



# Langenhoven Pistorius Modihapula

## ATTORNEYS

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### COMPLIANCE AND POLICIES

#### PAIA MANUAL

Prepared in terms of

The Promotion of Access to Information Act 2 of 2000

and

The Protection of Personal Information Act 4 of 2013

V3

#### RECORD

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**NOTICE: PLEASE READ THIS MANUAL CAREFULLY BEFORE REQUESTING INFORMATION FROM US. NO INFORMATION WILL BE PROVIDED IF THE REQUIREMENTS AND PROCESSES SET OUT HEREIN ARE NOT ADHERED TO**

## 1. INTRODUCTION

- 1.1. This Manual is prepared in accordance with section 51 of Promotion of Access to Information Act 2 of 2000, as amended from time to time (“PAIA”) and regulation 4(1)(d) of the Protection of Personal Information Act 4 of 2013 (“POPIA”) Regulations (the/this “Manual”).
- 1.2. A copy of this manual is available at -
  - 1.2.1. our website;
  - 1.2.2. our Brits office, and
  - 1.2.3. by email upon request and against payment of the prescribed fee.
- 1.3. A copy of this Manual may be requested, in writing, and obtained from our Deputy Information Officer at a prescribed fee for a copy of the Manual payable per each A4-size photocopy made.
- 1.4. This Manual contains the procedures and relevant legislative provisions applicable to all access to information requests submitted to us.
- 1.5. Prior to any access to information requests being granted, the requester (any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body; and includes a person acting on behalf of such a person) must comply with all relevant requirements in PAIA and to the extent applicable, POPIA (the “Requester”).

## 2. LIST OF DEFINITIONS & ACRONYMS / ABBREVIATIONS

- |  |  |
|--|--|
| 2.1. the ‘Company’                         | Means LANGENHOVEN PISTORIUS AND PARTNERS INCORPORATED, trading as LANGENHOVEN PISTORIUS MODIHAPULA ATTORNEYS registration number: 1987/000410/21, a personal liability company incorporated in accordance with the company laws of the Republic of South Africa; |
| 2.2. ‘Data Subject’                        | Means the person to whom personal information relates;   |
| 2.3. ‘Deputy Information Officer’ / ‘DIO’  | Means the Deputy Information Officer as described in 4.3. below, that is authorised to assist the Information Officer in handling PAIA requests;   |
| 2.4. the ‘Guide’                           | Means the PAIA Guide made in pursuance of section 10 of PAIA, as amended, which seeks to assist a person who wishes to exercise any right contemplated in PAIA and POPIA;  |
| 2.5. ‘Information Officer’ / ‘IO’          | Means the Information Officer as described in 4.2. below that is authorised to handle PAIA requests;   |
| 2.6. ‘Information Regulator’ / ‘Regulator’ | Means the Information Regulator established in terms of section 39 of the POPI Act to monitor and enforce compliance with both POPIA and PAIA;   |

- 2.7. 'PAIA' Means the Promotion of Access to Information Act No. 2 of 2000 (as amended);
- 2.8. 'Personal Information' Means information relating to an identifiable person including but not limited to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person, the education or the medical, financial, criminal or employment history of the person, any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assigned to 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, and 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;
- 2.9. 'POPIA' Means the Protection of Personal Information Act No. 4 of 2013 (as amended);
- 2.10. 'Record' Means any recorded information regardless of the form, including, written documents, audio, digital and video material.

### **3. PURPOSE OF PAIA MANUAL**

3.1. This PAIA Manual is useful for the public to –

- 3.1.1. check the categories of records held by the Company which are available without a person having to submit a formal PAIA Request, (Annexure A)
- 3.1.2. have sufficient understanding of how to make a request for access to a record of the Company, by providing a description of the subjects on which the body holds records and the categories of records held on each subject (Annexure A);
- 3.1.3. know the description of the records of the Company which are available in accordance with any other legislation (Annexure B);
- 3.1.4. access all relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 3.1.5. know the description of the Information Regulator's Guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.1.6. know if the Company will process personal information, the purpose of procession of personal information and the description of the categories of data subjects and of the information or categories of information thereto;
- 3.1.7. Know the description of the categories of data subjects and of the information or categories of information relating thereto (Annexure C);

- 3.1.8. Know the recipients or categories of recipients to whom the personal information may be supplied (Annexure C);
  - 3.1.9. Know if the Company has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
  - 3.1.10. Know whether the Company has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 3.2. This document should be read together with its annexures which may set out the information referred to above as follows:
- 3.2.1. Annexure A – Categories of Records/information that are:
    - 3.2.1.1. available without having to request it; or
    - 3.2.1.2. which requires the request process set out in this Manual to be followed:
  - 3.2.2. Annexure B – Categories of Records Kept in terms of other legislation;
  - 3.2.3. Annexure C – Descriptions of Data subjects, type of information held in respect to those data subjects and possible recipients of that information.
- 3.3. 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 as set out in PAIA may be applicable to a request for such records.

#### **4. KEY CONTACT DETAILS FOR THE COMPANY**

- 4.1. Company Name: LANGENHOVEN PISTORIUS AND PARTNERS INCORPORATED
- 4.2. Head of Company: STEPHANUS JOHANNES PISTORIUS, ILSE HATTINGH, CHABEDI KENNETH MODIPAPULA
- 4.3. Information Officer: ILSE HATTINGH
- 4.4. Deputy Information Officer: JANE STAPELBERG
- 4.5. Postal Address: PO BOX 1, BRITS, 0250
- 4.6. Street Address: 59 PIENAAR STREET, BRITS, 0250 / 10 NVIRO BUSINESS HUB, OU WAPAD ROAD, IFAFI, HARTBEESPOORT, 0216
- 4.7. Telephone Number: 012 252 3413
- 4.8. Email: [compliance@langenhovens.co.za](mailto:compliance@langenhovens.co.za)
- 4.9. Website: [www.langenhovens.co.za](http://www.langenhovens.co.za)

#### **5. KEY CONTACT DETAILS FOR THE INFORMATION REGULATOR SOUTH AFRICA**

- 5.1. Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
- 5.2. Street Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

- 5.3. Telephone Number: (+27)10 023 5200
- 5.4. Email: enquiries@infoeregulator.org.za
- 5.5. Website: www.infoeregulator.org.za

## **6. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 6.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available a Guide on how to use PAIA (“the Guide”), in an easily comprehensible form and manner, to assist and guide a person who wishes to exercise any right contemplated in PAIA and POPIA through that process.
- 6.2. The Guide is available from the Information Regulator in each of the official languages and in braille.
- 6.3. The aforesaid Guide contains the description of-
  - 6.3.1. the objects of PAIA and POPIA;
  - 6.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 6.3.2.1. the Information Officer of every public body, and
    - 6.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
  - 6.3.3. the manner and form of a request for-
    - 6.3.3.1. access to a record of a public body contemplated in section 11 of PAIA; and
    - 6.3.3.2. access to a record of a private body contemplated in section 50 of PAIA;
  - 6.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
  - 6.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
  - 6.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
    - 6.3.6.1. an internal appeal;
    - 6.3.6.2. a complaint to the Regulator; and
    - 6.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
  - 6.3.7. the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
  - 6.3.8. the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
  - 6.3.9. the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
  - 6.3.10. the regulations made in terms of section 92 of PAIA.
- 6.4. Members of the public can inspect or make copies of the Guide from the offices of public and private bodies, including the office of the Regulator, during normal working hours.

- 6.5. The Guide can also be obtained-
  - 6.5.1. from the website of the Regulator ( <https://info regulator.org.za/> ).
  - 6.5.2. upon request from the Information Officer (by using the form contained in Annexure D;
- 6.6. Any request for access to information addressed to the Company should be made in line with the process set out in the Guide and Section 53 of PAIA, with the Forms set out in that Guide (examples attached here as Annexure D), pay the required fee and address such request to the Deputy Information Officer.
- 6.7. In the request, a person should provide sufficient details to enable us to identify:
  - 6.7.1. The requested record(s);
  - 6.7.2. The Requester (and proof of capacity to request the record(s) on behalf of someone else);
  - 6.7.3. The postal address or email address of the Requester in the Republic;
  - 6.7.4. The right which the Requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
- 6.8. The request may be refused for valid reasons as set out in the Guide.
- 6.9. Requests for records which are clearly frivolous, vexatious or involve an unreasonable diversion of resources may also be refused

## **7. PROTECTION AND PROCESSING OF PERSONAL INFORMATION IN LINE WITH POPIA**

- 7.1. Please take note that this Manual is subject to and should be read with our Privacy Policy, which is available on our website.
- 7.2. We respect your right to privacy, as contained in section 14 of the Constitution of the Republic of South Africa of 1996, and which forms the cornerstone of POPIA. In order for us to assist you, it may be necessary for you to share some of your Personal Information with us from time to time.
- 7.3. We will take all reasonable steps to protect the Personal Information of any Data Subjects which is in our possession. For the purposes of this section, “Data Subject”, “Personal Information”, “Processing” and “Responsible Party” will be understood in accordance with the definition provided in POPIA. Any such Personal Information that you may share with us, and the reasons why such information is required, will depend on the nature and scope of your relationship with us.
- 7.4. Annexure c of the Manual sets out the types of Personal Information we process as well as the purpose for which such Personal Information is Processed.
- 7.5. As a Responsible Party, we undertake to comply with the relevant provisions of POPIA in relation to the Processing of Personal Information.
- 7.6. In particular, we undertake and are committed to comply with the 8 (EIGHT) conditions for the lawful Processing of Personal Information contained in Chapter 3 of POPIA, as set out below:
  - 7.6.1. Accountability.
  - 7.6.2. Processing limitation.
  - 7.6.3. Purpose specification.
  - 7.6.4. Further processing limitation.
  - 7.6.5. Information quality.

7.6.6. Openness.

7.6.7. Security safeguards.

7.6.8. Data subject participation.

- 7.7. Personal Information will be Processed by us, our representatives, our affiliates and their representatives.
- 7.8. Should the cross-border flow of Personal Information be necessary in the course of business and for the purpose for which the Personal Information is Processed, it will only take place if all the conditions as set out in section 72 of POPIA are complied with.
- 7.9. We have a comprehensive data management framework in place in order to comply with POPIA and ensure that the best efforts are employed to ensure the protection of Personal Information Processed by us. We employ up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under our care.

## **8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- 8.1. Records are kept in accordance with such other legislation (including amendments thereto) and their accompanying regulations as applicable to the Company, which includes, but is not limited to the information referred to in Annexure B.
- 8.2. Such records will be made available to only those individuals/entities authorised or entitled to request access to such records in terms of the relevant legislation. Any other persons must follow the request for access of records procedure as outlined in this Manual.

While the Company has used its best endeavours to supply you with a complete list of applicable legislation, it is possible that the above list may be incomplete. Wherever it comes to the Company's attention that existing or new legislation allows a requestor access on a basis other than that set out in PAIA or POPIA, the list shall be updated accordingly.

## **9. SCHEDULE OF RECORDS**

- 9.1. In compliance with section 51(1)(b) of PAIA, a description of the data subjects on which the Company holds records and the categories of the records held can be found in Annexure A and C of this Manual, and which forms an integral part of this Manual.

Records of the Company which are not automatically available must be requested in terms of the procedure set out in this Manual, and the Regulations as set out in terms of PAIA and POPIA and which may be subject to the restrictions and a right to refuse to access.

## **10. UPDATING OF THE MANUAL**

- 10.1. The heads of the Company will, on a
- 10.2. regular basis, update this manual.



**ANNEXURE A – CATEGORIES OF RECORDS AND AVAILABILITY THEREOF**

The table below depict records of information which the Company keeps. Some of this information and the access thereto may be restricted to protect the privacy and private information of data subjects and its listing here does not entitle a requester automatically to access to such documents.

Documents that are listed as “Automatically available” were published either on our website or other social media platforms

<b>Category of Records</b>	<b>Types of the Records</b>	<b>Automatically available</b>	<b>Available on Request</b>
<b>Corporate Governance</b>	Applicable statutory documents; code of conduct; compliance certification; fraud alerts; health & safety records; legal compliance records; memorandum of incorporation; minutes of board of directors’ meetings; minutes of shareholders’ meetings; policies and procedures; records relating to the appointment of directors/ auditor/ secretary/ other officers; share certificates; share register and other statutory registers; statutory returns and relevant authorities		<b>x</b>
<b>Company Policies &amp; Directives</b>	Relating to general policies and standards of service as it relates to Clients	<b>x</b>	
	Internally relating to employees, the Company, to Clients and other third parties		<b>x</b>
<b>Finance &amp; Taxation</b>	Accounting records; annual financial statements; audit reports; banking records; bank statements; business plan & budgets; documents issued to employees for income tax purposes; financial policies & procedures; all other statutory compliances; income tax returns; skills development levies returns; UIF returns; VAT return; workmen’s compensation returns; leases; management reports; Records of payment made to SARS on behalf of employees; rental agreements; risk management and insurance; tax records and returns;		<b>x</b>
<b>Personnel documents &amp; records</b>	Advertisements, CVs, application details; disciplinary code & records; disciplinary procedures, CCMA & court matters; retrenchment & legal processes; re-employment matters; all employee records of employees, education & training; employee benefit records; employee relations; employment contracts; employment equity plan; employee information; Group HR policies and procedures; IRP5s; Letters of appointment & employment contracts; organisational structures;		<b>x</b>

	payroll reports; performance records; SETA records; training & development; job profiles		
	Records of education, portfolios, areas of specialisation and contact details of attorneys,	<b>x</b>	
<b>Information technology &amp; infrastructure</b>	Device management; license agreements; disaster recover policy & plans; maintenance plans; e-mail & voicemail; network topologies/diagrams; equipment specifications; facilities; performance of IT infrastructure; faults, troubleshooting & reporting; hardware & software manuals; security access; ICT policies, standards, procedures & templates; information, communication and technology policies; supplier/vendor agreements; internal systems support and programming; system documentation & manuals		<b>x</b>
<b>Legal</b>	Agreements & contracts; competition notifications; documents pertaining to commercial disputes, litigation, arbitration or regulatory investigations; disputes with third parties		<b>X</b>
<b>Services, marketing and communication, Corporate Affairs</b>	External publications; media & advertising; products and services brochures; proposals & tenders; marketing brochures; Client events; newsletters & publications; corporate social investment; public corporate records	<b>x</b>	<b>x</b>
<b>Business interactions with other entities</b>	Agreements with third parties (clients, vendors & suppliers); contractual disputes with third parties; licencing and maintenance agreements		<b>x</b>
<b>Insurance</b>	Insurance declarations & policies; insurance claims files		<b>X</b>
<b>Environmental</b>	Records of disposal of equipment; maintenance records; standards		<b>X</b>
<b>Regulatory</b>	Applications; permits; exemptions; registrations; licenses; submissions		<b>X</b>

**ANNEXURE B CATEGORIES OF RECORDS KEPT IN TERMS OF OTHER LEGISLATION**

Records are kept in accordance with such other legislation (including amendments thereto) and their accompanying regulations as applicable to the Company, which includes, but is not limited to the below.

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 as set out in PAIA may be applicable to a request for such records.

LEGISLATION	CATEGORY OF RECORDS
Basic Conditions of Employment Act 75 of 1997	<ul style="list-style-type: none"> <li>• Employee personal contact information</li> <li>• Employment agreements;</li> <li>• Information on disability, race, religion, marital status</li> <li>• Employee next of kin or emergency contact details</li> <li>• Conflict-of-interest declarations</li> <li>• Education information</li> <li>• Health and safety records</li> <li>• Leave records</li> <li>• Internal evaluations and performance records</li> <li>• Disciplinary records</li> <li>• Employment termination records</li> <li>• Training records</li> <li>• Background checks</li> </ul>
Broad-Based Black Economic Empowerment Act 53 of 2003	<ul style="list-style-type: none"> <li>• BBBEE status</li> <li>• BBBEE status of suppliers</li> <li>• Supplier information</li> <li>• Contractor and supplier agreements</li> <li>• List of suppliers, products, services, and distributors</li> </ul>
Companies Act 61 of 1973	<ul style="list-style-type: none"> <li>• Company registration records</li> <li>• Corporate governance documents</li> <li>• Shareholder and director information</li> <li>• Beneficial ownership information</li> <li>• CIPC reporting records</li> <li>• Meeting minutes</li> <li>• Company amendment records</li> </ul>
Compensation for Occupational Injuries and Diseases Act 130 of 1993	<ul style="list-style-type: none"> <li>• Records of employees' earnings and particulars</li> <li>• Essential COIDA Claim Forms</li> </ul>
Cybercrimes Act 19 of 2020	<ul style="list-style-type: none"> <li>• Records of any reported cybercrime</li> <li>• Records of any disciplinary conduct or criminal investigation</li> </ul>
Financial Intelligence Centre Act 38 of 2001	<ul style="list-style-type: none"> <li>• Identification and verification records</li> <li>• Client due diligence records</li> <li>• Risk Management and Compliance Program</li> <li>• Training records</li> <li>• Records of financial transactions conducted on behalf of clients, including details of the transaction, parties involved, and purpose of the transaction</li> </ul>

	<ul style="list-style-type: none"> <li>• Suspicious Transaction Reports (STRs)</li> <li>• Cash Threshold Reports (CTRs)</li> <li>• Risk assessments</li> <li>• Compliance procedures</li> </ul>
Income Tax Act 58 of 1962	<ul style="list-style-type: none"> <li>• Tax returns and filings</li> <li>• Records of income, expenses, and deductions</li> <li>• Tax compliance certificates and correspondence</li> </ul>
Labour Relations Act 66 of 1995	<ul style="list-style-type: none"> <li>• Disciplinary records and outcomes</li> <li>• Labour relations reports</li> <li>• Arbitration awards</li> <li>• Retrenchment process records</li> </ul>
Legal Practice Act 28 of 2014	<ul style="list-style-type: none"> <li>• Legal Practitioner Code of Conduct</li> <li>• Legal Practitioner fidelity fund certificates</li> <li>• Non-disclosure agreements (NDAs)</li> <li>• Candidate Legal Practitioner agreements</li> <li>• Compliance records with legal practice regulations</li> <li>• Records of professional development and continuing legal education</li> <li>• Client engagement records and agreements</li> </ul>
Skills Development Act 97 of 1998	<ul style="list-style-type: none"> <li>• Sector Education and Training Authority reports</li> <li>• Workplace Skills and Training reports</li> <li>• Skills development levies</li> <li>• Certificates of completion</li> </ul>
Skills Development Levies Act 9 of 1999	<ul style="list-style-type: none"> <li>• Skills development levy deductions &amp; claims</li> </ul>
South African Revenue Service Act 34 of 1997	<ul style="list-style-type: none"> <li>• Tax returns &amp; invoices</li> </ul>
Promotion of Access to Information Act 2 of 2000	<ul style="list-style-type: none"> <li>• PAIA Manual, guides and forms</li> <li>• Voluntarily available information</li> </ul>
Protection of Personal Information Act 4 of 2013	<ul style="list-style-type: none"> <li>• Document Retention Policy</li> <li>• Data Privacy Policy</li> <li>• Protection of Personal Information Policy for Employees</li> <li>• Data Subject Access Request Policy</li> <li>• Data consents</li> </ul>
Short Term Insurance Act 53 of 1998	<ul style="list-style-type: none"> <li>• Insurance schedules</li> </ul>
Trust Property Control Act 57 of 1988	<ul style="list-style-type: none"> <li>• Trust and Trustee registration information</li> <li>• Trust beneficial ownership information</li> <li>• Trust amendment information</li> </ul>
Unemployment Insurance Contributions Act 4 of 2002	<ul style="list-style-type: none"> <li>• Tax invoices, credit notes, debit notes</li> <li>• Bank statements, deposit slips</li> <li>• Employee details and employment contracts</li> <li>• Employer registration and contribution records</li> </ul>
Unemployment Insurance Act 63 of 2001	<ul style="list-style-type: none"> <li>• UIF claims records</li> <li>• Audit and inspection records</li> </ul>
Value Added Tax Act 89 of 1991	<ul style="list-style-type: none"> <li>• VAT registration documents</li> <li>• Tax invoices and credit notes</li> <li>• VAT returns and filings</li> </ul>

	<ul style="list-style-type: none"><li>• VAT payment records</li><li>• VAT exemption certificates</li><li>• Input VAT documentation</li><li>• Records for cross-border transactions</li><li>• VAT compliance records</li></ul>
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**ANNEXURE C – DATA SUBJECTS, PERSONAL INFORMATION AND POSSIBLE RECIPIENTS**

Data Subjects, as well as the personal information that may be processed and/or supplied includes, but is not limited to, the following:

DATA SUBJECTS	PERSONAL INFORMATION PROCESSED	RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED
<b>Clients:</b>	Various categories of general and special Personal Information, as the context and relevant circumstances may require.	<ul style="list-style-type: none"> <li>• South African Police Services</li> <li>• Credit Bureaus</li> <li>• South African Revenue Service</li> <li>• Service Providers. Including Third Party</li> <li>• Correspondent / Intermediary Firms</li> </ul>
<b>Suppliers:</b>	Various categories of general and special Personal Information, as the context and relevant circumstances may require.	<ul style="list-style-type: none"> <li>• South African Police Services</li> <li>• Credit Bureaus</li> <li>• Service Providers. Including Third Party</li> </ul>
<b>Employees:</b>	Various categories of general and special Personal Information, as the context and relevant circumstances may require.	<ul style="list-style-type: none"> <li>• South African Police Services</li> <li>• South African Qualifications Authority</li> <li>• Credit Bureaus</li> <li>• South African Revenue Service</li> <li>• Service Providers. Including Third Party</li> <li>• Correspondent / Intermediary Firms</li> </ul>

## ANNEXURE D – COPIES OF FORMS

**FORM 1**  
**REQUEST FOR A COPY OF THE GUIDE**  
**[Regulation 2]**

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
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
**Signature of**  
**Requester**