

REQUEST PROCEDURE**ANNEXURE A**

To facilitate the processing of your request, kindly complete and submit the form to the e-mail address of the Compliance/Information Officer/s for the entity within Vasco Connect indicated above.

The Compliance/Information Officer will notify the requester that a request for access has been received and that the prescribed fee (if any) is payable prior to processing the request. Please refer the Manual for a full breakdown of fees payable.

Once the request has been processed, the Compliance/Information Officer/s will inform you of the outcome of your request and any additional fees that may fall due.

Please be advised that PAIA provides a number of grounds on which a request for access to information must be refused. These grounds mainly comprise instances where:

- the privacy and interests of other individuals are protected
- where such records are already otherwise publicly available
- instances where public interest are not served
- the mandatory protection of commercial information of a third party

- the mandatory protection of certain confidential information of a third party When completing the form below please:
- indicate the identity of the person seeking access to the information
- provide sufficient particulars to enable the deputy information officer to identify the information requested
- specify the format in which the information is required
- indicate the contact details of the person requiring the information
- indicate the right to be exercised and/or to be protected, and specify the reasons why the information required will enable the person to protect and/or exercise the right
- where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed
- if the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so

A. Particulars of Private Body
The Head:
B. Particulars of person requesting access to the record
(i) The particulars of the person who requests access to the record must be recorded below
(ii) Furnish an address and/or fax number in the Republic to which information must be sent
(iii) Proof of the capacity in which the request is made, if applicable, must be attached
Full names & surname:

Identity number:

Postal address:

Fax number:

Telephone number:

Email address:

Capacity:

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 & surname:

Identity number:

D. Particulars of Record

(i) Provide full particulars of the record to which access is requested, including the reference number if that is known to you

(ii) If the provided space is inadequate, please continue on a separate page and attach to this form. Please sign any additional pages

Description of record:

Reference number:

Any further particulars:

E. Fees

(i) A request for access to a record, other than a record containing personal information about yourself, will be processed

(ii) You will be notified of the amount required to be paid as the request fee

(iii) 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

(iv) If you qualify for exemption of the payment of any fee, please state the reason therefor

Reason for exemption:

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 hereunder, please state your disability and indicate in which form the record is required

Disability:

Form in which required:

Mark the appropriate box with an "X"

- (i) Your indication as to the required form of access depends on the form in which the record is available
- (ii) Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form
- (iii) 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:

- copy of record
- inspection of record

2) If record consists of visual images:

- view the images
- copy of the images
- transcription of the images

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

- listen to the soundtrack
- transcription of the soundtrack

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

- printed copy of record
- copy in computer readable form

Please indicate the preferred method of delivery

- By hand
- Email
- Post
- Fax

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 additional folios.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding the request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof 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?

I. Signature page

Signed at:

Date:

Signature of Requester / Person on whose behalf request is made:

Contact

+27 (0)31 941 9220
contact@coactivategroup.co.za

Address

67 K.E. Masinga Road,
Durban Central , 4001

CoActivate Group (Pty) Ltd
2023/688422/07

coactivategroup.co.za

Directors: H.Ntshingila | R.Gerrish | S.Vernon