



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000 AND THE PROTECTION OF PERSONAL
INFORMATION ACT 4 OF 2013 FOR INHLE NEW OPCO PROPRIETARY LIMITED
(TRADING AS 'INHLE BEVERAGES')
(REGISTRATION NUMBER 2022/407630/07)**

TABLE OF CONTENTS

1	INTRODUCTION	3
2	OVERVIEW OF INHLE BEVERAGES	4
3	INFORMATION OFFICER AND CONTACT DETAILS OF INHLE BEVERAGES	4
4	GUIDE ON HOW TO USE PAIA	4
5	NOTICE IN TERMS OF SECTION 51(1)(C).....	5
6	RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION IN TERMS OF SECTION 51(1)(D)	5
7	INFORMATION REQUIRED IN TERMS OF SECTION 51(1).....	6
8	PROCESSING OF PERSONAL INFORMATION	8
9	HOW TO REQUEST ACCESS TO A RECORD	10
10	PAYMENT OF FEES.....	11
11	APPLICABLE TIME-PERIODS.....	12
12	OUTCOME OF THE REQUEST (GRANTING OR REFUSING)	12
13	GROUND FOR REFUSAL OF ACCESS TO RECORDS.....	12
14	REMEDIES FOR REFUSAL	13
15	MISSING RECORDS.....	13
16	DISPOSAL OF RECORDS	13
17	GENERAL NOTICE	13
18	AVAILABILITY OF THE MANUAL	13
19	UPDATING OF THIS MANUAL	13

ANNEXURES

ANNEXURE A –FORM C

ANNEXURE B –FORMS 1 AND 2

ANNEXURE C –FEES

1 INTRODUCTION

- 1.1 The 1996 South African Constitution provides a statutory right of access on request to any record held by the state as well as access to records held by any other person that is required for the exercise or protection of any right as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2 The Promotion of Access to Information Act 2 of 2000 ("**PAIA**"), which came into effect on 9 March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise their constitutional right to request access to a record.
- 1.3 PAIA establishes the following statutory rights of requesters to any record of a private body if –
 - 1.3.1 that record is required for the exercise or protection of any of his or her legal rights;
 - 1.3.2 that requester complies with all the procedural requirements; and
 - 1.3.3 access is not refused in terms of any ground referred to in PAIA.
- 1.4 The information in this manual is published on the Inhle Beverages' ("**the Company**" or "**Inhle**") website <https://www.inhlebev.co.za> , in accordance with the requirements of Section 51 of PAIA to facilitate access to records held by the Company.
- 1.5 PAIA requires organisations to compile a manual as a guide to requesters of information. The Manual also serves to indicate the types of records held by Inhle and the availability of such records from the Company.
- 1.6 In addition, the manual explains how to access, or object to, or request correction or deletion of, personal information held by Inhle, in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.7 This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requesters are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to Inhle in terms of these Acts. However, in terms of section 19 of PAIA, and Regulations 2 and 3 of the POPIA, the Company will provide such assistance as is required in completing the necessary forms, by parties applying for access to information or personal information.
- 1.8 Inhle makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requester is complete or accurate, or that such information is fit for any purpose. All users of any such information use such information entirely at their own risk, and Inhle will not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this manual or of any information provided by the Company or from any error therein.

2 OVERVIEW OF INHLE BEVERAGES

- 2.1 Inhle Beverages is a beverages producer specialising in the bottling of natural mineral water and carbonated soft drinks. All products are produced in PET or CANS. Inhle produces products for private labelled customers and has access to one of the best natural water sources and access to municipal water supply for the manufacturing of soft drinks.
- 2.2 Inhle holds an international FSSC 22000 quality certificate and are SABS approved. Inhle is an environmental centric organisation and uses using solar power to support its electricity requirements and an effluent water treatment plant to rehabilitate both sewerage and effluent water.

3 INFORMATION OFFICER AND CONTACT DETAILS OF INHLE BEVERAGES

- 3.1 The Inhle Financial Manager is also the responsible Information Officer whose contact details are as follows –

Name	Contact details
Henri Mans	Telephone no: 016 341 9030 Email: financialmanager@inhlebev.co.za

- 3.2 The contact details for Inhle’s Head Office are as follows –

Physical address Head office	Portion 159 Farm Houtpoort Heidelberg 1441
Postal address Head office	PO Box 1765 Heidelberg 1441

4 GUIDE ON HOW TO USE PAIA

- 4.1 On 1 July 2021, the Information Regulator assumed the functions of the South African Human Rights Commission (“SAHRC”) and will be responsible for PAIA and POPIA queries.
- 4.2 As part of its functions, the Information Regulator will publish a guide on how to use PAIA and POPIA in the new dispensation. The Information Regulator has not yet published a guide to this effect.
- 4.3 The SAHRC has previously developed a guide with information on how to use PAIA. This guide is available on the SAHRC website <https://www.sahrc.org.za>.
- 4.4 Any information or queries related to the guide, or to PAIA or POPIA should be directed to –

Information Regulator

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Telephone number: (012) 406 4818
Fax number: (086) 500 3351
Website: www.justice.gov.za/infoereg
E-mail: infoereg@justice.gov.za

5 NOTICE IN TERMS OF SECTION 51(1)(C)

- 5.1 At this stage, no notices have been published by the Information Regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA.
- 5.2 PAIA requires institutions to list those records that are freely available. Such automatically available records usually do not have information that can reasonably be said to be of a sensitive nature. The records which fall into this category of information are available from the Company at its head office and do not require a formal process to access same. Some of the categories, encompassing these records and which are available on the Company's website, <https://www.inhlebev.co.za/>, include –
- 5.2.1 Details of products and services; and
- 5.2.2 Details of the head office.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION IN TERMS OF SECTION 51(1)(D)

- Records are kept in accordance with legislation as is applicable to Inhle, which include (but may not be limited to) the following legislation –
- 6.1 Basic Conditions of Employment Act 75 of 1997;
- 6.2 The Constitution of the Republic of South Africa, 1996;
- 6.3 Companies Act 71 of 2008;
- 6.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6.5 Competition Act 89 of 1998;
- 6.6 Consumer Protection Act 68 of 2008;
- 6.7 Employment Equity Act 55 of 1998;
- 6.8 Financial Markets Act 19 of 2012
- 6.9 Electronic Communications and Transactions Act No 2 of 2000

- 6.10 Financial Intelligence Centre Act No 38 of 2001
- 6.11 Income Tax Act No 58 of 1962;
- 6.12 Labour Relations Act No 66 of 1995;
- 6.13 Promotion of Access to Information Act No 2 of 2000;
- 6.14 Protection of Personal Information Act 2013;
- 6.15 Unemployment Insurance Act No 63 of 2001; and
- 6.16 Value-added Tax Act No 89 of 1991.

7 INFORMATION REQUIRED IN TERMS OF SECTION 51(1)

7.1 The records below must be formally requested by lodging a request form as contained in **Annexure A**. The provision of these records are subject to the conditions as set out in paragraph 13 below. The following table contains a description of the types of records/subjects on which Inhle holds and the categories of records held on each subject –

Administration	<ul style="list-style-type: none"> • Policies and procedures • Contracts • Risk assessment • Compliance records
Statutory records/legal	<ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Share register and statutory returns to relevant authorities • Minutes of meetings of the board of directors • Records relating to the appointment of directors, auditors, and other officers

<p style="text-align: center;">Income tax</p>	<ul style="list-style-type: none"> • Pay-as-you-earn (PAYE) records • Documents issued to employees for income tax purposes • Records of payments made to South African Revenue Services on behalf of employees • All or any statutory compliance • Value Added Tax • Skills development levies • Unemployment Insurance Fund
<p style="text-align: center;">Labour relations records</p>	<ul style="list-style-type: none"> • Personnel documents and records • Employment contracts • Medical aid records • Pension Fund records • Disciplinary records • Salary records • Disciplinary code and / or procedures • Leave records • Training records • Training manuals • Address lists • Internal telephone lists
<p style="text-align: center;">Investments</p>	<ul style="list-style-type: none"> • General contract information
<p style="text-align: center;">Information management and technology</p>	<ul style="list-style-type: none"> • Contract agreements with service providers • Policies, procedures and guidelines

Financial	<ul style="list-style-type: none"> • Tax registration • Asset register • Receipts and payments • Bank statements • Budgets • Management accounts • Orders, quotes and invoices • Minutes of meetings • Correspondence
------------------	--

7.2 Whilst the records listed in the categories above may be formally requested, access to all or parts of these records may be refused or restricted to satisfy the objectives as set out in section 9 of PAIA, which include the observation of limitations aimed at the reasonable protection of privacy, commercial confidentiality (such as a confidence owed to a third party in terms of an agreement) and effective, efficient and good governance, and in a manner which balances the right to access of information with any other rights, including those set out in the Bill of Rights in Chapter 2 of the Constitution.

7.3 The Company further reserves the right to refuse access to records where the processing of the record will result in a substantial and unreasonable diversion of its resources or which are sensitive in nature. Access will also be refused where requests are clearly frivolous and/or vexatious.

8 PROCESSING OF PERSONAL INFORMATION

8.1 POPIA

8.1.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of Personal Information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.1.2 Inhle processes personal information in accordance with POPIA. As stated in our privacy policy, the Company will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. Inhle processes personal information of both living and juristic persons.

8.2 Purpose for processing of personal information by Inhle

As stated in our privacy policy, Inhle processes personal information for a number of reasons including, but not limited to, –

- 8.2.1 providing requested services;
- 8.2.2 managing the commercial relationship with customers;
- 8.2.3 manage dispute resolution;
- 8.2.4 create and manage supplier relationships;
- 8.2.5 manage contracts, orders, deliveries, invoices and accounting;

- 8.2.6 sending quotation estimates;
- 8.2.7 processing and managing customer subscriptions;
- 8.2.8 collect statistical information and run analytics in order to improve services understand customers better;
- 8.2.9 general human resource and finance functions including those obligations imposed by legislation;
- 8.2.10 sending marketing communications and managing a list of customers who wish to not receive marketing material; and
- 8.2.11 to allow proper functioning of the website which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

8.3 Categories of data subjects

Inhle processes personal information relating to the following categories of data subjects –

- 8.3.1 customers;
- 8.3.2 shareholders;
- 8.3.3 beneficiaries;
- 8.3.4 directors;
- 8.3.5 employees and job applicants;
- 8.3.6 juristic entities (i.e. service providers, contractors, consultants);
- 8.3.7 complainants and enquirers;
- 8.3.8 visitors to premises;
- 8.3.9 individuals captured by CCTV images; and
- 8.3.10 individuals who have an interest in the products and services of Inhle.

8.4 Types of personal information processed

- 8.4.1 As stated in our privacy policy, Inhle processes the following types of personal information, amongst others, –
 - 8.4.1.1 name and surname;
 - 8.4.1.2 email address and postal address (invoicing);
 - 8.4.1.3 phone number;
 - 8.4.1.4 transaction information (details regarding the service subscribed, transaction number);
 - 8.4.1.5 services history;
 - 8.4.1.6 payment information;
 - 8.4.1.7 data relating to the commercial relationship and details regarding the service subscribed (including duration and any correspondence);
 - 8.4.1.8 billing data; and
 - 8.4.1.9 information collected by cookies or similar technologies.

8.4.2 Please refer to our privacy policy for further information.

8.5 Disclosure of your personal information

8.5.1 We may disclose your personal information to third parties who are involved in the delivery of products and services to you such as trusted service providers (sub-contractors).

8.5.2 Where Inhle discloses your personal information to any third party, the latter will be obliged to use that personal information for the reasons and purposes it was disclosed for. To this end, we have agreements in place with these third parties to ensure this and to ensure an adequate level of security and confidentiality for your personal information.

8.5.3 Inhle may be obliged to disclose your personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights.

8.6 Trans-border/Cross border flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. Inhle complies with the requirements set out in section 72 of POPIA in respect of cross border transfer of personal information.

8.7 General description of information security measures

8.7.1 Inhle takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration disclosure or access. We contractually require that service providers who handle your personal information for us do the same.

8.7.2 The Company, on a regular basis, reviews the security controls and related to processes to ensure that personal information is secure.

9 HOW TO REQUEST ACCESS TO A RECORD

9.1 Telephonic requests

Requests made to the Company telephonically are not valid and will not be entertained.

9.2 Voluntary access

Information that is automatically available can be obtained from the Company's website, or in writing via the email address provided under paragraph 3.1 above. Where applicable, a reproduction fee will be charged. Transcription and copying of records in or onto other media attract reproduction fees.

9.3 Formal requests

9.3.1 To request a record in terms of PAIA, the requester must complete the prescribed form attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the addresses provided at paragraph 3.1.

9.3.2 The requester must indicate the form or manner of access required. The Company will endeavour to provide information in the form requested where possible.

- 9.3.3 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**.
- 9.3.4 The requester must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requester. The requester must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 9.3.5 If a person is making a request on behalf of another, then written evidence that they have been requested to do so must be submitted to the Company.
- 9.3.6 PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will make a decision whether or not to grant a request for access to information.

10 **PAYMENT OF FEES**

- 10.1 Fee impositions are prescribed in terms of the PAIA. A fee schedule is attached hereto as **Annexure C**. Fees are payable at the inception of a request and thereafter, fees are incurred for search processes and reproduction costs. Certain categories of persons are exempt from paying fees. These categories include those persons who are requesting their own personal information, or that relating to their minor children.
- 10.2 PAIA provides for two types of fees, namely –
 - 10.2.1 a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and
 - 10.2.2 an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 10.3 Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- 10.4 All payments are to be made directly into the bank account of the Company.
- 10.5 Requests for voluminous non-personal records will not be accepted without prior payment.
- 10.6 If a request is granted, then a further access or search fee is required. This fee is calculated in terms of the rates set out in the attached regulation. Fees are charged for time spent searching for the record and preparing and/or reproducing the record/s.
- 10.7 If the search for and preparation for disclosure of the record has been made, including an arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Inhle will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 10.8 Inhle may withhold a record until the requester has paid the fees as indicated in **Annexure C**.

- 10.9 A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 10.10 In terms of POPIA, a data subject has the right to request Inhle to confirm, free of charge, whether or it holds personal information about the data subject and request from Inhle the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 10.11 POPIA further provides that where the data subject is required to pay a fee for services provided to them, the Company must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requester pay a deposit for all or part of the fee.

11 **APPLICABLE TIME-PERIODS**

- 11.1 Inhle will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 11.2 The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Inhle or the records are not located at the Company's premises.

12 **OUTCOME OF THE REQUEST (GRANTING OR REFUSING)**

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon and that the requester may lodge an application with a Court against the refusal of the request.

13 **GROUND FOR REFUSAL OF ACCESS TO RECORDS**

- 13.1 In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –
- 13.1.1 protection of privacy to a third party who is a natural person;
 - 13.1.2 protection of the commercial information of a third party;
 - 13.1.3 protection of certain confidential information of a third person;
 - 13.1.4 protection of the safety of individuals and the protection of property;
 - 13.1.5 protection of records privileged from production and legal proceedings;
 - 13.1.6 the commercial information of Inhle; and/or
 - 13.1.7 the protection of research information of a third party.
- 13.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

14 **REMEDIES FOR REFUSAL**

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

15 **MISSING RECORDS**

Requesters have the right to receive a response in regard to records that cannot reasonably be located, but to which a requester would have had access had the record been available.

16 **DISPOSAL OF RECORDS**

Requesters will be advised whether a particular record has been disposed of where this is relevant to the records requested.

17 **GENERAL NOTICE**

The Company reserves the right to transfer requests for records to relevant bodies where these bodies were the primary holders or generators of the information requested, or where the Company no longer has possession of such record, and to create new categories of records where this is necessary. This manual will be updated to reflect changes in categories of records accordingly.

18 **AVAILABILITY OF THE MANUAL**

This manual is available in electronic and hard copies in English. The hard copies are available at Inhle's head office as contained in paragraph 3.2. The electronic version of this manual is available on Inhle's website at <https://www.inhlebev.co.za>.

19 **UPDATING OF THIS MANUAL**

This manual will be updated whenever amendments to current legislation pertaining to access to information need to be reflected, or as required by the Company.

ANNEXURE A –FORM C
FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Act)
[Regulation 10]

A. Particulars of private body

The Head: _____

Company Name: _____

Company Registration Number: _____

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax 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 names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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:

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: <hr/>	Form in which record is required: <hr/>
----------------------	--

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 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.):

	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 (audio cassette)		transcription of soundtrack* (written or printed document)		
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 the record*		copy in computer readable form* (stiffy or compact disc)
*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.				YES	NO

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?

Signed at _____ this _____ day of _____
20____

Signature of requester /
person on whose behalf request is made

Name of requester /
person on whose behalf request is made

ANNEXURE B-FORMS 1 AND 2

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, 2017
[Regulation 2(1)]**

Note:

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

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if the responsible party is a natural person):</i>	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
Name of public or private body <i>(if the responsible party is not a natural person):</i>	
Business address:	
Contact number(s):	
FAX number:	
E-mail address:	
C	REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

Signed at this day of 20.....

Signature of Data subject (applicant)

FORM 2

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

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 3(2)]**

Note:

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

Reference Number.....

Mark the appropriate box with an "x".

Request for:

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

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

A	DETAILS OF DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	

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

*Delete whichever is not applicable

Signed at this day of 20.....

_____ *Signature of Data subject*

ANNEXURE C–FEES

FEES PAYABLE IN RESPECT OF RECORDS REQUESTED FROM INHLE BEVERAGES

The fees, in respect of private bodies, are as follows –	Rands
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on – <ul style="list-style-type: none"> • stifty disc R 7.50 • compact disc R 70.00 	
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
The request fee payable by a requester, other than a personal requester	R 50.00
The access fees payable by a requester are as follows –	
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on - <ul style="list-style-type: none"> • stifty disc R 7.50 • compact disc R 70.00 	
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
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.	

<p>For purposes of section 54(2) of the Act, the following applies –</p> <ul style="list-style-type: none"> • 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 requester. <p>The actual postage is payable when a copy of a record must be posted to a requester.</p>
--