

**MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF
2000 (“PAIA”)**

AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013
 (“POPIA”)

**EVOLUTION CREDIT LIMITED
(REG. NO.: 1999/020093/06)
 (“EVOLUTION”)**

Version	Date of approval	Forum of Approval	Review period	Author
2	8 November 2023	ECL Board	2 years	Fanie van Biljon
2.1	13 November 2024	ECL Board	2 years	Fanie van Biljon

1 Introduction

- 1.1 This Manual constitutes the Evolution Group PAIA manual.
- 1.2 This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"). POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.3 This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.
- 1.4 For purposes of this Manual, we refer to ourselves as "Evolution", "the Group", "we", "us" or "our".

2 Who Are We - About Us And Our Business

- 2.1 We are a South African-based financial services institution and specialize in providing home improvement finance, debt collection services and insurance products.
- 2.2 If you would like to find out more about us, including our main business activities, our company profile is available at <https://www.evolution.za.com/about/> .

3 Main Subsidiaries And Associate Companies

- 3.1 The Group has the following subsidiaries and associate entities;
- 3.1.1 Opco 365 (Pty) Ltd
- 3.1.2 Evolution Life Holdings (Pty) Ltd
- 3.1.3 DMC Evolution (RF) (Pty) Limited
- 3.1.4 Umuzi Finance (RF) Ltd
- 3.2 If you have a PAIA request you would like to submit to one of them, you should follow the procedures set out in this Manual, as it will also apply to them.

4 Our Contact Details

4.1 All requests for access to records in terms of the Act for the Group must be in writing and must be addressed to the Chief Information Officer, at the contact details below;

Information Officer: Neil Grobbelaar

Postal Address: P.O. Box 19610 | Tecoma | 5214

Street Address: 12 Esplanade Road | Quigney | East London | 5201 |

Contact number: +27 (0) 43 702 4600

Email address: legalquery@evolution.za.com

5 PAIA Guide

5.1 In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages.

5.2 If you have any queries, or need a copy of the Guide, please visit our website or contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: PAIAComplaints@inforegulator.org.za

General enquiries email: enquiries@inforegulator.org.za

6 Information That Is Automatically Available Without A PAIA Request

6.1 The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

6.2 You are also, subject to verification, automatically allowed to access your information insofar as it relates to any of the products we offer which is regulated by the;

6.2.1 Financial Advisory and Intermediary Services Act, No. 37 of 2002;

6.2.2 Insurance Act, No. 18 of 2017; and

6.2.3 National Credit Act, No. 34 of 2005.

6.2.4 Debt Collectors Act, No. 114 of 1998

7 Records Kept In Terms Of The Other Legislation

- 7.1 We are subject to many laws and regulations, some of which require us to keep certain records.
- 7.2 These laws are detailed in Appendix A attached hereto.
- 7.3 Note that the list is not exhaustive.

8 Description Records We Hold

- 8.1 Described below are the records which we hold, divided into categories for ease of reference:

Companies Act Records

Documents of Incorporation;
Memorandum of Incorporation;
Minutes of Board of Directors meetings and General Meetings;
Written Resolutions;
Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
Share Register and other Statutory Registers; and
Other Statutory Records.

Tax Returns;
Accounting Records;
Banking Records;
Bank Statements;
Paid Cheques;
Electronic Banking Records;
Asset Register;
Rental Agreements; and
Invoices.

Client Records

Client contact information;
Agreements, application forms;
Policy documents;
Banking details;
Transactional records;

Income Tax Records

PAYE Records;
Documents issued to employees for income tax purposes;
Records of payments made to SARS on behalf of employees;
All other statutory compliances;
VAT;
Regional Services Levies;
Skills Development Levies;
UIF; and

Financial Records

Annual Financial Statements;

Workmen's Compensation.

Personnel Documents and Records

Employment contracts;

Employment policies and procedures;

Employment Equity Plan;

Medical Aid records;

Pension Fund records;

Internal evaluations and disciplinary records;

Salary records;

Disciplinary codes;

Leave records;

Training records and manuals;

Operating manuals;

Personal records provided by personnel;

Other statutory records; and

Related correspondence.

9 Information Related to POPIA

9.1 Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 10 below.

9.2 If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.

9.3 We have attached the prescribed forms to this Manual for your convenience.

9.4 We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

9.5 Purpose of processing

9.5.1 POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy.

9.5.2 The type of personal information that we process will depend on the purpose for which it is collected. We will, on request, disclose to you why the personal information is being collected and will process the personal information for that purpose only.

9.6 Personal information that is processed; category of data subject; and category of personal information

9.6.1 Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence; banking details.

9.6.2 Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

9.6.3 Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

- 9.6.4 Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
- 9.6.5 Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.
- 9.6.6 Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

9.7 Categories of recipients for purposes of processing personal information

- 9.7.1 We may supply personal information to these potential recipients:
- 9.7.1.1 Management;
 - 9.7.1.2 Employees;
 - 9.7.1.3 Temporary Staff;
 - 9.7.1.4 Sub-contracted operators or service providers; and
 - 9.7.1.5 Funders, shareholders and directors
- 9.7.2 We may disclose personal information we collected to any of our non-RSA subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.
- 9.7.3 We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

9.8 Actual or planned trans-border flows of personal information

- 9.8.1 We may disclose personal information we collected to our shareholders, funders or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.
- 9.8.2 We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

9.9 General description of information security measures

9.9.1 We employ appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include, but is not limited to:

9.9.1.1 Firewalls;

9.9.1.2 Virus protection software and update protocols;

9.9.1.3 Logical and physical access control;

9.9.1.4 Secure setup of hardware and software making up our information technology infrastructure; and

9.9.1.5 Outsourced service providers who are contracted to implement security controls.

10 Request Procedure

10.1 Completion of the prescribed form

10.1.1 Any request for access to a record from a private body in terms of PAIA must substantially correspond with the form attached hereto marked Appendix B - FORM 2 Request For Access To Record [Regulation 7].

10.1.2 A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

10.2 Payment of the prescribed fees

10.2.1 A Fee may be payable, depending on the type of information requested, as described under Appendix C - Form 3 Outcome Of Request and/or Fees Payable [Regulation 8].

10.2.2 Section 54 of PAIA entitles us to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

10.2.3 Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

10.2.4 POPIA provides that a data subject may, upon proof of identity, request The Group to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

10.2.5 POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, The Group must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

11 Objection

- 11.1 POPIA provides that a data subject may object, at any time, to the processing of personal information by us, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix D - FORM 1 - Objection to the processing of personal information [Regulation 2] and submit it to the Information Officer at the postal or physical address or electronic mail address set out above.

12 Correction

- 12.1 A data subject may also request us to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that we are no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 12.2 A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address or electronic mail address set out above on the form attached hereto as Appendix E - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information[Regulation 3].

13 Proof Of Identity

- 13.1 Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

14 Timelines For Consideration Of A Request For Access

- 14.1 Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.
- 14.2 Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

15 Grounds For Refusal Of Access And Protection Of Information

- 15.1 There are various grounds upon which a request for access to a record may be refused. These grounds include:
- 15.1.1 the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
 - 15.1.2 the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
 - 15.1.3 if disclosure would result in the breach of a duty of confidence owed to a third party;
 - 15.1.4 if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
 - 15.1.5 if the record was produced during legal proceedings, unless that legal privilege has been waived;
 - 15.1.6 if the record contains trade secrets, financial or sensitive information or any information that would put us at a disadvantage in negotiations or prejudice it in commercial competition; and/or
 - 15.1.7 if the record contains information about research being carried out or about to be carried out on behalf of a third party or by us.
- 15.2 Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 15.3 If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

16 Remedies Available To A Requester On Refusal Of Access

- 16.1 If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.
- 16.2 In the event that you are not satisfied with the outcome of the decision, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.
- 16.3 Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision

in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

17 Availability Of This Manual

- 17.1 Copies of this Manual are available for inspection, free of charge, at the registered offices of The Group at the address listed above.
- 17.2 Copies will also be made available on the Group website/s.

Appendix A - Table of Legislation

Records are kept in accordance with such other legislation as is applicable to The Company, which includes but is not limited to the following:

Administration of Estates Act, No. 66 of 1965	Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000
Arbitration Act No. 42 of 1965	Protected Disclosures Act, No. 26 of 2000
Basic Conditions of Employment Act, No. 75 of 1997	Protection of Constitutional Democracy against Terrorist and Related Activities Act, No. 33 of 2004
Broad Based Black Economic Empowerment Act, No. 53 of 2003	Regulation of Interception of Communications and Provisions of Communication Related Information Act, No. 70 of 2002
Companies Act, No. 71 of 2008	Securities Services Act, No. 36 of 2004
Competition Act, No. 89 of 1998	Skills Development Act, No. 97 of 1997
Constitution of South Africa Act, No. 108 of 1996	Skills Development Levy Act, No. 9 of 1999
Copyright Act, No.98 of 1987	Tobacco Products Control Act, No. 12 of 1999
Debt Collectors Act, No. 114 of 1998	Unemployment Insurance Act, No. 63 of 2001
Electronic Communications and Transactions Act, No. 2 of 2000	Value-added Tax Act. No. 89 of 1991
Employment Equity Act, No. 55 of 1998	
Financial Advisory and Intermediary Services Act, No. 37 of 2002	
Financial Intelligence Centre Act, No. 38 of 2001	
Financial Sector Regulation Act, No. 9 of 2017	
Income Tax Act, No. 58 of 1962	
Income Tax Act, No. 95 of 1967	
Insolvency Act, No. 24 of 1936	
Insurance Act, No. 18 of 2017	
National Credit Act, No. 34 of 2005	
Occupational Health and Safety Act, No. 85 of 1993	
Promotion of Access to Information Act, No. 2 of 2000	

FORM 2

REQUEST FOR ACCESS TO RECORD
[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

 (Address)

E-mail address: _____
 Fax number: _____

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i>			
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 in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or 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 record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

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>	
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	
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) *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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20__

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[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.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information 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>) 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.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or 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	

3. 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	
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>)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requestor	R40.00		
(ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive • To be provided by requestor	R40.00		
(ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference number: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

 Information officer

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 2(1)]

Note:

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

Reference number: _____

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

Signed at _____ this _____ day of _____ 20____

Signature of data subject (applicant)

FORM 2

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

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

Note:

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

Reference number: _____

Mark the appropriate box with an "X"

Request for:

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

A	DETAILS OF THE DATA SUBJECT
Name and surname of data subject	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body (if the responsible party is not a natural person):	
Residential, postal or business address:	
	Code ()
Contact number(s):	

Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* Delete whichever is not applicable

Signed at _____ this _____ day of _____ 20_____

Signature of data subject (applicant)