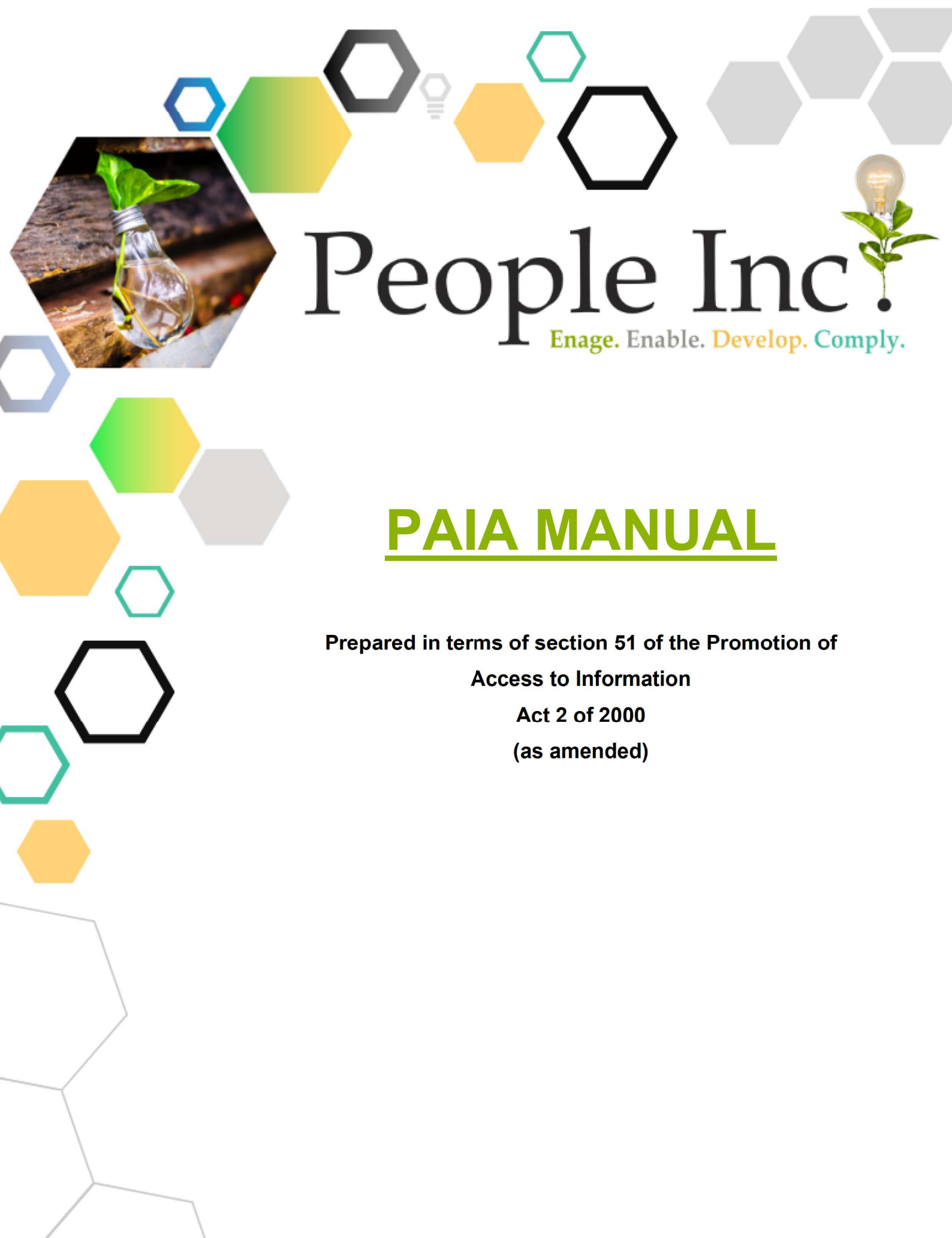




People Inc.

Enage. Enable. Develop. Comply.

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of
Access to Information
Act 2 of 2000
(as amended)

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1. INTRODUCTION

- 1.2 People Inc. provides Human Resource (HR) consulting services to various individuals, institutions and allied partners. Our services include but are not limited to strategic and advisory HR and legal services, recruitment, payroll services, training and counselling, industrial relations and labour law services.
- 1.3 The purpose of this guide to promote the right of access to information, to foster a culture of transparency and accountability within People Inc. by giving the right to information and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.
- 1.4 This manual complies with the requirements as per Promotion of Access to Information Act No. 2 of 2000 and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Acts and its regulations.

1.5 **Purpose for Processing Personal Information:**

- 1.5.1 Our organisation processes personal information to provide high-quality consulting services and to meet legal and ethical responsibilities. These purposes include, but are not limited to:
 - a. Recruitment and talent acquisition support, including CV screening, candidate profiling, and interview coordination
 - b. Job grading, remuneration benchmarking, and organizational structuring
 - c. B-BBEE advisory and compliance services
 - d. HR audits and policy development
 - e. Training and capacity-building for nonprofit and sectoral clients
 - f. Employee relations and performance management consulting
 - g. Legal and corporate documentation refinement, including contracts and proposals
 - h. Market research and stakeholder engagement for strategic HR initiatives
 - i. We are committed to handling all personal data with the utmost care, in compliance with applicable privacy laws such as the Protection of Personal Information Act (POPIA), and ethical guidelines relevant to consulting and HR professionals.

2. LIST OF ACRONYMS AND ABBREVIATIONS

- 2.1. **“CEO”** Chief Executive Officer
- 2.2. **“IO”** Information Officer
- 2.3. **“PAIA”** Promotion of Access to Information Act No. 2 of 2000
- 2.4. **“POPIA”** Protection of Personal Information Act No.4 of 2013
- 2.5. **“Regulator”** Information Regulator; and
- 2.6. **“Republic”** Republic of South Africa

3. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 3.1 Have insight into the categories of records held by the company which are available without a person having to submit a formal PAIA request.
- 3.2 Have sufficient understanding of how to make a request for access to a record of the company, by providing a description of the subjects on which the company holds records, and the categories of records held on each subject.
- 3.3 Know the description of the records of the company which are available in accordance with any other legislation.
- 3.4 Access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access.
- 3.5 Know if the company will process personal information and the purpose of processing of personal.
- 3.6 Information and the description of the categories of data subjects and of the information or categories of information relating thereto.

4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

- 4.1 The Act prescribes the appointment of an Information Officer where such Information Officer is responsible to, inter alia, assess request for access to information. The head of a private body fulfils such a function in terms of section 51. People Inc. has opted to appoint an Information Officer to assess such a request for access to information as well as to oversee its required functions in terms of the Act.

CEO AND INFORMATION OFFICER (Section 51 (1)(A))	
Full Names:	Zelda Wessels on behalf of ZRW Consulting Services (Pty) Ltd t/a People Inc
ID Number:	8401180097083
Business Registration Number	2017 / 154674 / 07
Physical Address:	23 Underburg Road Centurion 0152
Postal Address:	23 Underburg Road Centurion 0152
Email:	zelda@peopleinc.co.za
Telephone:	084 506 4776
Website:	https://peopleinc.co.za

5. DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS (SECTION 51(1))

- 5.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 5.2 The requester must complete the prescribed form included in Annexure A of this manual and submit together with payment of a request fee to the Information Officer at the physical address or electronic mail address as noted in clause 4 above.
- 5.3 The prescribed form must be filled in with sufficient and correct information to enable the Information Officer to identify:
 - a. the record/s requested; and
 - b. the identity of the requester.
- 5.4 The requester must clearly specify why the record is necessary to exercise or protect such a right (section 53(2)(d)).
- 5.5 People Inc. will process the request within 30 (thirty) calendar days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with.
- 5.6 The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.
- 5.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (section 53(2)(f)).
- 5.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 5.9 The requester must pay the prescribed fee before any further processing can take place.
- 5.10 All information as listed in this policy should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information.
- 5.11 The Information Officer shall serve a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

6. DESCRIPTION OF THE SUBJECT AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Subjects on which Body holds records	Categories of records
Human Resources Records	• Employee contracts and personnel files • Job profiles, grading reports, and remuneration benchmarks • Performance reviews and disciplinary records • Recruitment documentation (CVs, interview notes, candidate assessments) • Training and development records
Client and Project Records	• Engagement letters and service agreements • Project briefs, deliverables, and case studies • B-BBEE advisory documentation • HR audit reports and compliance assessments • Sectoral research and benchmarking data
Financial and Administrative Records	• Invoices, receipts, and payment confirmations • Tax and accounting records • Supplier and vendor contracts • Budgeting and financial planning document
Legal and Governance Records	• Company registration and statutory documents • POPIA and PAIA compliance documentation • Risk assessments and governance frameworks • Internal policies and procedural manuals
Marketing and Communications	• Website content and analytics • Newsletters, campaign materials, and social media assets • Branding guidelines and audience segmentation strategies • Outreach correspondence and stakeholder engagement records
Information Technology and Security	• System access logs and user permissions • Data protection protocols and cybersecurity policies • Website usage data and cookie tracking records
People Inc. Business Information	• Company registration documents • Minutes and policies • Association, administration, and/or co-operation agreements • Annual reports • Financial records • Operational records • Policies and procedures • Trademarks and other intellectual property • Internal correspondence • Statutory records • Insurance policies and records

7. CATEGORIES OF RECORDS AVAILABLE WITHOUT PERMISSION

Category of records	Types of the Record	Available on Website	Available upon request
Human Resources Records	Employee, employer and recruitment candidates information which are protected and confidential. Individuals can however request their own records.	No	Yes
Client and Project Records	Project and client records are confidential. Clients can however request their own records.	No	Yes
Financial and Administrative Records	People Inc. financial information is available on request only for approved purposes.	No	Yes
Legal and Governance Records	We maintain core governance records including company registration documents, statutory compliance files (POPIA and PAIA), risk assessments, and internal policies and procedures that guide our operations and legal obligations.	Yes	Yes
Marketing and Communications	We maintain a range of marketing and communications records, including website content and analytics, newsletters, campaign materials, social media assets, branding guidelines, audience segmentation strategies, and outreach correspondence related to stakeholder engagement and platform visibility.	Yes	Yes
Information Technology and Security	We maintain technical and security-related records including system access logs, user permission settings, data protection protocols, cybersecurity policies, and website usage data such as cookie tracking, all of which support the integrity, confidentiality, and lawful processing of personal information across our digital platforms.	Yes	Yes

Category of records	Types of the Record	Available on Website	Available upon request
People Inc. Business Information	We maintain a comprehensive set of corporate and operational records, including company registration documents, governance minutes and policies, association and co-operation agreements, annual reports, financial and statutory records, insurance documentation, internal correspondence, trademarks and other intellectual property, as well as procedural and operational files that support the effective management and legal compliance of our business.	No	Yes

- 7.1 Please note that no client or individual, information, or details will be shared with anybody without permission. Due to the sensitive nature of employment and business-related information and various labour legislation, code of good practise and regulations.
- 7.2 Therefore, People Inc does not provide or disclose any client records available without permission.

8. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
POPI Policy and Procedure	Protection of Personal Information Act 4 of 2013
Employment Records	Labour Relations Act 66 of 1995 Employment Equity Act 55 of 1998 Basic Conditions of Employment Act 75 of 1997
Financial Records	Income Tax Act 58 of 1962
Business Compliance Records	Occupational Health & Safety Act 85 of 1993

- 8.1 People Inc. does not currently intend to transfer personal information across national borders. Should such a need arise in the future, the organisation will ensure that all necessary approvals are obtained in advance, and that any transfer is conducted in compliance with applicable data protection regulations, including the Protection of Personal Information Act (POPIA).
- 8.2 Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a requester access on a basis other than as set out in PAIA, we shall update the list accordingly.
- 8.3 If a requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

9. PROCESSING OF PERSONAL INFORMATION

- 9.1 Pursuant to promoting responsible information processing practices, as well as in its capacity as responsible party contemplated in terms of the provisions of the POPI Act, People Inc. takes any activities relating to the protection and processing of personal information (as defined in terms of the provisions of section 1 of the POPI Act) very seriously.
- 9.2 To promote the constitutional right to privacy in terms of the POPI Act, People Inc. undertakes to, in so far as is required of it, observe the requirements and conditions for the lawful processing of personal information.
- 9.3 People Inc. utilizes a secure, centralized information system designed to protect personal information under its care. This system incorporates access restrictions, ensuring that only authorized personnel can retrieve or manage sensitive data. The infrastructure supports the confidentiality, integrity, and availability of information by employing best practices in data protection and system security.
- 9.4 People Inc. remains committed to maintaining and enhancing its security posture in alignment with relevant legislation and evolving technological standards.

10. PREScribed REQUEST FORM AND FEES

- 10.1 Information, which is automatically available, without having to complete the prescribed Form A and paying the requester's fee, will be made available via email or at the offices of People Inc. (the particulars of which appear in section 2 above) or in the manner requested, should this be reasonable and possible.
- 10.2 To facilitate the processing of any request by a requester, kindly follow the procedure set forth herein below:
 - 10.2.1 Use the prescribed Form A attached hereto as Annexure A, alternatively found on People Inc. website as described in section 4.1.
 - 10.2.2 Provide sufficient detail to enable any authorised person dealing with a request to identify:
 - i. The record(s) requested;
 - ii. The requestor (and, if an agent is lodging the request on behalf of someone, proof of capacity and authorisation);
 - iii. Email address and contact number of the requestor;
 - iv. The form of access required;
 - v. If the requester wishes to be informed of the decision in any manner (in addition to being informed in writing) the manner and particulars thereof;

- vi. The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required in order to exercise or protect the right.

10.3 Prescribed fee

- 10.3.1 A requestor is required to pay the prescribed fee of R 250.00 per request before a request will be processed.
- 10.3.2 If the preparation of the record requested requires more than the prescribed hour, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 10.3.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 10.3.4 Records may be withheld until the fees have been paid.

10.4 The detailed fee structure as prescribed in terms of section 54 of the PAIA Act is applicable:

Reproduction of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R 1.10
A printed copy of an A4-size page or part thereof	R 0.75
A copy in computer-readable format, for example: Compact disc	R 170.00
A transcription of visual images, in an A4-size page or part thereof	R 40.00
A copy of visual images	R 60.00
A transcription of an audio record for an A4-size page or part thereof	R 50.00
A copy of an audio record	R 30.00

10.5 Access to prescribed forms and fees: Prescribed forms (Annexures) and fees (Section 10.3) are included in this manual or published on People Inc. website, alternatively, copies can be requested from the Information Officer or CEO.

11. REVIEW AND APPEALS

- 11.1 A private body such as People Inc. is entitled to refuse a request for information.
- 11.2 Requesters have the right to appeal against the decision to deny access.
- 11.3 The appeal can be lodged by completing the appeal form as provided in Annexure C of this manual.
- 11.4 **Grounds for Refusal:** The 30-calendar day response period, as required by the Act, begins only after the requester complies with all Act requirements to the satisfaction of the Information Officer.
- 11.5 Requests may be refused on the following grounds, as set out in the Act:
 - 11.5.1 Mandatory protection of privacy: Refusal may occur when revealing personal information of a natural person, including a deceased person, would unreasonably invade their privacy.
 - 11.5.2 Mandatory protection of commercial information: Access can be denied if the record contains trade secrets, financial, commercial, scientific, or technical information, and disclosure could harm the financial or commercial interests of a third party or the Company. Also, if the record contains information disclosed in confidence by a third party and its disclosure could harm their competitive position.
 - 11.5.3 Mandatory protection of confidential information: Records may be refused if their disclosure would breach a duty of confidence owed to a third party as part of an agreement.
 - 11.5.4 Mandatory protection of safety and property: Access may be denied ensuring the safety of individuals and the protection of property.
 - 11.5.5 Mandatory protection of privileged records: Records that are privileged from production in legal proceedings are protected unless the legal privilege has been waived.
 - 11.5.6 Mandatory protection of research information: Access may be denied for research information belonging to a third party or the Company

12. RECORDS OF REQUESTS

- 12.1 We will maintain records of all requests and responses in compliance with PAIA.

13. REVIEW OF POLICY

13.1 This PAIA policy will be reviewed periodically to ensure compliance with PAIA and any relevant amendments to the law.

ANNEXURE A: REQUEST FOR ACCESS TO RECORD

REQUESTER FORM (to be completed by any person or entity wanting to access records held by People Inc. "Private body" refers to the People Inc. and "the head" refers to the CEO. If a person is not requesting their own information, the person or entity requesting it on their behalf must indicate that clearly below and attach a signed mandate to that effect (section C below).)

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000)

[Regulation 7]

To:

CEO AND INFORMATION OFFICER (Section 51 (1)(A))	
Full Names:	Zelda Wessels on behalf of ZRW Consulting Services (Pty) Ltd t/a People Inc
ID Number:	8401180097083
Business Registration Number	2017 / 154674 / 07
Physical Address:	23 Underburg Road Centurion 0152
Postal Address:	23 Underburg Road Centurion 0152
Email:	zelda@peopleinc.co.za
Telephone:	084 506 4776
Website:	https://peopleinc.co.za

Mark with an "X"	
☐	Request is made in my own name.
☐	Request is made on behalf of another person.

B. Particulars of person requesting access to the record

NOTE: Proof of identity must be attached by the requester.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
<i>Only complete this section if you are making this request on behalf of another person/entity</i> <i>*If requests made on behalf of another person, proof of such authorisation, must be attached to this form.</i>			
Capacity in which request is made (when made on behalf of another person)			
Full names of person on whose behalf request is made			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD

(Mark the applicable box with an "X")

Record is provided electronically via file transfer	
Record is in written or printed form <i>(Additional cost apply)</i>	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc) <i>(Additional cost apply)</i>	
Record consists of recorded words or information which can be reproduced in sound <i>(Additional cost apply)</i>	
Record is held on a computer or in an electronic, or machine-readable form <i>(Additional cost apply)</i>	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Records are provided by email or electronic share transfer	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form) <i>(Additional cost apply)</i>	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc) <i>(Additional cost apply)</i>	
Transcription of soundtrack (written or printed document) <i>(Additional cost apply)</i>	
Copy of record on flash drive (including virtual images and soundtracks) <i>(Additional cost apply)</i>	
Copy of record on compact disc drive (including virtual images and soundtracks) <i>(Additional cost apply)</i>	
Copy of record saved on cloud storage server <i>(Additional cost apply)</i>	
MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> <i>(Additional cost apply)</i>	
Postal services to postal address <i>(Additional cost apply)</i>	
Postal services to street address <i>(Additional cost apply)</i>	
Courier service to street address <i>(Additional cost apply)</i>	
Facsimile of information in written or printed format <i>(including transcriptions)</i> <i>(Additional cost apply)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
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:	
FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. 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) Refer to sections 10.3 and 10.4 of the PAIA manual for the prescribed fees e) If you qualify for exemption of the payment of any fee, please state the reason for exemption	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signatories

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE B: OUTCOME OF REQUEST AND OF FEES PAYABLE

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 8]

Note:

1. If your request is granted the:
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

REQUEST DETAILS	
Reference Number	
Requestor Full Names	
Requestor Identity Number	
Requestor Postal Address	
Requestor Street Address	
Requestor E-mail Address	
Requestor Contact Numbers	

Mark with an "X" The following was requested:	
Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or	

<i>machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

Mark with an "X" To be submitted:	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
APPROVAL Kindly note that your request has been:	
Approved	
Denied	
For the following reasons	
FEES PAYABLE <i>(Mark the applicable box with an "X")</i>	
Request for record	R 250.00
Photocopy	
Printed copy	
For a copy in a computer-readable form on: (i) Flash drive - To be provided by requestor (ii) Compact disc - If provided by requestor - If provided to the requestor	
For a transcription of visual images per A4-size page	
Copy of visual images	

Transcription of an audio record, per A4-size		
Copy of an audio record		
(i) Flash drive		
• To be provided by requestor		
(ii) Compact disc		
• If provided by requestor		
• If provided to the requestor		
Postage, e-mail or any other electronic transfer:		
Hard copy delivery		
Grand total		
DEPOSIT PAYABLE <i>(Mark the applicable box with an "X")</i>		
Yes		
No		
Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

Signed at _____ this _____ day of _____ 20 _____

Signature of Information Officer

ANNEXURE C: INTERNAL APPEAL FORM

REQUEST DETAILS	
Reference Number	

CEO AND INFORMATION OFFICER (Section 51 (1)(A))	
Full Names:	Zelda Wessels on behalf of ZRW Consulting Services (Pty) Ltd t/a People Inc
ID Number:	8401180097083
Business Registration Number	2017 / 154674 / 07
Physical Address:	23 Underburg Road Centurion 0152
Postal Address:	23 Underburg Road Centurion 0152
Email:	zelda@peopleinc.co.za
Telephone:	084 506 4776
Website:	https://peopleinc.co.za

PERSONAL INFORMATION			
Full Names			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		

<i>Only complete this section if you are making this appeal on behalf of another person</i>			
Capacity in which request is made (when made on behalf of another person)			
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>Mark with an "X"</i>			
Refusal of request for access			
Decision regarding fees prescribed in terms of section 22 of the Act			
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act			
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester			
Decision to grant request for access			
GROUND FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>			
State the grounds on which the internal appeal is based:			
State any other information that may be relevant in considering the appeal:			

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication (Please specify)
Signatories		

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

Signed at _____ this _____ day of _____ 20 _____

Signature of Information Officer

Legal Disclaimer:

This Policy is not exhaustive and may be updated at the Company's discretion. Users are advised to regularly review and comply with the latest version of this Policy.

The content of this policy is available for public review; however, it is not authorized for redistribution, reproduction, or external sharing in any form. Access is granted solely for transparency and informational purposes.

