manual. In addition, reference may be made to the IoDSA's Privacy Manual for the categories of Personal Information held.
- 7.9. Note that the records to which access may be provided are subject to the restrictions and right of refusal to access provided for in the PAIA. Further assistance in identifying the records held by the IoDSA may be obtained from the Information Officer or Deputy Information Officer.

8. ACCESS REQUESTS

Introduction

- 8.1. Please note that the successful completion and submission of an Access Request Form does not automatically allow the Requestor access to the requested record. Access to records held by the IoDSA is not automatic and can be refused by the IoDSA on any of the grounds for refusal contemplated in Part 3, Chapter 4 of PAIA. Further, if it is reasonably suspected that the Requestor has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted.
- 8.2. In order to request access to records held by the IoDSA, the Requestor must, among other things, identify the right it is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right and, comply with all the procedural requirements set out in PAIA.
- 8.3. If the Requestor requests information on behalf of a public body (i.e. the State), the Requestor must identify the right it is seeking to exercise or protect and adequately and completely motivate the reasons why the request for information is in the public's interest.

- 8.4. If the Requestor is making a request on behalf of another person, sufficient proof (to the satisfaction of the IoDSA) of the capacity in which the Requestor is making the request/acting must be submitted. The type of proof required will be advised by the IoDSA upon receipt of a request. Even in the event of submission of all requested proof, if the IoDSA has any uncertainty whatsoever, it is at the sole discretion of the IoDSA to decline furnishing the information requested.

Access Request Procedure

- 8.5. To facilitate a request for access to records, Requestors must complete the prescribed access form attached hereto as "Annexure B". The prescribed access form **must be completed in full**. An incomplete form will not be acted upon. If a question does not apply or if there is nothing to disclose state "N/A" and "NIL" respectively in response to the question.
- 8.6. In terms of section 23(1) of POPIA, adequate proof of identity is required from a Requestor. Therefore, **in addition to the prescribed access form** (and any details requested on such form), **the Requestor must provide a certified copy of their identification document, valid passport document**, or any other form of identification legally accepted as such in South Africa. If the Requestor is a legal entity, a certified copy of the Company Registration Certificate is required.
- 8.7. Any request form, not accompanied by the required proof of identity, will be considered incomplete and will, per 10.1 above, not be acted upon. Notwithstanding any certified copy of proof of identity furnished by a Requestor, the IoDSA, withholds the right, in its sole discretion, to mandate a Requestor to furnish the original proof of identity in the event of any uncertainty;
- 8.8. The request form and proof of identity must be provided to the Information Officer of the IoDSA at the physical address or e-mail set out above.
- 8.9. The Requestor must provide sufficient detail on the prescribed access form to enable the IoDSA's Information Officer to identify the record requested. When completing the prescribed access form, the Requestor must, among other things, also indicate:
- 8.9.1. the form of access required;
 - 8.9.2. whether the Requestor wishes to be informed of the decision in any other manner, in addition to a written reply, to state the manner and necessary particulars to be so informed; and
 - 8.9.3. an email address, telephonic contact numbers and postal address in the Republic of South Africa.
- 8.10. If a request is made on behalf of another person, the Requestor must show, to the reasonable satisfaction of the IoDSA's CEO and/or the Information Officer, that he or she is duly authorised to make such request.
- 8.11. If an individual is unable to complete the prescribed access form because of illiteracy or disability, such an individual may make the request verbally.
- 8.12. The prescribed access form must be adequately completed, with sufficient information particularly so that the Information Officer of the IoDSA can identify and determine what the access fee will be, should access be granted.

8.13. A request will not be processed until the request fee has been paid.

Refusal in terms of PAIA

8.14. The IoDSA may refuse access to the requested record of parts thereof as allowed in terms of Chapter 4, namely sections 62 to 70 (inclusive), of PAIA.

8.15. In instances whereby a third party needs to be notified of request in order to authorise or decline access - the IoDSA CEO undertakes to request same from the third party within 21 (twenty-one) days of receipt of the request and to include the required information provided for in terms of section 71(3) of PAIA.

8.16. In the event that the request is declined by the third party – the IoDSA cannot be held responsible for same.

Notification of refusal or granting of access to information

8.17. Requestors will be informed within 30 (thirty) days of receipt of the prescribed access form if the IoDSA's decision is to refuse access to the information requested based on any of the grounds for refusal as contemplated in Chapter 4 of Part 3 of the PAIA. Take note that the 30 (thirty) day period may be extended for a further 30 (thirty) day period should more time be required to gather the requested information. The Requestor will, however, be notified if the initial 30 (thirty) day notice period is to be extended for a further 30 (thirty) days.

Instances where the record cannot be found

8.18. If all reasonable steps have been taken by the IoDSA to find the record requested by the Requestor and same cannot be found for reasons justifiable as per section 55 of PAIA, the Information Officer shall provide an affidavit or affirmation to the Requestor advising that it is not possible to give access to the record requested.

8.19. The affidavit or affirmation will comply with all the requirements provided for in terms of section 55(2) of the Act.

8.20. In the event the record is found subsequently, the IoDSA undertakes to contact the Requestor in order to gain access to same, subsequent to the payment of the applicable access fee.

9. FEES

There are two basic types of fees applicable in terms of PAIA – “request” and “access” fees.

Request Fee

9.1. The request fee is an administration fee that is payable on submission of the request for access to a record and must be paid before the request is considered (unless the request is to access the Requestor's personal information in which event there is no applicable fee). The request fee is not refundable if the request for access has been granted however it is refundable if the request for access has been denied by the IoDSA.

- 9.2. The request fee is prescribed and set out in the PAIA Regulation and is currently R140.00 (excl. VAT) for a private body and may change from time to time.
- 9.3. In line with section 23(1)(a) of POPIA, a Data Subject (i.e. personal Requestor) has a right to request the IoDSA to confirm, free of charge, whether or not the IoDSA holds personal information about the Data Subject.

Access Fee

- 9.4. The access fee is payable prior to the Requestor actually gaining of access to the records in the required form.
- 9.5. The access fee is intended to reimburse the IoDSA for the costs involved in reproduction of documents, searching and preparing the record requested and for any time reasonable required (in excess of the prescribed hours) to search and prepare the record. The current access fee is set out at Annexure D (which is the Regulator's prescribed Form 3). The Regulator may amend the access fees from time to time, by notification thereof in the Regulations.
- 9.6. Should the preparation of the required record take more than 6 (six) hours, a deposit (which is 1/3 (one third)) of the access fee is payable before the request will be processed by the IoDSA as a deposit.
- 9.7. The IoDSA may withhold a record until the Requestor has paid the applicable fees (if any).
- 9.8. In accordance with Section 23(3) of the POPIA, the IoDSA may charge an access fee to the Data Subject to enable the IoDSA to respond to the request. In such instances the IoDSA will provide the Data Subject with a written estimate of the fee before providing the services.

Notices

- 9.9. The CEO or the Information Officer shall provide the Requestor with a Notice in terms of section 54(3) of PAIA on initial receipt and consideration of the request for access. This notice is Annexure C.
- 9.10. Once the request fee has been paid in full, the CEO or the Information Officer will consider the request for access and will provide the Requestor with its decision to the request. This notice is Annexure D.

Information Officer

Subjects and categories of records held by the company: section 51(1)(e)

See the IoDSA Privacy Policy for general categories of personal information collected by the IoDSA together with the purposes for such collection:

1. Companies Act Records

- Broad-Based Black Economic Empowerment Verification Certificate
- Codes of Conduct
- Documents of Incorporation
- Legal Compliance Records
- Licenses of Copyrights
- Memorandum of Incorporation
- Minutes of Board of Directors Meetings
- Policies
- Records relating to the appointment of directors/ auditors/ secretary/ public office and other officers

2. Financial Records

- Accounting Records
- Annual Financial Statements
- Asset Register
- Auditors' Report
- Bank Statements
- Banking Records
- Detail of Auditors
- Electronic Banking Records
- Invoices
- Rental Agreements
- Tax Returns

3. Tax Records

- Documents issued to employees for income tax purposes
- PAYE Records
- Records of payments made to SARS on behalf of employees
- Value Added Tax Clearance Certificate
- All other statutory compliances:
 - Value Added Tax
 - Skills Development Levies
 - Unemployment Insurance Fund

4. Personnel Documents And Records

- Attendance Registers
- Disciplinary Code
- Disciplinary Records
- Employment Contracts
- Employment Equity Plan

- Leave Records
- Records containing all employees' names and occupation
- Salary Records
- Sector Education and Training Authority Records
- Training Manuals
- Training Records

5. Client Records

**In terms of the Consumer Protection Act No. 68 of 2008*

- Receipts
- Correspondence
- Service Agreements
- IoDSA Members
 - Personal information such as name, contact details, company information, work experience, educational history, race, gender.
- Advisory Services Clients
 - Correspondence
 - Client documentations
 - Advisory reports/memorandums
 - Company and contact details of relevant individuals.
- Director Development and Training Delegates
 - Delegates personal information such as name, contact details, and attendance records.
- Events
 - Attendees personal information such as name and contact details.

6. Supplier Records

- The name of the supplier
- The address of the supplier
- A description of the goods
- The quantity or volume of the goods
- Proof of date of payment

7. Electronic Communication and Transactions Records

- Record of the personal information and the specific purpose for which the personal information was collected

8. Insurance Records

- IoDSA General Insurance
- Professional Indemnity Insurance
- Directors and Officers Insurance

9. Immovable and Movable Property Records

- Agreements for the lease of movable property
- Agreements for the lease or sale of land and/or other immovable property
- Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets

10. Miscellaneous Records

- Agency, management and distribution agreements
- Agreements for the trading activities of the business

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:

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Fax number:

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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)		Facsi mile	
	Cell ular			
PARTICULARS OF RECORD REQUESTED <i>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.)</i>				
Description of record or relevant part of the record:				
Reference number, if available				
Any further particulars of record				
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>				
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 <i>(Mark the applicable box with an "X")</i>	
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, videorecordings, 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 <i>(Mark the applicable box with an "X")</i>	
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 <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>	
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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

IoDSA Notice in terms of Section 54(3) of PAIA

1. Please be advised the Requestor is required to pay the prescribed request fee (if any), before further processing the prescribed access form is done.
2. Please be advised that in the event that:
 - (a) the search for the requested record for which a request for access by a Requestor, has been made; and
 - (b) the preparation of the record for disclosure (including any arrangements contemplated in section 29 (2) (a) and (b) (i) and (ii) (aa)), would, in the opinion of the IoDSA, require more than the hours prescribed, the Requestor is herewith requested to pay as a deposit, one third of the access fee.
3. The Requestor is herewith advised that the aforesaid instance is applicable and therefore a required deposit is payable. Such amount totals R _____ (which is one third of the access fee, which amount is R _____).
4. In the event that the Requestor finds the aforesaid unacceptable, the Requestor may lodge a complaint to the Information Regulator or an application with a court against the tender or payment of the request fee in terms of subsection (1), or the tender or payment of a deposit in terms of subsection (2), as the case may be.
5. The procedure for lodging the complaint stated in subsection 4 is available in the PAIA and its Regulations.

DATE AT SANDTON ON THE _____ DAY OF _____ 20 ____

From the desk of the Information Officer

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>)	

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	R60.00		
• If provided to the requestor			
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	R60.00		
• If provided to the requestor			
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)

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 _____

FORM 1

REQUEST FOR A COPY OF THE GUIDE

[Regulation 3]

TO: The Information Officer

I,

Full names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of *public/private body (if applicable)				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel. (B):		Cellular:	

Hereby request the following copy (ies) of the Guide:

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
☐	Sepedi		☐	Sesotho	
☐	Setswana		☐	siSwati	
☐	Tshivenda		☐	Xitsonga	
☐	Afrikaans		☐	English	
☐	isiNdebele		☐	isiXhosa	
☐	isiZulu				

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
☐	☐	☐	☐

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

LIST OF LEGISLATION

- Basic conditions of Employment No. 75 of 1997
- Broad Based Black Economic Empowerment Act No. 53 of 2003
- Companies Act No. 71 of 2008
- Consumer Protection Act No. 68 of 2008
- Copyright Act No.98 of 1978
- Cybercrimes Act, No. 19 of 2020
- Electronic Communication and Transaction Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- National Credit Act No. 34 of 2005
- Occupational Health and Safety Act No. 85 of 1993
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991