

**PAIA Manual in terms of Section 51 of
the *Promotion of Access to Information Act, 2000* (PAIA)**

in respect of

**Norton Rose Fulbright South Africa Inc
(NRFSA)
(Registration number 1984/003385/21)
and its subsidiaries**

Updated: July 2021

1 Introduction

- 1.1 The *Promotion of Access to Information Act, 2000 (PAIA)* gives effect to Section 32(1)(a) and (b) of the *Constitution of the Republic of South Africa, Act, 1996 (the Constitution)*, which provides for the right of access to information held by public and private bodies when such information is requested for the exercise or protection of any rights.
- 1.2 PAIA, inter alia, sets out the requisite procedural requirements in relation to a request for information, the requirements to be met, and grounds for refusal of the request.
- 1.3 PAIA recognises that the right to any information may be limited to the extent that such limitations (including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance), are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution.

2 Overview of NRFSA

Norton Rose Fulbright is a global law firm structured as a Swiss Verein, the members of which are Norton Rose Fulbright US LLP, Norton Rose Fulbright LLP, Norton Rose Fulbright Australia, Norton Rose Fulbright Canada LLP and Norton Rose Fulbright South Africa Inc (each of which is a separate legal entity) and their respective affiliates. Norton Rose Fulbright provides the world's preeminent corporations and financial institutions with a full business law service. This PAIA Manual only applies to Norton Rose Fulbright South Africa Inc. For the avoidance of doubt, this PAIA Manual does not apply to any other Norton Rose Fulbright member firms.

3 Purpose of the PAIA Manual

The purpose of this PAIA Manual is to inform a requester of the records held by NRFSA and of the procedural and other requirements, as prescribed by PAIA, which must be met in order for the requester to access records held by NRFSA.

4 PAIA and the Protection of Personal Information Act, 2013

This PAIA Manual has been updated to comply with the *Protection of Personal Information Act, 2013 (POPIA)*. POPIA gives effect to the constitutional right to privacy provided in Section 14 of the Constitution and regulates the manner in which personal information may be processed. Section 9 of PAIA recognises that the right of access to information is subject to a justifiable limitation, amongst others, aimed at the reasonable protection of privacy. POPIA provides for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of both POPIA and PAIA.

5 Manual to be made available (Section 51(3) of PAIA)

This PAIA Manual will be made available on the NRFSA website; at the principal place of business of NRFSA for public inspection during normal business hours; and in copy to any person upon request and upon the payment of a reasonable amount.

6 Details of private body (Section 51(1)(a) of PAIA)

Name of Private Body	Norton Rose Fulbright South Africa Inc
Physical address	15 Alice Lane, Sandton, 2196
Postal address	PO Box 784903, Sandton, 2146
Head of Private Body	Marelise van der Westhuizen (Director and CEO Norton Rose Fulbright South Africa Inc)
Telephone number	+27 (0) 11 685 8500
Electronic Mail	rsacompliancelawyers@nortonrosefulbright.co.za
Information Officer	Isla Swart – General Counsel and Director of Norton Rose Fulbright South Africa Inc
Deputy Information Officer	Hugh Bisset – General Counsel and Director of Norton Rose Fulbright South Africa Inc

7 Guide compiled by the South African Human Rights Commission and the transfer of functions to the Information Regulator (Section 10 of PAIA)

- 7.1 The Information Regulator, established in terms of Section 39 of POPIA, will be taking over the regulatory mandate functions relating to PAIA, which sees the effective transfer of certain functions currently performed by the South African Human Rights Commission (**SAHRC**). The Information Regulator must, as prescribed by Section 10 of PAIA, update and make available the existing guide that has been compiled by the SAHRC containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 7.2 The guide assists persons in using and understanding PAIA, in making requests for information under PAIA, and exercising one's right to information. The guide is available in all of the official languages, and is available on the SAHRC website at www.sahrc.org.za.

8 Right of access to records of private bodies (Section 50 of PAIA)

- 8.1 A requester may be given access to any record of NRFSA if:
- (1) that record is required for the exercise or protection of any rights;
 - (2) that person complies with the procedural requirements of PAIA relating to a request for access to that record (see paragraph 14: Request for access to records); and
 - (3) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of Part 3 of PAIA (see paragraph 16: Grounds for refusal of access to records).

9 Notice in terms of Section 51(1)(b)(ii) of PAIA)

- 9.1 At this stage no notices have been published on the categories of records automatically available without a person having to request access thereto in terms of PAIA.

9.2 However, all information on NRFSA's website (www.nortonrosefulbright.com) is freely available and it is therefore not necessary to apply for access thereto in terms of PAIA.

10 Applicable legislation (Section 51(1)(b)(iii) of PAIA)

NRFSA retains records in terms of the following additional legislation:

- (1) *Companies Act, 2008;*
- (2) *Basic Conditions of Employment Act, 1997;*
- (3) *Employment Equity Act, 1998;*
- (4) *Labour Relations Act, 1995;*
- (5) *Skills Development Act, 1998;*
- (6) *Unemployment Insurance Act, 2001;*
- (7) *Value-Added Tax Act, 1991;*
- (8) *Income Tax Act, 1967;*
- (9) *Electronic Communications and Transactions Act, 2002;*
- (10) *Promotion of Access of Information Act, 2000;* and
- (11) *Protection of Personal Information Act, 2013.*

11 Categories of records held by NRFSA and available upon a formal request for access in terms of PAIA (Section 51(b)(iv) of PAIA)

A requester must comply with the procedural requirements prescribed in Section 53 of PAIA, and as set out in in paragraph 14 of this PAIA Manual, in order to obtain access to the following records held by NRFSA (but we reserve the right to decline access in respect of documents which are in the public domain, thus publicly available from other sources):

Category	Subject/Description
Incorporation Document	Memorandum of Association.
Accounting	Accounts, invoices, reconciliations, credit/debit notes, journals, ledgers, balance sheets, income statements, trial balances, payment schedules, cheque runs, cash flow statements.
Publications	<ol style="list-style-type: none"> 1. Updates prepared by various departments within the firm. 2. Information booklets on areas of the law in which the firm specialises.
Marketing	Client proposals, copies of seminar papers, copies of various Powerpoint presentations for prospective clients, in-house training, seminars, copies of advertisements placed by the firm, copies of directory listings placed by the firm, copies of articles written by professional staff, content for the firm's website, invitation lists for seminars and other formal company functions, internal newsletter, business card details for professional staff and the marketing database.
Traveling	Frequent flyer information, daily booking requests, travel agent invoices, general correspondence, foreign exchange orders, car

Category	Subject/Description
	insurance declarations, travel insurance declarations, travel profiles for monthly travel, corporate agreements with airlines; hotel and car rental companies; travel booking confirmations and cellular phone contracts.
Procurement	Order books, waybills, invoices, statements, record cards of voice recorders and transcribers, procurement contracts.
Administration	Minutes of meetings of various committees within the firm, general correspondence; lease agreements, copies and correspondence relating to various insurance policies, general correspondence, work papers, operating manuals of mechanical and electrical systems; architect drawings, salary work papers, copies of and correspondence with regard to office building leases, voicemail and security systems.
Human Resources	Contracts of employment, documents relating to remuneration structuring, job specifications, format/procedures for advertising positions, policy documents relating to General Conditions of Employment; performance evaluations; Employment Equity Plan and reports; Workplace Skills Plan and reports; personnel files, loan and bursary agreements, documents relating to disciplinary and grievance procedures; all employment applications, forms relating to new staff appointments, vacation employment applications and confidentiality undertakings, Candidate Attorney's contracts with the Legal Practice Council.
Salaries and benefits	Remuneration schedules, various payroll reports, Workmen's Compensation documentation, Pension Fund documentation, Retirement Plan documentation, Group Life Scheme documentation, medical aid scheme documentation.
Library materials	Law reports, books, publications, reference books, government gazettes, precedents, journals.
IT	The network and the systems on it, details of employees captured on the intranet, IT literature, instruction manuals.

12 Categories of records to be made available without a person having to request access in terms of PAIA (Section 52 of PAIA)

Any records held by NRFSA that are automatically available without having to make a formal request in terms of PAIA can be viewed on NRFSA's website: www.nortonrosefulbright.com

13 Description of records processed in terms of POPIA to be maintained by NRFSA (Section 51(1)(c) of PAIA read with Section 17 of POPIA)

- 13.1 POPIA regulates the manner in which personal information may be processed. Processing includes, amongst other things, the collection, storage, updating or modification, consultation or use, or destruction of information. Personal information must be processed lawfully and in a reasonable manner that does not infringe the privacy of the person to whom personal information relates (data subject).
- 13.2 In terms of Section 5 of POPIA a data subject has the right to have his, her or its personal information processed in accordance with the conditions for the lawful processing of personal information as referred to in Chapter 3 of POPIA. NRFSA as a responsible party ensures that the conditions set out in Chapter 3, and all the measures that give effect to such conditions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself.

- 13.3 In terms of Section 17 of POPIA, NRFSA is required to maintain documentation of all its processing operations. Please refer to paragraph 11 and Annexure A, which set out those records held and lawfully processed by NRFSA, the purpose of processing of personal information, the categories of data subjects and information collected in respect of the data subject, planned trans-border flows of information, and a description of information security measures in place.

14 Request for access to records (Section 53 of PAIA read with Section 23 of POPIA)

- 14.1 In order to request access to information a requester must comply with all the procedural requirements as set out in PAIA, relating to the request for access to a record. The Information Officer is the person authorised to handle PAIA requests. To facilitate the procedure, a requester must:

- (1) Complete the prescribed form, Form C, which is available on the website of the South African Human Rights Commission at www.sahrc.org.za; and enclosed herewith as Annexure B; or complete such form that substantially corresponds with Form C;
- (2) Address the request to the Information Officer of NRFSA;
- (3) Provide sufficient details to enable NRFSA to identify:
 - (a) the record(s) requested;
 - (b) the requester (and if an agent is lodging the request, proof of capacity);
 - (c) the form of access required;
 - (d) the postal or email address of the requester;
 - (e) if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
 - (f) the right which the requester is seeking to exercise or protect with an explanation of the reason why the record is required to exercise or protect the right.
- (4) Should an individual be unable to complete the prescribed form because of illiteracy, disability or any other reason, such individual may submit such request orally to the Information Officer; and
- (5) The requester must pay the prescribed fee (if applicable) before any further processing can take place.

15 Prescribed fees

The fee for the request to access records is prescribed in terms of Chapter 4 of the PAIA Regulations regarding the Promotion of Access to Information, and available on the website of the SAHRC at www.sahrc.org.za.

16 Grounds for refusal of access to records (Chapter 4 of PAIA read with Section 23(4)(a) of POPIA)

- 16.1 PAIA recognises that the right to any information may be limited to the extent that such limitations are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution; and therefore NRFSA may refuse to grant a requester access to records in certain circumstances.
- 16.2 Subject to Section 70 of PAIA, NRFSA may refuse a request for access to records as contemplated by PAIA if the information contained in the record relates to:
- (1) Protection of the privacy of a third party, including a deceased individual, if that third party is a natural person, which would involve the unreasonable disclosure of personal information of that natural person (Section 63(1) of PAIA);
 - (2) Protection of commercial information of a third party as defined by PAIA, if the record contains:
 - (a) trade secrets of that third party;
 - (b) financial, commercial scientific or technical information other than trade secrets of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; and
 - (c) information disclosed in confidence to NRFSA by a third party, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or would prejudice that third party in commercial competition (Section 64 of PAIA).
 - (3) Protection of confidential information if the disclosure would constitute a breach of a duty or confidence to a third party in terms of an agreement (Section 65 of PAIA);
 - (4) Protection of safety of individuals and protection of property (Section 66 of PAIA);
 - (5) Protection of records which would be regarded as privileged in legal proceedings or subject to legal privilege in any other respect, unless the person so entitled to privilege waives the privilege (Section 67 of PAIA);
 - (6) Protection of commercial activities of NRFSA, which includes:
 - (a) trade secrets of NRFSA;
 - (b) financial, commercial scientific or technical information, disclosure of which could cause harm to the financial or commercial interests of NRFSA;
 - (c) information, which if disclosed, could put NRFSA at a disadvantage in negotiations or commercial competition; and
 - (d) a computer programme owned by NRFSA, and which is protected by copyright (Section 68 of PAIA).
 - (7) The research information of NRFSA or a third party on behalf of NRFSA if the disclosure would expose the third party, NRFSA, the researcher or the subject matter of the research to serious disadvantage (Section 69 of PAIA).

17 Applicable time-periods (Chapter 3 of Part 3 of PAIA)

- 17.1 NRFSA will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request, except if the provisions regarding third party intervention apply.
- 17.2 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 NRFSA or the records are not located at NRFSA, or consultations amongst divisions and/or subsidiaries of NRFSA or another private body are required.

18 The outcome of a request (granting or refusing) (Chapter 3 of Part 3 of PAIA)

- 18.1 Should the request be granted, the notice will state the access fee (if any) to be paid upon access, the form in which access will be given and further that the requester may lodge a complaint to the Information Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint to the Information Regulator or the court application.
- 18.2 If a request for access is granted, the requester must be given access to the record concerned after the expiry of 30 days after notice is given to a third party to whom or which the record pertains, unless a complaint to the Information Regulator or a court application is lodged against the decision within that period.
- 18.3 Should the request be refused, the notice must state adequate reasons for the refusal, including the provisions of PAIA relied upon, and that the requester may lodge a complaint to the Information Regulator or an application to a court against the refusal of the request, and the procedure (including the period) for lodging a complaint to the Information Regulator or the court application.

19 Remedies available in refusal of a request for information (Chapter 1A and 2 of Part 4 of PAIA)

- 19.1 A requester that has been aggrieved by a decision of the Information Officer, may, after 180 days of the decision, submit a complaint, alleging that the decision was not in compliance with PAIA, to the Information Regulator in the prescribed manner and form for appropriate relief; and thereafter, apply to the court for appropriate relief.
- 19.2 Should a third party be dissatisfied with the Information Officer's decision to grant a request for information relating to that third party, it (the third party) may after 180 days of the decision, submit a complaint, alleging that the decision was not in compliance with PAIA, to the Information Regulator in the prescribed manner and form for appropriate relief, and thereafter, apply to a court for the appropriate relief.

Annexure A – POPIA

1 Description of categories of data subjects the categories of information relating to the data subject (Section 51(1)(c)(ii) of PAIA)

1.1 Employees (current, past and prospective)

- (1) Basic personal details such as names of person;
- (2) Contact details such as identity number, postal and physical addresses;
- (3) Special personal information such as race, gender, credit records and criminal records (if applicable), sick leave records;
- (4) Employee contracts, details of an employee's salary and bank account, an individual employee's personnel file, leave records, performance reviews; and
- (5) Recruitment related information such as the data subject's curriculum vitae, education and employment history, details of professional memberships and other information relevant to potential recruitment to NRFSA.

1.2 Third party service providers

- (1) Name of the entity, particulars of the contact person;
- (2) Contact details such as the physical and postal address, registration number; and
- (3) Financial information, authorised signatories.

1.3 Clients

- (1) Name of the entity or individual, particulars of the contact person;
- (2) Contact information of the entity or individual, including the operating or physical address, telephone number, postal and/or email address;
- (3) Financial information such as payment related information or bank account details;
- (4) Website usage and other technical information such as details of visits to NRFSA's websites or information collected through cookies and other tracking technologies;
- (5) Personal information provided to NRFSA or generated by NRFSA in the course of providing services, which may, where relevant, include special personal information;
- (6) Identification and other background verification information such as copies of passports or utility bills or evidence of beneficial ownership or the source of funds to comply with client due diligence/know your client/anti-money laundering laws and collected as part of NRFSA's client acceptance and ongoing monitoring procedures;
- (7) Information that the data subject may provide to NRFSA in the course of registering for and attending events or meetings, including access and dietary requirements; and
- (8) Any other personal information relating to the data subject that the data subject may provide.

2 Purpose of processing information (Section 51(1)(c)(i) of PAIA)

Personal information held by NRFSA is collected for a specific, explicitly defined and lawful purpose related to a function or activity of NRFSA. NRFSA processes personal information in respect of employees, third party service providers, and clients. The personal information of these data subjects is processed by NRFSA to carry out its business and organisational functions and, more specifically, in the following ways (in each case, the relevant grounds relied upon to use the data subject's personal information are noted):

- (1) To provide legal and other services to data subjects and to conduct business
 - (a) To administer and perform services, including to carry out obligations arising from any agreements entered into between the data subject and NRFSA (NRFSA's Standard Terms of Engagement apply where NRFSA provides legal services);
 - (b) Legal grounds: contract performance, legitimate interests (to enable NRFSA to perform its obligations and provide services to data subjects), consent.
- (2) To facilitate use of NRFSA's websites and to ensure content is relevant
 - (a) To respond to requests for information or enquiries from visitors to NRFSA's websites and to ensure that content from these websites is presented in the most effective manner for the data subject and for the data subject's device;
 - (b) Legal grounds: legitimate interests (to allow NRFSA to provide the data subject with the content and services on the websites), consent, contract performance.
- (3) For marketing and business development purposes
 - (a) To provide the data subject with details of new services, legal updates and invites to seminars and events where a data subject has chosen to receive these. NRFSA will provide an option to unsubscribe or opt-out of further communication on any electronic marketing communication sent to the data subject or the data subject may opt out by contacting NRFSA;
 - (b) Legal grounds: legitimate interests, consent.
- (4) For research and development purposes
 - (a) Analysis in order to better understand the data subjects and data subjects' services and marketing requirements and to better understand NRFSA's business and develop NRFSA's services and offerings;
 - (b) Legal grounds: legitimate interests (to allow NRFSA to improve its services).
- (5) For recruitment purposes
 - (a) To enable NRFSA to process applications for employment submitted via NRFSA's website and to assess a data subject's suitability for any position for which the data subject may apply at NRFSA;
 - (b) Legal grounds: legitimate interests (to ensure that NRFSA can make the most appropriate recruitment decisions), contract performance (in order for NRFSA to take steps at the data subject's request to enter into a contract with the data subject).

- (6) To fulfil legal, regulatory, or risk management obligations
 - (a) To comply with NRFSA's legal obligations (performing client due diligence/know your client, anti-money laundering, anti-bribery, sanctions or reputational risk screening, identifying conflicts of interests); for the prevention of fraud and/or other relevant background checks as may be required by applicable law and regulation and best practice at any given time (if false or inaccurate information is provided and fraud is identified or suspected, details may be passed to fraud prevention agencies and may be recorded by NRFSA or by them); to enforce NRFSA's legal rights, to comply with NRFSA's legal or regulatory reporting obligations and/or to protect the rights of third parties;
 - (b) Legal grounds: legal obligations, legal claims, legitimate interests (to cooperate with law enforcement and regulatory authorities, to ensure that the data subject falls within NRFSA's acceptable risk profile and to assist with the prevention of crime and fraud). Where we process special categories of personal information NRFSA may also rely on substantial public interest (prevention or detection of crime) or legal claims.
- (7) To ensure that NRFSA is paid
 - (a) To recover any payments due to NRFSA and where necessary to enforce such recovery through the engagement of debt collection agencies or taking other legal action (including the commencement and carrying out of legal and court proceedings);
 - (b) Legal grounds: contract performance, legal claims, legitimate interests (to ensure that we are paid for our services).
- (8) To inform data subjects of changes
 - (a) To notify the data subject about changes to NRFSA's services or NRFSA's Standard Terms of Engagement for legal services or this PAIA Manual;
 - (b) Legal grounds: legitimate interests (to ensure we can notify the data subject about changes to NRFSA's service, Standard Terms of Engagement etc).
- (9) To reorganise or make changes to NRFSA's business
 - (a) In the event that NRFSA undergoes a re-organisation (for example if NRFSA merges, combines or divests a part of its business), it may need to transfer some or all of its personal information to the relevant third party (or its advisers) as part of any due diligence process or transfer to that re-organised entity or third party the data subject's personal information for the same purposes as set out in this PAIA Manual or for the purpose of analysing any proposed re-organisation;
 - (b) Legal grounds: legitimate interests (in order to allow NRFSA to change its business).

3 The recipients or categories of recipients to whom the personal information may be supplied (Section 51(1)(c)(iii) of PAIA)

NRFSA may share records of personal information with NRFSA's affiliates and representatives, which includes the following:

- (1) NRFSA's professional advisers (eg legal, financial, business, risk management or other advisers), bankers and auditors;
- (2) NRFSA's insurers and insurance brokers;
- (3) Third party service providers; and/or
- (4) Other third party external advisers or experts engaged in the course of the services NRFSA provides to its clients and with their prior consent.

4 Planned trans-border flows of personal information (Section 51(1)(c)(iv) of PAIA)

4.1 As a global law firm, NRFSA cannot limit its processing of the data subject's personal information to the country in which that data subject is based. In the course of providing services, NRFSA will likely need to transfer personal information to locations outside the jurisdiction in which the data subject provides it or where the data subject is viewing NRFSA's website.

4.2 Regardless of the location of NRFSA's processing, NRFSA will impose the same data protection safeguards globally and implement appropriate measures to ensure that the data subject's personal information is protected in accordance with applicable data protection laws. NRFSA has a data sharing agreement in place signed by all NRFSA entities. Similarly, where a third party service provider processes the personal data on NRFSA's behalf, NRFSA will ensure that appropriate measures are in place to ensure an adequate level of protection for the data subject's personal information.

5 Information security measures to be implemented (Section 51(1)(c)(v) of PAIA)

5.1 NRFSA recognises that information security is an integral element of data privacy. While no data transmission (including over the Internet or any website) can be guaranteed to be secure from intrusion, NRFSA implements a range of commercially reasonable physical, technical and procedural measures to help protect personal information from unauthorised access, use, disclosure, alteration or destruction in accordance with data protection law requirements.

5.2 Information that is provided to NRFSA is stored on NRFSA's or its service providers' secure servers and accessed and used subject to NRFSA's security policies and standards, or those agreed with its service providers. NRFSA holds the ISO/IEC 27001:2013 (ISO 27001) accreditation for its IT operations globally. ISO27001 is an internationally recognised certification that information security is managed in line with best practice.

5.3 Everyone at NRFSA and any third party service providers that NRFSA engages with that process personal information on NRFSA's behalf (for the purposes listed above) are also contractually obligated to respect the confidentiality of personal information.

5.4 Where NRFSA has given a data subject (or where the data subject has chosen) a password which enables the data subject to access certain parts of NRFSA websites or online services, the data subject is responsible for keeping this password confidential and for complying with any other security procedures that NRFSA notifies the data subject of.

6 Additional provisions relating to the processing of personal information

Please refer to the NRFSA External Privacy Notice available on NRFSA's website at www.nortonrosefulbright.com.

Annexure B – Form C

Request for access to record of Private Body

(Section 53(1) of the *Promotion of Access to Information Act*, 2000)

Regulation 10

1 Particulars of private body

The Head:

2 Particulars of person requesting access to the record

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

- (1) Full names and surname:
- (2) Identity number:
- (3) Postal address:
- (4) Fax number:
- (5) Telephone number:
- (6) Email address:
- (7) Capacity in which request is made, when made on behalf of another person:

3 Particulars of person on whose behalf request is made

<p>This section must be completed ONLY if a request for information is made on behalf of another person.</p>
--

- (1) Full names and surname:
- (2) Identity number:

4 Particulars of record

- | |
|---|
| <p>4.1 Provide full particulars of the record to which access is requested, including the reference number that is known to you, to enable the record to be located.</p> <p>4.2 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.</p> |
|---|

- (1) Description of record or relevant part of the record:
 - (a) Reference number, if available:
 - (b) Any further particulars of the record:

4.3 Fees

- | | |
|-----|---|
| (1) | 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. |
| (2) | You will be notified of the amount required to be paid as the request fee. |
| (3) | 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. |
| (4) | If you qualify for exemption of the payment of any fee, please state the reason for exemption. |

4.4 Reason for exemption from payment of fees:

(1) 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.

(a) Disability:

Form in which record is required:

Notes:
1. Compliance with your request in the specified form may depend on the form in which the record is available.
2. 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.
3. The fee payable for access to the record, if any, will be determined by the form in which access is requested.

(b) Mark the appropriate box with an X

(1) If the record is written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
(2) If record consists of visual images (includes photographs, slides, video recordings, computer-generated images, sketches, etc):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*
<input type="checkbox"/>		<input type="checkbox"/>	copy of the images*
(3) If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
(4) If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	copy in computer-readable form (compact disc)
<input type="checkbox"/>		<input type="checkbox"/>	printed copy of information derived from the record

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
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(2) 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.

- (a) Indicate which right is to be exercised or protected:
- (b) Explain why the record requested is required for the exercise or protection of the aforementioned right:

4.5 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.

- (1) How would you prefer to be informed of the decision regarding your request for access to records?

Signed at.....on this.....day of

Signature of requester/person on whose behalf request is made