

ADCORP HOLDINGS LIMITED PROTECTION OF PERSONAL INFORMATION & PROMOTION OF ACCESS TO INFORMATION POLICY

Corporate Portfolio:	Group Risk & Compliance	Policy Owner:	Chief Financial Officer
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<p>Presented by:</p> <p>Charlene Wilson Head: Group Risk and Compliance Adcorp Holdings Limited</p>	
<p>Approved by:</p> <p>Dr John Wentzel Chief Executive Officer Adcorp Holdings Limited</p>	

CONTENTS

ADCORP GROUP	1
INTRODUCTION.....	3
GROUP STRUCTURE.....	3
COLLECTION OF PERSONAL INFORMATION	4
COLLECTION OF EMPLOYEE INFORMATION	4
USE OF EMPLOYEE INFORMATION	5
COLLECTION OF CLIENT AND/ OR SUPPLIER INFORMATION.....	5
USE OF CLIENT AND SUPPLIER INFORMATION	6
DISCLOSURE OF PERSONAL INFORMATION	6
SAFEGUARDING PERSONAL INFORMATION AND CONSENT.....	7
SECURITY BREACHES.....	7
ACCESS AND CORRECTION OF PERSONAL INFORMATION	8
RETENTION OF RECORDS	8
AMENDMENTS TO THIS POLICY.....	9
STANDARDS OF CONDUCT REQUIRED OF EMPLOYEES	9
INFORMATION REGULATOR'S GUIDE.....	10
RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION	11
ACCESS TO RECORDS HELD BY ADCORP GROUP	12
OTHER INFORMATION AS MAY BE PRESCRIBED	13
AVAILABILITY OF THE POLICY.....	13
FEE'S IN RESPECT OF PRIVATE BODIES.....	13
ANNEXURE A – PRESCRIBED FORMS	15

INTRODUCTION

Adcorp Holdings Limited (registration number 1974/001804/06) and all of its affiliates and subsidiaries ("**Adcorp Group**") are obliged to comply with the Protection of Personal Information Act (No. 4 of 2013) ("**POPIA**"), as well as the Promotion of Access to Information Act (No. 2 of 2000) ("**PAIA**"), given that it processes the personal information of its employees, candidates, suppliers, clients and other data subjects within South Africa from time to time, as well as that there may be requests for information relating to Adcorp Group and its operations. This policy constitutes the manual required in terms of section 51 of PAIA.

Adcorp Group guarantees its commitment to protecting data subject privacy, as well as ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws, which includes the constitutional provisions of the Republic of South Africa. Similar mechanisms and guidelines have been implemented within our Adcorp Australia businesses, in so far as the relevant privacy laws are concerned.

POPIA requires Adcorp Group to inform its data subjects as to how their personal information is collected, processed, secured, disclosed and destroyed. This policy sets out the manner in which Adcorp Group deals with such personal information as well as stipulates the general purpose for which such information is used. It also addresses the standards expected of employees of Adcorp Group in respect of their conduct in this regard.

Where a request is made in terms of PAIA, the body to which the request is made is obliged to give access to the requested information, except where the PAIA expressly provides that the information may or must not be released.

The Information Officer shall ensure that the policy is posted on Adcorp Group website and that the said policy is available at each of its offices for public inspection. The list of records that are voluntarily disclosable and/ or available without a requester having to request access thereto shall be kept and updated monthly and/ or whenever the contents change. The said list shall be posted on the website and kept in hard copy at the offices of Adcorp Group. A requester who requests access to a record under PAIA statute shall complete the necessary form and follow the protocols required.

Appropriate stakeholders should be made aware of the contents of this policy when their consent is requested for the processing of their personal information or when there are interactions with data subjects.

The provisions of this policy must be read along with the relevant practices and procedures that may be used to operationalise the purpose hereof.

GROUP STRUCTURE

Adcorp Group's strategy is underpinned by its aspiration to manage workforce solutions and careers that deliver optimal value for all of its stakeholders.

The constituent brands carry on business in the realms of talent acquisition, contingent staffing, business process outsourcing and learning and development within multiple geographies.

COLLECTION OF PERSONAL INFORMATION

Adcorp Group collects stores and processes personal information pertaining to data subjects including its employees, candidates, suppliers, clients and other stakeholders. The type of information collected and processed will depend on the purpose for which it is collected and will be processed for that scope of application only. Whenever appropriate, Adcorp Group will inform the data subject of the information required, the purpose thereof, the rights of participation and the other relevant provisions contained at law.

Adcorp Group must indicate to the data subject the consequence of failing to provide such personal information. For example, Adcorp Group may not be able to employ an individual without certain personal information relating to that individual or Adcorp Group may not be in a position to render services to a client in the absence of certain information which is required.

Examples of the personal information Adcorp Group collects includes, but is not limited to information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person:

- information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person
- the biometric information of the person;
- the personal opinions, views or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; and / or
- the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

COLLECTION OF EMPLOYEE INFORMATION

For the purposes of this policy, “**employees**” include potential, past and existing employees, candidates, assignees and independent contractors of Adcorp Group.

Adcorp Group will, when appointing or engaging with new employees, require information, including, but not limited to that listed above, from the prospective employee in order to process the employee's information on Adcorp Group's system. Such information is reasonably necessary for Adcorp Group's record purposes as well as to ascertain if the prospective employee meets the requirements for the position to which he or she is applying.

Adcorp Group will use and process such employee information, as set out below, for purposes including, but not limited to, its employment records and to make lawful decisions in respect of that employee and its business.

Use of Employee Information

Employees' personal information will only be used for the purpose for which it was collected and intended. This would include, but is not limited to:

- submissions to the Department of Employment and Labour;
- submissions to the Receiver of Revenue;
- for audit and recordkeeping purposes;
- in connection with legal proceedings;
- in connection with and to comply with legal and regulatory requirements;
- in connection with any administrative functions of Adcorp Group;
- disciplinary action or any other action to address the employee's conduct or capacity;
- in respect of any employment benefits that the employee is entitled to;
- pre-and post-employment checks and screening;
- any other relevant purpose to which the employee has been notified of; and / or
- any compliance requirements at law.

Should information be processed for any other reason that is not in the legitimate interests of the employee, Adcorp Group will inform the employee accordingly.

Adcorp Group acknowledges that personal information may only be processed if certain conditions are met which, depending on the merits include:

- the employee consents to the processing;
- the processing is necessary to attend to justifiable rights and obligations, for example contractual fulfilment;
- the processing complies with an obligation imposed by law on Adcorp Group;
- processing protects a legitimate interest of the employee; and / or
- processing is necessary for pursuing the legitimate interests of Adcorp Group or of a third party to whom information is supplied.

COLLECTION OF CLIENT AND/ OR SUPPLIER INFORMATION

For purposes of this policy, clients include potential, past and existing clients.

Adcorp Group collects and processes its clients' and / or suppliers' personal information, such as that mentioned hereunder. The type of information will depend on the need for which it is collected and will be processed for that purpose only. Further examples of personal information collected from clients and / or suppliers include, but is not limited to:

- full name of the legal entity;
- company registration number;
- identity number, name, surname, address, postal code;
- tax and/or VAT number;
- banking details;
- contact information;
- details of the person responsible for the client and / supplier account; and / or
- residential and postal address.

Adcorp Group also collects and processes clients' and / or suppliers' personal information for marketing purposes in order to ensure that our products and services remain relevant to our clients and potential clients.

Use of Client and Supplier Information

The client's and / or supplier's personal information will only be used for the purpose for which it was collected and as agreed, if any such agreement is required at law. This may include, but not be limited to:

- providing products and/ or services;
- in connection with sending accounts and communication in respect of services rendered;
- referral to other service providers;
- confirming, verifying and updating details;
- conducting market or customer satisfaction research;
- for audit and record keeping purposes;
- in connection with legal proceedings; and / or
- in connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

Adcorp Group acknowledges that personal information may only be processed if any of the conditions set out hereunder are met:

- consent obtained for the processing of personal information;
- processing is necessary to attend to rights and obligations that are justifiable, including fulfilling contractual provisions;
- processing complies with an obligation imposed by law;
- processing protects a legitimate interest of the clients and / suppliers; and / or
- processing is necessary for pursuing the legitimate interests of Adcorp Group or of a third party to whom information is supplied.

CROSS-BORDER TRANSFER OF PERSONAL INFORMATION

To the extent that Adcorp Group transfers any personal information outside the borders of the Republic of South Africa, it shall ensure that the recipient of the personal information is subject to applicable laws, binding corporate rules or a binding agreement which provides an adequate level of protection as required by POPIA, or any other applicable privacy laws.

DISCLOSURE OF PERSONAL INFORMATION

Subject to legislative provisions providing the contrary, Adcorp Group may share a data subject's personal information with third parties, as well as obtain information from such third parties for reasons set out above.

Adcorp Group may also disclose a data subject's personal information where there is a duty or a right to disclose in terms of applicable legislation, a contractual obligation, or where it may be necessary to protect Adcorp Group's rights.

SAFEGUARDING PERSONAL INFORMATION AND CONSENT

It is a requirement of POPIA to adequately protect the personal information Adcorp Group holds and to avoid unauthorised access and use of personal information.

Adcorp Group shall review its technical and operational security controls and processes on a regular basis to ensure that personal information is secure.

Adcorp Group has appointed an Information Officer who is responsible for the encouragement of compliance with the conditions of the lawful processing of personal information and other provisions of POPIA and PAIA.

Information Officer Details:

Information Officer: Charlene Wilson
Street Address: Adcorp Place, 102 Western Service Road, Gallo Manor Ext 6, 2191
Postal Address: PO Box 70635, Bryanston, 2021
Telephone: +27 10 800 0000
Email Address: compliance@adcorpgroup.com
Website: www.adcorpgroup.com

Each new employee will be required to sign a contract containing relevant consent clauses for the use and storage of employee information, or any other action so required, in terms of POPIA.

Every employee currently engaged with Adcorp Group will be required to sign a document containing relevant consent clauses for the use and storage of personal information, or any other action so required, in terms of POPIA, to the extent that they have not already done so.

Adcorp Group's suppliers who fall within the definition of "operators" will be required to enter into a written agreement guaranteeing their commitment to the Protection of Personal Information.

Clients and / suppliers shall be responsible for obtaining consent of all data subjects to which personal information disclosed to Adcorp Group relates.

SECURITY BREACHES

Should Adcorp Group detect a security breach on any of its systems that contain personal information, Adcorp Group shall take the required steps to assess the nature and extent of the breach in order to ascertain if any information has been compromised.

Adcorp Group shall activate its Incident Response Plan which includes the notification of the affected parties and the Information Regulator, should it have reason to believe that personal information has been compromised. Such notification shall only be made where Adcorp Group can identify the data subject to which the information relates. Where it is not possible it may be necessary to consider website publication and whatever else the Information Regulator prescribes.

Notification will be provided in writing by means of:

- email;

- registered mail; and / or
- on our website.

The notification shall provide the following information where possible:

- description of possible consequences of the breach;
- measures taken to address the breach;
- recommendations to be taken by the data subject to mitigate adverse effects; and / or
- the identity of the party responsible for the breach.

In addition to the above, Adcorp Group shall notify the Information Regulator of any breach and/or compromise to personal information in its possession and work closely with and comply with any recommendations issued by the Information Regulator.

The following provisions will apply in this regard:

- the Information Officer will be responsible for overseeing the investigation;
- the Information Officer will be responsible for reporting to the Information Regulator promptly following a breach/ compromise to personal information;
- the Information Officer will be responsible for reporting to the data subject(s) within 2 working days of a breach/ compromise to personal information; and / or
- the timeframes above are guidelines and depending on the merits of the situation may require earlier or later reporting.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Data subjects have the right to request access to any personal information that Adcorp Group holds about them.

Data subjects have the right to request Adcorp Group to update, correct or delete their personal information on reasonable grounds. Such requests must be made to Adcorp Group's Information Officer (see details above).

Where an employee or client objects to the processing of their personal information, Adcorp Group may no longer process said personal information. The consequences of the failure to give consent to process the personal information must be set out before the employee or client and / or supplier confirms his/her objection.

The data subject must provide reasons for the objection to the processing of his/her personal information.

RETENTION OF RECORDS

Adcorp Group is obligated to retain certain information as prescribed by law. This includes but is not limited to the following:

With regard to the Companies Act, No. 71 of 2008 and the Companies Amendment Act No 3 of 2011 ("**the Companies Act**"), hard copies of the documents mentioned below must be retained for 7 years:

- any documents, accounts, books, writing, records or other information that a company is required to keep in terms of the Companies Act;
- notice and minutes of all shareholders meetings, including resolutions adopted and documents made available to holders of securities;
- copies of reports presented at the annual general meeting of Adcorp Group; and
- copies of annual financial statements and accounting records as required by the Companies Act.

The Basic Conditions of Employment No. 75 of 1997, as amended requires Adcorp Group to retain records relating to its staff for a period of no less than 3 years.

AMENDMENTS TO THIS POLICY

Amendments to this policy will take place from time to time subject to the discretion of Adcorp Group and pursuant to any changes in the law.

STANDARDS OF CONDUCT REQUIRED OF EMPLOYEES

In addition to the provisions contained within this POPIA policy, their contract, the disciplinary code, and any other applicable Adcorp Group policy, the following standards of conduct and practice and their accompanying underlying principles must be complied with at all times and a breach thereof may result in serious action being taken which includes termination of relationship or a dismissal for a first offence.

Accountability

The employee must ensure that the conditions for processing personal information and all the measures that give effect to such conditions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself.

Processing Limitation

Personal information must be processed:

- lawfully; and
- in a reasonable manner that does not infringe the privacy of the data subject.

This includes considerations of minimality and adequacy, given the purpose for which it is processed, as well as whether it is adequate, relevant and not excessive.

Personal information may only be processed if:

- the data subject or a competent person (where the data subject is a child) consents to the processing;
- the purpose is to carry out actions for the conclusion or performance of a contract;
- processing complies with an obligation imposed by law on the responsible party;
- processing protects a legitimate interest of the data subject;
- processing is necessary for the proper performance of a public law duty by a public body;

- processing is necessary for pursuing the legitimate interests of the responsible party or of a third party to whom the information is supplied; or/ and

Collection must be directly from the data subject, except as otherwise provided for unless the information is contained in or derived from a public record or has deliberately been made public by the data subject.

Purpose Specification

Personal information is collected for a specific, explicitly defined and lawful purpose related to a function or activity of the responsible party.

Further Processing Limitation

Further processing of personal information must be compatible with the purpose for which it was collected and furthermore:

- the consequences of the intended further processing for the data subject;
- the manner in which the personal information has been collected; and
- any contractual rights and obligations between the parties.

Security Safeguards

Employees must secure the integrity and confidentiality of personal information in their possession or under their control by taking appropriate, reasonable technical and organizational measures to prevent:

- loss of, damage to or unauthorized destruction of personal information; and
- unlawful access to or processing of personal information.

Employees must take reasonable measures to:

- identify all reasonably foreseeable internal and external risks to personal information in its possession or under their control;
- establish and maintain appropriate safeguards against the risks identified;
- regularly verify that the safeguards are effectively implemented; and
- ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

Employees must have due regard to generally accepted information security practices and procedures which includes, but is not limited to, the use of unique and strong passwords and ensuring that devices are kept in a safe environment.

INFORMATION REGULATOR'S GUIDE

This Guide is available from the Information Regulator.

Please direct any queries to:

The Information Regulator

Street Address: JD House, 27 Steimens Street, Braamfontein, Johannesburg, 2001
Postal Address: PO Box 31533, Braamfontein, Johannesburg, 2001
Website: www.inforegulator.org.za/
E-mail: General Enquiries - enquiries@inforegulator.org.za
PAIA Complaints – PAIAComplaints@inforegulator.org.za
POPIA Complaints - POPIAComplaints@inforegulator.org.za

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The following legislation provides for the availability of certain records [s 51(1)(b)(iii)]:

- Basic Conditions of Employment Act, 1997 (Act No. 75 Of 1997)
- Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 Of 2003)
- Companies Act 2008 (Act No. 71 Of 2008)
- Electronic Communications and Transactions Act, 2002 (Act No. 25 Of 2002)
- Employment Equity Act, 1998 (Act No. 55 Of 1998)
- Income Tax Act, 1962 (Act No. 58 Of 1962)
- King Code of Governance for South Africa, 2009 (King IV)
- Labour Relations Act, 1995 (Act No. 66 Of 1995)
- Regulation of Interception of Communications and Provision of Communication-Related Information Act, 2002 (Act No. 70 Of 2002)
- Skills Development Act, 1998 (Act No. 97 Of 1988)
- Skills Development Levies Act, 1999 (Act No. 9 Of 1999)
- Value-Added Tax Act, 1991 (Act No. 89 Of 1991)
- International Financial Reporting Standards
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 Of 1993)
- Competition Act 1998 (Act No. 89 Of 1998)
- Copyright Act 98 Of 1978
- Currency and Exchange Act, 1933 (Act No 9 Of 1933)
- Financial Advisory and Intermediary Services Act, 2002 (Act No 37 Of 2002)
- General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 Of 2001)
- Protected Disclosure Act, 2000 (Act No. 26 Of 2000)
- Promotion of Access to Information Act, 2000 (Act No. 2 Of 2000)
- Occupational Health and Safety Act, 1993
- Immigration Act, 2002 (Act No. 13 Of 2002)
- National Credit Act, 2005 (Act No. 34 Of 2005)
- Unemployment Insurance Act, 2001 (Act No. 63 Of 2001)
- Unemployment Insurance Contributions Act, 2002 (Act No. 4 Of 2002)
- Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 Of 2004)
- Prevention of Organised Crime Act 121 Of 1998 (POCA)
- Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act No. 4 Of 2000)
- National Water Act, 1998 (Act No. 36 Of 1998)
- National Road Traffic Act, 1996 (Act No 93 Of 1996)
- Arbitration Act, 42 Of 1965

- Constitution of The Republic of South Africa Act 108 Of 1996
- Consumer Protection Act 68 Of 2008 (CPA)
- Protection of Personal Information Act 4 of 2013 (POPIA)

ACCESS TO RECORDS HELD BY ADCORP GROUP

Automatic Disclosures, i.e., Information that is freely available [s 51(1)(b)(ii)]

- Adcorp Holdings Limited Integrated Annual Report
- Trading Statements
- Website Information – www.adcorpgroup.com

Information that may be Requested [s 51(1)(b)(iv)]:

Please note that recording a category or subject matter in this policy does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis, in accordance with the provisions of the Act:

Human Resources

- Policies on staff recruitment and other staff-related Policies
- Employment Contracts
- Details of employees and benefits

Procurement

- Procurement Policies

Company Secretarial

- Company Registrations
- Company Documentation relating to Directors' appointments
- Statutory Documentation
- Company Share Registers
- Minutes and Resolutions

Financial

- Financial Statements
- Tax Records

Governance, Risk and Compliance

- B-BBEE Certificates

The Request Procedures [s 53]

- A Requestor must use the prescribed form to make the request for access to information. The request must be made to the Adcorp Information Officer. This request must be made to the address or electronic mail address.
- The Requestor must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requestor. The Requestor should also indicate which form of access is required. The Requestor should also indicate if any other manner is to be used to inform the Requestor and state the necessary particulars to be so informed.

- The Requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the Requestor must then submit proof of the capacity in which the Requestor is making the request to the satisfaction of the head of the private body.

Fees [s 54]

A Requestor who seeks access to a record containing personal information about that Requestor is not required to pay the Request Fee. Every other Requestor, who is not a personal Requestor, must pay the required Request Fee:

- The Information Officer must notify the Requestor (other than a personal Requestor) by notice, requiring the Requestor to pay the prescribed fee (if any) before further processing the request.
- The fee that the Requestor must pay to a private body is R50. The Requestor may lodge an application to the court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the Requestor must be notified on the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any Regulations in this regard [s 51(1)(a)(iii)].

AVAILABILITY OF THE POLICY

This policy is available for inspection at Adcorp Place, 102 Western Service Road, Gallo Manor, Woodmead, and a copy is available on our website (www.adcorp.co.za). Alternatively, a copy is available at the Information Regulator. In respect of hard copies, any transmission costs/postage will be for the account of the Requestor [s 51(3)].

FEES IN RESPECT OF PRIVATE BODIES

- The fee for a copy of the policy as contemplated in regulation 9(2)(c) is R2.00 for every photocopy of an A4-size page or part thereof.
- The fees for reproduction referred to in regulation 11(1) are as follows:

	Rands
For every photocopy of an A4-size page or part thereof	2,00
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	2,00
For a copy in a computer-readable form on a flash drive	40,00
<ul style="list-style-type: none"> ▪ For a transcription of visual images for an A4 size page or part thereof ▪ For a copy of visual images 	Services to be outsourced. Will depend on quotation from service provider.

<ul style="list-style-type: none"> ▪ For a transcription of an audio record for an A4 size page or part thereof ▪ For a copy of an audio record 	24,00 40,00
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- The Request Fee payable by a Requestor, other than a personal Requestor, referred to in Regulation 11 (2) is R140,00.
- The access fees payable by a Requestor referred to in Regulation 11 (3) are as follows:

	Rands
For every photocopy of an A4-size page or part thereof	2,00
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	2,00
For a copy in a computer-readable form on a flash drive	40,00
<ul style="list-style-type: none"> ▪ For a transcription of visual images for an A4 size page or part thereof ▪ For a copy of visual images 	Services to be outsourced. Will depend on quotation from service provider
<ul style="list-style-type: none"> ▪ For a transcription of an audio record for an A4 size page or part thereof ▪ For a copy of an audio record 	24,00 40,00
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.	145.00
To not exceed a total cost of R435,00	435.00

- For purposes of section 54(2) of the Act, the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable; and
 - One third of the access fee is payable as a deposit by the Requestor.
- The actual postage is payable when a copy of a record must be posted to a Requestor.

ANNEXURE A – PRESCRIBED FORMS

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(s 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of Private Body

Information Officer: Charlene Wilson
Street Address: Adcorp Place, 102 Western Service Road, Gallo Manor Ext 6, 2191
Telephone: +27 10 800 0000
Email Address: compliance@adcorpgroup.com

B. Particulars of Person Requesting Access to the Record

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

Full name and surname: _____

Identity number: _____

Postal address: _____

Mobile number: _____ Telephone number: _____

E-mail address: _____

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

C. Particulars of Person on Whose Behalf Request is Made

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

Full name and surname: _____

Identity number: _____

D. Particulars of Record

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

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

2. Reference number, if available: _____
3. Any further particulars of record: _____

E. Fees

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

Reason for exemption from payment of fees: _____

F. Form of Access to Record

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

Disability: _____ Form in Which Record is Required: _____

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (flash drive)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. 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 Requestor 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: _____

H. Notice of Decision Regarding Request for Access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this ____ day of _____ 20____

SIGNATURE OF REQUESTOR / PERSON ON WHO'S BEHALF REQUEST IS MADE