



**PEPKOR HOLDINGS LIMITED**  
REGISTRATION NUMBER 2017/221869/06  
*("The Company" or "Pepkor")*

# **THE PROMOTION OF ACCESS TO INFORMATION MANUAL**

**("PAIA Manual")**

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## PROMOTION OF ACCESS TO INFORMATION MANUAL

### 1. PREAMBLE

The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such a private body and stipulates the minimum requirements that the manual has to comply with.

This Manual constitutes Pepkor's PAIA manual. This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

### 2. ABOUT PEPKOR

Pepkor Holdings Limited (Registration number 2017/221869/06)

### 3. CONTACT DETAILS

Name of Private Body:	Pepkor Holdings Limited
Designated Information Officer:	Venette van Zyl
Email address of Information Officer:	<a href="mailto:popia-io@pepkor.co.za">popia-io@pepkor.co.za</a>
Call Centre number:	0860 900 100
Postal address:	PO Box 6100, Parow East, 7501

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Street address: 36 Stellenberg Road, Parow Industria, 7493  
Phone number: +27 21 929 4800

#### 4. INFORMATION REGULATORS GUIDE

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from the Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

**Postal Address:** 33 Hoofd Street  
Forum III, 3<sup>rd</sup> Floor Braampark  
Braamfontein, Johannesburg

**Telephone Number:** +27 10 023 5200

**Complaints:** [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**E-mail Address:** [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

**Website:** <https://www.justice.gov.za/inforeg/>

#### 5. OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

- to provide a list of all records held by the legal entity;
- to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- to define the manner and form in which a request for information must be submitted; and
- to comply with the additional requirements imposed by POPIA

#### 6. ENTRY POINT FOR REQUESTS

PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.

Information will therefore not be furnished unless a person provides sufficient particulars to enable Pepkor to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.

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The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.

The Information Officer will facilitate the liaison with the internal legal team on all of these requests.

All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in paragraph 3 above.

## 7. **AUTOMATICALLY AVAILABLE INFORMATION**

Information that is obtainable via the Pepkor website about Pepkor is automatically available and need not be formally requested in terms of this Manual.

The following categories of records are automatically available for inspection, purchase or photocopying:

- brochures
- press releases
- publication; and
- various other marketing and promotional material.

## 8. **INFORMATION AVAILABLE IN TERMS OF POPIA**

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by Pepkor will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the Pepkor Privacy Statement ([Pepkor External Privacy Statement](#)) for further information.

### 8.1. **Categories of data subjects and personal information collected by Pepkor**

Employees	
<ul style="list-style-type: none"><li>● Name and contact details</li><li>● Identity number and identity documents including passports</li><li>● Employment history and references</li><li>● Employee number</li><li>● Banking and financial details</li><li>● Details of payments to third parties (deductions from salary)</li><li>● Employment contracts</li><li>● Employment equity plans</li><li>● Medical aid records</li><li>● Pension fund records</li></ul>	<ul style="list-style-type: none"><li>● Remuneration/salary records</li><li>● Performance appraisals</li><li>● Disciplinary records</li><li>● Leave records</li><li>● Training records</li><li>● Qualifications</li><li>● Parental status</li><li>● Biometrics</li><li>● Medical records</li><li>● Marital status</li><li>● Disability status</li><li>● Criminal records</li></ul>

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Consumers and prospective consumers (which may include employees)

- Postal and/or street address
- Title and name
- Contact numbers and/or e-mail address
- Ethnic group
- Employment history
- Age
- Gender
- Marital status
- Nationality
- Language
- Financial information
- Identity or passport number

- Browsing habits and click patterns on Pepkor group websites.

Vendors /suppliers /other businesses:

- Name and contact details
- Identity and/or company information and directors' information
- Banking and financial information
- Information about products or services
- Other information not specified, reasonably required to be processed for business operations.

## 8.2. The purpose of processing personal information

For consumers:

- Performing duties in terms of any agreement with consumers
- Make, or assist in making, credit decisions about consumers
- Operate and manage consumers' accounts and manage any application, agreement or correspondence consumers may have with the Pepkor Group
- Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about Pepkor Group's products and services, unless consumers indicate otherwise
- To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers

- Carrying out market research, business and statistical analysis
- Performing other administrative and operational purposes including the testing of systems
- Recovering any debt consumers may owe the Pepkor Group
- Complying with the Pepkor Group's regulatory and other obligations
- Any other reasonably required purpose relating to the Pepkor Group business

For prospective consumers:

- Verifying and updating information
- Pre-scoring
- Direct marketing
- Any other reasonably required purpose relating to the processing of a prospect's personal information

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reasonably related to the Pepkor Group's business.

For employees:

- The same purposes as for consumers (above)
- Verification of applicant employees' information during recruitment process
- General matters relating to employees:
  - Pension
  - Medical aid
  - Payroll
  - Disciplinary action
  - Training
- Any other reasonably required purpose relating to the employment or possible employment relationship.

For vendors /suppliers /other businesses:

- Verifying information and performing checks;
- Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- Payment of invoices;
- Complying with the Pepkor Group's regulatory and other obligations; and
- Any other reasonably required purpose relating to the Pepkor Group's business.

### 8.3. **The recipients or categories of recipients to whom the personal information may be supplied**

- Any firm, organisation or person that the Pepkor Group uses to collect payments and recover debts or to provide a service on its behalf;
- Any firm, organisation or person that/who provides the Pepkor Group with products or services;
- Any person who the Pepkor Group has reason to believe to be a data subject's/consumer's parent, carer or helper where he/she is unable to handle his/her own affairs because of mental incapacity or other similar issues;
- Any payment system the Pepkor Group uses;
- Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where the Pepkor Group has a duty to share information;
- Credit bureaux;
- Third parties to whom payments are made on behalf of employees;
- Financial institutions from whom payments are received on behalf of data subjects;
- Any other operator not specified;
- Employees, contractors and temporary staff; and
- Agents.

### 8.4. **Planned transborder flows of personal information**

- Storing information electronically; and
- Making use of third party service providers to fulfil a business function on behalf of the Pepkor Group.

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#### 8.5. **General description of information security measures to be implemented by Pepkor**

Pepkor takes extensive information security measures to ensure the security, confidentiality, integrity and availability of personal information in our possession. This is supported by appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

### 9. **INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- *Administration of Estates Act 66 of 1965*
- *Basic Conditions of Employment Act 75 of 1997*
- *Broad-Based Black Economic Empowerment Act 53 of 2003*
- *Close Corporations Act 69 of 1984*
- *Companies Act 61 of 1973*
- *Compensation for Occupational Injuries and Health Diseases Act 130 of 1993*
- *Competition Act 89 of 1998*
- *Consumer Protection Act 68 of 2008*
- *Copyright Act 98 of 1978*
- *Customs and Excise Act 91 of 1964*
- *Customs Duty Act 30 of 2014*
- *Debt Collectors Act 114 of 1998*
- *Electronic Communications and Transactions Act 25 of 2002*
- *Electronic Communications Act, 36 of 2005*
- *Employment Equity Act 55 of 1998*
- *Financial Advisory and Intermediary Services Act 37 of 2002*
- *Financial Intelligence Centre Act 38 of 2001*
- *Income Tax Act 58 of 1962*
- *Insolvency Act No. 24 of 1936*
- *Labour Relations Act 66 of 1995*
- *Merchandise Marks Act 17 of 1941*
- *National Credit Act 34 of 2005*
- *Occupational Health & Safety Act 85 of 1993*
- *Pension Funds Act 24 of 1956*
- *Prevention of Organised Crime Act 121 of 1998*
- *Prevention and Combating of Corrupt Activities Act 12 of 2004*
- *Protection of Personal Information Act 4 of 2013*
- *Promotion of Access to Information Act 2 of 2000*
- *Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000*
- *Protected Disclosures Act 26 of 2000*
- *Skills Development Act 97 of 1998*
- *Skills Development Levies Act 9 of 1999*
- *Stamp Duties Act 77 of 1968*

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- *Stock Exchanges Control Act 1 of 1985 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof)*
- *Unemployment Contributions Act 4 of 2002*
- *Unemployment Insurance Act 30 of 1966*
- *Value Added Tax Act 89 of 1991*
- *Such other legislation as may from time to time be applicable*

## 10. CATEGORIES OF RECORDS AVAILABLE UPON REQUEST

Pepkor maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual 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 PAIA.

Please note further that many of the records held by Pepkor are those of third parties, such as clients and employees, and Pepkor takes the protection of third party confidential information very seriously. In particular, where Pepkor acts as professional advisors to clients, many of the records held are confidential and others are the property of the client and not of Pepkor. For further information on the grounds of refusal of access to a record please see paragraph 11.5 below. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records
<p><b>Internal records</b> The records listed pertain to Pepkor own affairs</p>	<ul style="list-style-type: none"> <li>● Memoranda and Articles of Association</li> <li>● Financial records</li> <li>● Operational records</li> <li>● Intellectual property</li> <li>● Marketing records;</li> <li>● Internal correspondence;</li> <li>● Service records;</li> <li>● Statutory records;</li> <li>● Internal policies and procedures;</li> <li>● Minutes of meetings.</li> </ul>
<p><b>Personnel records</b> For the purposes of this section, “<b>personnel</b>” means any person who works for or provides services to or on behalf of Pepkor and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Pepkor. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.</p>	<ul style="list-style-type: none"> <li>● Any personal records provided to us by our personnel;</li> <li>● Any records a third party has provided to us about any of their personnel;</li> <li>● Conditions of employment and other personnel-related contractual and quasi legal records;</li> <li>● Employment policies and procedures;</li> <li>● Internal evaluation and disciplinary records; and</li> <li>● Other internal records and correspondence.</li> </ul>
<p><b>Client-related records</b></p>	<ul style="list-style-type: none"> <li>● Contracts with the client and between the client and other persons;</li> </ul>

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<p><b>Other third party records</b> Records are kept in respect of other parties, including without limitation joint ventures and consortia to which Pepkor is a party, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to Pepkor.</p>	<ul style="list-style-type: none"> <li>● Personnel, client, or Pepkor records which are held by another party as opposed to being held by Pepkor; and</li> <li>● Records held by Pepkor pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers.</li> </ul>
<p><b>Other records</b></p>	<ul style="list-style-type: none"> <li>● Information relating to Pepkor; and</li> <li>● Research information belonging to Pepkor or carried out on behalf of a third party.</li> </ul>

## 11. REQUEST PROCEDURE

### 11.1. Completion of the prescribed form

Any request for access to a record in terms of PAIA must substantially correspond with Form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the record requested. (See Appendix A hereto.)

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

POPIA provides that a data subject may, upon proof of identity, request Pepkor to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Pepkor must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.

POPIA provides that a data subject may object, at any time, to the processing of personal information by Pepkor, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix C - Form 1 and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

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Section 24 of POPIA provides that a data subject having provided adequate proof of identity may request access to personal information as per Appendix D.

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

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix E - Form 2.

#### 11.2. **Proof of identity**

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

#### 11.3. **Payment of the prescribed fees**

There are two categories of fees which are payable:

- **The request fee:** R50
- **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Appendix B.

Section 54 of PAIA entitles Pepkor to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

When a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

#### 11.4. **Timelines for consideration of a request for access**

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

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

#### 11.5. **Grounds for refusal of access and protection of information**

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

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

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

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

## 12. **REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

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

There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.

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

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13. **AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at the offices of Pepkor and at [PAIA manual](#).

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**ACCESS REQUEST FORM**

Requests can be submitted either via post, e-mail or fax and should be addressed to the Information Officer.

**REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY**

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

**[Regulation 10]**

**A. Particulars of private body**

The Head: \_\_\_\_\_

**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 fax number 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 names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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 names 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 folio and attach it to this form.*  
***The requester must sign all the additional folios.***

1. **Description of record or relevant part of the record:** \_\_\_\_\_

2. **Reference number, if available:** \_\_\_\_\_

3. **Any further particulars of record:** \_\_\_\_\_

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**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:

---

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**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:

*Mark the appropriate box with an X.*

**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 for 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:**

Copy of record\*

Inspection of record

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**2. If record consists of visual images**

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View the images

Copy of the images\*

Transcription of the images\*

**3. If record consists of recorded words or information which can be reproduced in sound:**

Listen to the soundtrack (CD)

Transcription of soundtrack\*

**4. If record is held on computer or in an electronic or machine-readable form:**

Printed copy of record\*

Printed copy of information derived from record\*

Copy in computer readable form\*(CD)

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>(POSTAGE IS PAYABLE)</b>	<b>YES</b>	<b>NO</b>
--	------------	-----------

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

**1. Indicate which right is to be exercised or protected:**

---

**2. 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?

**YOU MUST**

- 1 Complete all necessary spaces
- 2 Sign the access request form Sign additional folios completed

**SEND WITH THIS APPLICATION**

- 1 The request fee
- 2 Any additional folios completed
- 3 Copy of Identity Document

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Signed at ..... this ..... day of .....20.....

.....

Signature of Requester/Person on behalf of whom request is made

---

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**APPENDIX B  
FEES IN RESPECT OF PRIVATE BODIES**

Description	Rand	
1	The fee for a copy of the manual as contemplated in regulation 9(2)(c) - for every photocopy of an A4-size page or part thereof.	1,10
2	<b>The fees for reproduction referred to in regulation 11(1) are as follows:</b>	
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c)	<b>For a copy in a computer-readable form on -</b>	
(ii)	compact disc	70,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii)	For a copy of an audio record	30,00
3	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)	50,00
4	<b>The access fees payable by a requester referred to in regulation 11(3) are as follows:</b>	
4.1(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c)	<b>For a copy in a computer-readable form on -</b>	
(i)	compact disc	70,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii)	For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
4.2	<b>For purposes of section 54(2) of the Act, the following applies:</b>	
(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
(b)	one third of the access fee is payable as a deposit by the requester.	

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**APPENDIX C  
FORM 1**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 2]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (     )
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY

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Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)</b> <i>(Please provide detailed reasons for the objection)</i>

Signed at ..... this ..... day of .....20.....

.....

*Signature of data subject/designated person*

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**APPENDIX D  
ACCESS TO PERSONAL INFORMATION**

**REQUEST FOR ACCESS TO PERSONAL INFORMATION IN TERMS OF SECTION 23 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

<b>Name of Responsible Party request is made to:</b>	
--	--

If request is for **access to** your own personal information records:  
 Last name appearing on records:  same as below, or:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name :
First Name :	Middle name :
Address : (Street/Apt. No./PO Box)	City :
Province :	Postal Code :
Telephone Number (Day) :(    )	Telephone Number (Evening) :(    )

Detailed description of requested records and/or personal information. (If you are requesting access to your personal information, please identify the personal information record containing the personal information, if known.)

<b>Preferred method of access to records:</b>	<input type="checkbox"/> Examine original <input type="checkbox"/> Receive Copy	Signature:	Date:
---	--	------------	-------

<b>Responsible party use</b>		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the Protection of Personal Information Act, 2013 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information Officer of the Responsible Party.
---

**APPENDIX E**

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**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

**Request for:**

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code (      )
Contact number(s):	

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Fax number/E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<p><b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and/or</b></p> <p><b>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b></p> <p><i>(Please provide detailed reasons for the request)</i></p>

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Signed at ..... this ..... day of .....20.....

.....

*Signature of data subject/ designated person*

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