

Promotion of Access to Information Manual

for

Analyze Consulting Services (Pty) Ltd

(Registration Number 2016/004162/07)

Prepared in accordance with the terms of Section 51 of the Promotion of
Access to Information Act 2 of 2000

Table of Contents

1	SECTION 51 (1) (A)	3
1.1	Introduction	3
1.2	Contact Information.....	3
2	SECTION 51 (1) (B)	4
2.1	Section 10 Guide on How to Use the Act	4
3	SECTION 51 (1) (D)	5
3.1	Records Available In Terms Of Other Legislation	5
4	SECTION 51 (1) (C) AND (1) (E)	6
4.1	Access to Records Held By Analyze Consulting Services (Pty) Ltd	6
4.2	Schedule of Records	7
4.3	Fees.....	8
5	PROTECTION OF PERSONAL INFORMATION	9
5.1	Section 51(1)(c)(i) -(iii) of PAIA read with section 18 of the POPI Act	9
5.2	Transborder flows of Personal Information – (section 51(1)(iv) of PAIA and section 18(1)(g) of the POPI Act.	24
5.3	Security measures to protect Personal Information – Section 51(1)(v)	24
6	UPDATES TO THE MANUAL – SECTION 51(2)	25
7	SECTION 51 (1) (F)	26
7.1	Other Information as May Be Prescribed.....	26
8	SECTION 51 (3)	27
8.1	Availability of the Manual.....	27
FORM C	28
A.	Particulars of private body	28
B.	Particulars of person requesting access to the record	28
C.	Particulars of person on whose behalf request is made	28
D.	Particulars of record	28
E.	Fees.....	29
F.	Form of access to record.....	29
G.	Particulars of right to be exercised or protected.....	30
H.	Notice of decision regarding request for access	30





1 Section 51 (1) (a)

1.1 Introduction

Analyze Consulting Services (Pty) Ltd provide expertise and skills to help companies solve business inefficiencies and deliver on opportunities. If a process or technology is not working smoothly in a business, we go into the business and dig deep to get to the bottom of the problem.

1.2 Contact Information

Name of Business	Analyze Consulting Services (Pty) Ltd
Directors	Catherine Anne Banks Reyer Peter Meihuizen
Office Manager/CEO	Reyer Peter Meihuizen
Physical Address	314 The Studios 6 Beach Road Woodstock Cape Town 7925
Postal Address	314 The Studios 6 Beach Road Woodstock Cape Town 7925
Telephone	021 4475696
Email	info@analyze.co.za
Website	www.analyze.co.za



2 Section 51 (1) (b)

2.1 Section 10 Guide on How to Use the Act

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all official languages.

The Guide will be available for inspection, inter alia, from the South African Human Rights Commission by no later than August 2004. Please direct enquiries to:

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department

Postal Address	Private Bag X2700 Houghton 2041
Telephone	+27 11 484 8300
Fax	+27 11 484 7146
Email	PAIA@sahrc.org.za
Website	http://www.sahrc.org.za/

3 Section 51 (1) (d)

3.1 Records Available In Terms Of Other Legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Closed Corporations Act No. 69 of 1984
3. Employment Equity Act 55 of 1998
4. Income Tax Act 58 of 1962
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Skills Development Levies Act No. 9 of 1999
8. Skills Development Act No. 97 of 1998
9. Unemployment Contributions Act No. 4 of 2002
10. Unemployment Insurance Act No. 63 of 2001
11. Value Added Tax Act No. 89 of 1991

4 Section 51 (1) (c) and (1) (e)

4.1 Access to Records Held By Analyze Consulting Services (Pty) Ltd

Analyze Consulting Services (Pty) Ltd maintains records on the following categories and subject matters. However, 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 granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

(i) Records which are available without a person having to request access - in terms of the Act Section 52 (2)

1. Services offered

(ii) Records which are available to a person who requests access

1. Administration: Lease agreements; maintenance contracts; software licenses; insurance policies
2. Human Resources: employment contracts and records; remuneration records; leave records; SETA records
3. Financial: Annual Financial Statements; Annual Budget; Tax Returns; PAYE records; Documents issued to employees for income tax purposes; VAT returns; Skills Development Levies; UIF returns; Workmen's Compensation Returns; Rental Agreements
4. Operations: Minutes of meetings; Policies; Rules and procedures

(iii) Procedure for requesting records

1. The requester must use the prescribed Form C to make the request
2. The request must be addressed to the head of Analyze Consulting Services (Pty) Ltd
3. The request must be made using the postal address or electronic mail address of Analyze Consulting Services (Pty) Ltd
4. The requester must properly detail their request on the form so that the head of Analyze Consulting Services (Pty) Ltd can properly identify the record and the requester
5. The requester must indicate the form of access that is required
6. The requester must also indicate if any other manner is to be used to inform the requester stating the particulars of such manner
7. The requester must identify the right that is to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right
8. Where a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Analyze Consulting Services (Pty) Ltd

4.2 Schedule of Records

Records	Subject	Availability
Public Affairs	Public Product Information Public Corporate Records Media Releases	Available on Website (where applicable).
Financial	Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts	Request in terms of PAIA.
Marketing	Market Information	Limited Information available on web site. (see above)
	Public Customer Information: <ul style="list-style-type: none"> • Product Brochures • Owner Manuals 	Request in terms of PAIA.
	Field Records Performance Records Product Sales Records Marketing Strategies Customer Database Dealer Franchise Documents	Request in terms of PAIA.

4.3 Fees

A requester who seeks access to records containing personal information on that requester is not required to pay a fee. All other requests must pay the required request fees.

1. The head of Analyze Consulting Services (Pty) Ltd will notify the requester of the requirement to pay the prescribed fee (if any) before further processing the request
2. The fee that must be paid to Analyze Consulting Services (Pty) Ltd is ZAR50. The requester may lodge an application to the court against the payment of the required fee
3. After the head of Analyze Consulting Services (Pty) Ltd has made a decision on the request, the requester must be notified in the required form.
4. If the request is granted then a further access fee may be payable for the search, retrieval, reproduction and preparation of the record that has been requested as well as any time in excess of the prescribed hours to do so.

Photocopies, printed pages

The fee for a copy of the manual is ZAR1.10 for every A4-size page or part thereof.

The fee for every photocopy of an A4-size page or part thereof is ZAR1.10.

The fee for every printed copy of an A4-size page or part thereof for any record held on computer, electronically or in machine-readable format is R0.75

Electronically stored and machine-readable formats

The fee for a copy of any electronic record shall be ZAR70 per compact disc required to provide that data.

Visual images and records

The fee for the transcription of visual images is ZAR40 per A4-size page or part thereof.

The fee for the reproduction of any visual images is ZAR60.

Audio records

The fee for the transcription of audio records is ZAR60 per A4-size page or part thereof.

The fee for the reproduction of any audio record is ZAR30.

Retrieval of record

The rate per hour or part thereof to search for and prepare the record which is request for disclosure is ZAR30.

Postage

Postage costs for the distribution of the requested record will only be payable when said record must be posted to the requester.

5 PROTECTION OF PERSONAL INFORMATION

5.1 Section 51(1)(c)(i) -(iii) of PAIA read with section 18 of the POPI Act

- 5.1.1 The Private Body processes certain personal information, as defined in the POPI Act, ("Personal Information") relating to several data subjects, from time to time. A data subject is the person, (natural or juristic), to whom Personal Information relates and from whom the Private Body collects and processes information.
- 5.1.2 A description of the data subjects, (individuals and juristic persons), the information relating thereto, the purpose of processing that information and the recipients of that Personal Information is reproduced in the tables below.

DATA SUBJECTS: EMPLOYEES		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person	Employee	Mandatory

DATA SUBJECTS: EMPLOYEES		
Information relating to the education or the medical, financial, criminal or employment history of the person	Employee	Mandatory
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Employee	Mandatory
The biometric information of the person	Employee	Mandatory
The personal opinions, views or preferences of the person	Employee	Voluntary
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Employee	Voluntary
The views or opinions of another individual about the person	Employee	Voluntary

DATA SUBJECTS: EMPLOYEES		
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Employee	Mandatory
Will any of the Personal Information be transferred to another country or international organisation?		
Yes		
Description of the level of protection afforded to the Personal Information by such other country or international organisation.		
UK GDPR		
<u>Purpose of processing Personal Information:</u>		
Assessing potential employees for employment, managing our employment relationships, compliance with statutory obligations relating to employees, loading employees on the payroll		
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>		
Human Resources, Finance Departments, Compliance Reporting Bodies		
<u>The consequences of failure to provide information:</u>		
Unable to employ candidates, effectively manage the employment relationship and fulfil compliance obligations		

DATA SUBJECTS: CLIENTS/CUSTOMERS		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Client	Mandatory
The personal opinions, views or preferences of the person	Client	Voluntary
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Client	Voluntary
The views or opinions of another individual about the person	Employee	Voluntary
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Client	Mandatory

DATA SUBJECTS: CLIENTS/CUSTOMERS
Will any of the Personal Information be transferred to another country or international organisation?
No
<u>Purpose of processing Personal Information:</u>
Onboard clients, conduct a needs analysis, effectively manage our client relationships and contractual obligations and adequately render services
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>
Operations, Sales, Finance
<u>The consequences of failure to provide information:</u>
Inability to onboard clients, conduct a needs analysis on clients, effectively manage our client relationships and contractual obligations and adequately render services

DATA SUBJECTS: SUPPLIERS		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Supplier	Mandatory

DATA SUBJECTS: SUPPLIERS		
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Supplier	Voluntary
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Supplier	Mandatory
Will any of the Personal Information be transferred to another country or international organisation?		
No		
<u>Purpose of processing Personal Information:</u>		
Effectively manage supplier contracts and relationships, evaluate suppliers and place orders		
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>		
Finance and Operations		
<u>The consequences of failure to provide information:</u>		
Inability to effectively manage supplier contracts and relationships, evaluate suppliers and place orders		

DATA SUBJECTS: SERVICE PROVIDERS		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Service Provider	Mandatory
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Service Provider	Voluntary
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Service Provider	Voluntary
Will any of the Personal Information be transferred to another country or international organisation?		
No		
<u>Purpose of processing Personal Information:</u>		

DATA SUBJECTS: SERVICE PROVIDERS
To effectively assess service providers, manage service providers, comply with legislative reporting requirements and order services
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>
Finance
<u>The consequences of failure to provide information:</u>
Inability to effectively assess service providers, manage service providers, comply with legislative reporting requirements and order services

DATA SUBJECTS: PROSPECTIVE CLIENTS		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Prospective Client	Mandatory

DATA SUBJECTS: PROSPECTIVE CLIENTS		
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Prospective Client	Voluntary
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Prospective Client	Mandatory
Will any of the Personal Information be transferred to another country or international organisation?		
No		
<u>Purpose of processing Personal Information:</u>		
To market our services to prospective clients and prepare quotations and proposals		
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>		
Sales, Finance, Operations		
<u>The consequences of failure to provide information:</u>		
Inability to market our services to prospective clients and prepare quotations and proposals		

DATA SUBJECTS: APPLICANTS OR CANDIDATES		
<u>Personal Information processed:</u>	<u>Source of the Personal Information</u>	<u>Is the supply of Personal Information mandatory or voluntary?</u>
Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person	Applicant	Mandatory
Information relating to the education or the medical, financial, criminal or employment history of the person	Applicant	Mandatory
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person	Applicant	Mandatory
The personal opinions, views or preferences of the person	Applicant	Voluntary

DATA SUBJECTS: APPLICANTS OR CANDIDATES		
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence	Applicant	Voluntary
The views or opinions of another individual about the person	Interviewers	Mandatory
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person	Applicant	Mandatory
Will any of the Personal Information be transferred to another country or international organisation?		
No		
<u>Purpose of processing Personal Information:</u>		
To effectively recruit for candidates that would be a good fit for Analyze		
<u>Recipient or categories of recipients to whom the Personal Information is supplied:</u>		
Operations, Finance, Human Resource, Third Parties (Background Checks)		
<u>The consequences of failure to provide information:</u>		
Unable to effectively recruit new talent for Analyze		

- 5.1.3 Where Personal Information is collected in terms of specific legislation, the Private Body will inform the data subject in terms of which legislation that data is collected.
- 5.1.4 Data subjects have the right to object to the processing of their Personal Information.
- 5.1.5 In the event a data subject requires confirmation regarding the existence of the Personal Information processed by the Private Body or believes that the Personal Information processed by the Private Body requires rectification, the data subject is entitled to utilise the processes and procedures set out in section A of this manual to request access to the records of the Private Body set out in section 18(1)(h)(iii).
- 5.1.6 We will not, without data subjects' express consent use their Personal Information for any purpose, other than:

specifically:

- 5.1.6.1 as set out in the abovementioned tables;

generally:

- 5.1.6.2 in relation to the provision of any goods and services to a data subject;
- 5.1.6.3 to inform the data subject of new features, special offers and promotional competitions offered by us or any of our divisions, affiliates and/or partners (unless they have opted out from receiving marketing material from us);
- 5.1.6.4 to improve our product and/or service selection and their experience on our website; or
- 5.1.6.5 to disclose their Personal Information to any third party as set out below:
 - 5.1.6.6 to our employees and/or third-party service providers who assist us to interact with data subjects via our website, for the ordering of goods or services or when delivering goods or services to data subjects, their personal and contact information being essential in order to assist us to communicate with the data subjects properly and efficiently;



- 5.1.6.7 to our divisions, affiliates and/or partners (including their employees and/or third-party service providers) in order for them to interact directly with data subjects via email or any other method for purposes of sending data subjects marketing material regarding any current or new goods or services, new features, special offers or promotional items offered by them (unless the data subjects have opted out from receiving marketing material from us);
- 5.1.6.8 to law enforcement, government officials, fraud detection agencies or other third parties when we believe in good faith that the disclosure of Personal Information is necessary to prevent physical harm or financial loss, to report or support the investigation into suspected illegal activity;
- 5.1.6.9 to our service providers (under contract with us) who help with parts of our business operations (fraud prevention, marketing, technology services etc). However, these service providers may only use data subjects information in connection with the services they perform for us and not for their own benefit;
- 5.1.6.10 to our suppliers in order for them to liaise directly with data subject regarding any defective goods or services which requires their involvement;
- 5.1.6.11 to any third-party seller for purposes of sending data subjects an invoice for any goods purchased from such third-party seller, which disclosed information will be limited to data subjects' email addresses;
- 5.1.7 We are entitled to use or disclose data subjects' Personal Information if such use or disclosure is required in order to comply with any applicable law, subpoena, order of court or legal process served on us, or to protect and defend our rights or property. In the event of a fraudulent online payment, we are entitled to disclose relevant Personal Information for criminal investigation purposes or in line with any other legal obligation for disclosure of the Personal Information which may be required of it.
- 5.1.8 Data subjects' privacy is important to us, and we will therefore not sell, rent or provide their Personal Information to unauthorised third parties for their independent use, without their consent.
- 5.1.9 We will not process personal information concerning:

- 5.1.9.1 the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or
- 5.1.9.2 the criminal behaviour of a data subject to the extent that such information relates to i) the alleged commission by a data subject of any offence; or ii) any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

unless

- 5.1.9.3 the data subject has given us specific consent to process such data; or
 - 5.1.9.4 processing is necessary for the establishment, exercise or defence of a right or obligation in law;
 - 5.1.9.5 processing is necessary to comply with an obligation of international public law; or
 - 5.1.9.6 processing is for historical, statistical or research purposes to the extent that: (i) the purpose serves a public interest or (ii) requesting consent would constitute an unreasonable requirement in the circumstances.
- 5.1.10 In line with our obligations in terms of section 22 of the POPI Act, where there are reasonable grounds to believe that Personal Information has been accessed or acquired by any unauthorised person, we will notify the Information Regulator and the data subject, where possible.
- 5.1.11 When data subjects provide a rating or review of our services and/or goods, they consent to us using that rating or review as we deem fit, including without limitation, on our website, in newsletters or other marketing material. The name that will appear next to that rating or review is their first name, as they would have provided. We will not display their surname, nor any of their contact details, with a rating or review.
- 5.1.12 We will:
- 5.1.12.1 treat data subjects' Personal Information as strictly confidential, save where we are entitled to share it as set out in this section;
 - 5.1.12.2 take appropriate technical and organisational measures to ensure that data subjects' Personal Information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;



- 5.1.12.3 provide data subjects with access to their Personal Information to view and/or update personal details;
 - 5.1.12.4 promptly notify data subjects if we become aware of any unauthorised use, disclosure or processing of their Personal Information;
 - 5.1.12.5 provide data subjects with reasonable evidence of our compliance with our obligations under this section on reasonable notice and request; and
 - 5.1.12.6 upon data subjects request, promptly return or destroy any and all of their Personal Information in our possession or control, save for that which we are legally obliged to retain.
- 5.1.13 We will not retain data subjects' Personal Information longer than the period for which it was originally needed, unless we are required by law to do so, or they consent to us retaining such information for a longer period.
- 5.1.14 We undertake never to sell or make data subjects' Personal Information available to any third-party other than as provided for in this section.
- 5.1.15 Whilst we will do all things reasonably necessary to protect data subjects' rights of privacy, we cannot guarantee or accept any liability whatsoever for unauthorised or unlawful disclosures of data subjects' Personal Information, whilst in our possession, made by third parties who are not subject to our direct control, unless such disclosure is as a result of our gross negligence.
- 5.1.16 Should a data subject believe that we have used their Personal Information contrary to this Manual and the provisions of the POPI Act, the data subject should first attempt to resolve any concerns with us. If the data subject is not satisfied, they have the right to lodge a complaint with the Information Regulator (which address can be found herein below), established in terms of the POPI Act.

The Information Regulator (South Africa)
SALU Building
316 Thabo Sehume Street
Pretoria
0004

5.2 Transborder flows of Personal Information – (section 51(1)(iv) of PAIA and section 18(1)(g) of the POPI Act.

5.2.1 The Private Body may from time to time need to transfer authorised Personal Information to another country for storage purposes or for the rendering of services by a foreign third-party service provider or otherwise. We will ensure that any person that we pass data subjects' Personal Information to agrees to treat their information with the same level of protection as we are obliged to in terms of section 72 of the POPI Act.

5.3 Security measures to protect Personal Information – Section 51(1)(v)

5.3.1 The security measures implemented by the Private Body to ensure the confidentiality, integrity and availability of Personal Information, are listed and described below:

<u>PHYSICAL SECURITY MEASURES:</u>	<u>CYBER SECURITY MEASURES:</u>
Access control to the premises and certain key areas, which access is restricted to authorised personnel	Firewalls
Devices and user stations are password protected	Virus protection
Devices (laptops or otherwise) and user stations are safely secured by case lock or otherwise when not in use	Password protection on devices is changed regularly
Servers are stored in access-controlled rooms	Data encryption
Security gate	Systems and devices are automatically locked after certain periods of inactivity
Access control (employee key card)	Data is backed up
On site security guards	Protection of information stored on printers
Safe storage of physical documentation	
Discarded documentation is shredded	

6 UPDATES TO THE MANUAL – Section 51(2)

The Private Body may update this manual every six months or from time to time as it may deem necessary.

SIGNED at CAPE TOWN on 30 JUNE 2021

A handwritten signature in black ink, appearing to read 'J. J. J.', is placed on a light beige rectangular background. Below the signature is a solid black horizontal line.

7 Section 51 (1) (f)

7.1 Other Information as May Be Prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.



8 Section 51 (3)

8.1 Availability of the Manual

This manual is available for inspection at Analyze Consulting Services (Pty) Ltd free of charge. Copies are made available with the South African Human Rights Commission, in the Gazette and for download from Analyze Consulting Services (Pty) Ltd website.

FORM C

REQUEST FOR ACCESS TO RECORD OF 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: Analyze Consulting Services (Pty) Ltd

B. 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> |
|--|

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

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

Full names and surname:

Identity number:

D. Particulars of record

- | |
|---|
| <p>(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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p>The requester must sign all the additional folios.</p> |
|---|

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:	Form in which record is required
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:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	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.)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"	<input type="checkbox"/>	transcription 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
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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