



South African Future Trust  
PO Box 61631  
Marshalltown 2107  
+27 (11) 274 2000  
[www.southafricanfuturetrust.com](http://www.southafricanfuturetrust.com)

**PAIA MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (AS AMENDED)**

**DATE OF COMPILATION:  
June 2025**

**DATE OF REVISION:  
June 2026**

Master Reference No: IT634/2020

Trustees: Graça Machel, Revd Dr Thabo Cecil Makgoba, Jonathan Ernest Maximillian Oppenheimer, Noluthando Dorian Bahedile Orleyn, Barend Petersen



## 1 INTRODUCTION

South African Future Trust is a trust located in South Africa established in response to the COVID-19 pandemic to, amongst others, provide loans to small, medium and micro enterprises

## 2 DEFINITIONS

For purposes of the Manual -

- 2.1 **"Data Subjects"** means data subjects as defined in POPIA;
- 2.2 **"Information Officer"** means the registered Information Officer of SAFT referred to in 5.2;
- 2.3 **"Manual"** means this PAIA Manual and all annexures hereto from time to time.
- 2.4 **"PAIA"** means the Promotion of Access to Information Act No. 2 of 2000 (as amended).
- 2.5 **"Personal Information"** means Personal information as defined in POPIA;
- 2.6 **"POPIA"** means the Protection of Personal Information Act No.4 of 2013 and all regulations promulgated thereunder from time to time;
- 2.7 **"Processing"** shall have the meaning as set out in POPIA, and "Processed" shall have a corresponding meaning;
- 2.8 **"Record"** means any recorded information of SAFT in whatever form or medium that is in the possession or under the control of SAFT and whether created by SAFT or any other party;
- 2.9 **"Regulator"** means the South African Information Regulator;
- 2.10 **"RSA"** means the Republic of South Africa;
- 2.11 **"Requestor"** means any person, including a public body or official thereof, making a Request for Access to a Record of SAFT or a person acting on behalf of such person.
- 2.12 **"Request for Access"** means a Request for Access to a Record in terms of section 50 of PAIA;
- 2.13 **"SAFT"/"Us"/"Our"/"We"** means the trustees for the time being of the South African Future Trust (Registration No IT634/2020).

### **3 OBJECT OF PAIA AND POPIA**

- 3.1 The object of PAIA is to give effect to the constitutional right of access to any information held by another person and that is required for the exercise or protection of any rights.
- 3.2 The object of POPIA includes promoting the protection of Personal Information processed by public and private bodies and introducing certain conditions to establish minimum requirements for the processing of personal information.

### **4 PURPOSE OF THE MANUAL**

The purpose of the Manual is to –

- 4.1 facilitate Requests for Access to Records of SAFT as provided for in PAIA, including –
  - 4.1.1 to check the categories of Records held by SAFT which are available without a person having to submit a Request for Access;
  - 4.1.2 to have a sufficient understanding of how to make a Request for Access, by providing a description of the subjects on which SAFT holds Records and the categories of Records held on each subject;
  - 4.1.3 to know the Records of SAFT which are available in accordance with any other legislation;
  - 4.1.4 to access the details of the Information Officer who will assist the public with Requests for Access;
  - 4.1.5 to know the description of the Guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 4.2 to set out in respect of POPIA and the Processing of Personal Information –
  - 4.2.1 Data Subjects and Personal Information Processed by SAFT;
  - 4.2.2 the purpose of Processing of the Personal Information;
  - 4.2.3 the recipients of the Personal Information;
  - 4.2.4 if SAFT has planned to transfer or Process the Personal Information outside of RSA and the recipients to whom the Personal Information may be supplied; and
  - 4.2.5 whether SAFT has appropriate security measures to ensure the confidentiality, integrity, and availability of the Personal Information.

## 5 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SAFT

### 5.1 Head Office

Name	<b>SOUTH AFRICAN FUTURE TRUST</b>
Registration No:	IT634/2020
Postal address:	PO Box61631 Marshalltown 2107 Johannesburg
Physical address	6 St Andrews Rd Parktown 2193 Johannesburg.
Telephone number	011 274 2000
Website	<a href="https://southafricanfuturetrust.org">https://southafricanfuturetrust.org</a>

### 5.2 Information Officer

Name: Marlize Schwar

Telephone no: 011 274 2260 or 011 274 2000.

Email: [info@southafricanfuturetrust.org](mailto:info@southafricanfuturetrust.org) or  
[marlize.schwar@southafricanfuturetrust.org](mailto:marlize.schwar@southafricanfuturetrust.org)

### 5.3 Access to information general contacts

Email: [info@southafricanfuturetrust.org](mailto:info@southafricanfuturetrust.org) or  
[marlize.schwar@southafricanfuturetrust.org](mailto:marlize.schwar@southafricanfuturetrust.org)

## 6 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE PUBLISHED BY THE INFORMATION REGULATOR

- 6.1 The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised guide on how to use PAIA ("**Guide**").
- 6.2 The Guide can is accessible at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.3 Members of the public can also inspect or make copies of the Guide from the offices of SAFT and the office of the Regulator, during normal working hours.

6.4 Queries can be directed to

The South African Human Rights Commission  
Physical address: Woodmead North Office Park, 54 Maxwell Drive, Woodmead,  
Johannesburg  
Telephone: 011 877 3600

6.5 The Guide is available in each of the official languages and in braille and contains the description of -

- 6.5.1 the objects of PAIA and POPIA;
- 6.5.2 the manner and form of a Request for Access to a Record;
- 6.5.3 the assistance available from the Information Officer and Regulator in terms of PAIA and POPIA;
- 6.5.4 remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA;
- 6.5.5 the provisions of section 51 of PAIA requiring a private body to compile a manual, and how to obtain access to a manual;
- 6.5.6 the provisions of section 52 of PAIA providing for the voluntary disclosure of categories of records by a private body;
- 6.5.7 the notices issued in terms of section 54 of PAIA regarding fees to be paid in relation to Requests for Access; and
- 6.5.8 the regulations made in terms of section 92 of PAIA.

**7 CATEGORIES OF RECORDS OF SAFT WHICH ARE AVAILABLE WITHOUT A REQUEST FOR ACCESS**

The Records that are located on the SAFT website at <https://southafricanfuturetrust.org> are automatically available and need not be requested in accordance with the procedure outlined in this Manual.

**8 DESCRIPTION OF THE RECORDS OF SAFC AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

8.1 The following are some of the South African statutes in terms of which records are held by SAFT. This is not an exhaustive list, and these records are not necessarily available to Requestors in terms of PAIA -

- 8.1.1 Basic Conditions of Employment Act 75 of 1997.
- 8.1.2 Companies Act 71 of 2008.

- 8.1.3 Trust Property Control Act 57 of 1988.
  - 8.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993.
  - 8.1.5 Cybercrimes Act 19 of 2020
  - 8.1.6 Employment Equity Act 55 of 1998.
  - 8.1.7 Income Tax Act 58 of 1962.
  - 8.1.8 Labour Relations Act 66 of 1995.
  - 8.1.9 Occupational Health and Safety Act 85 of 1993.
  - 8.1.10 Skills Development Act 9 of 1999.
  - 8.1.11 Skills Development Levies Act 9 of 1999.
  - 8.1.12 South African Qualifications Authority Act 67 of 2008.
  - 8.1.13 Employment Services Act 4 of 2014.
  - 8.1.14 Unemployment Insurance Act 63 of 2001.
  - 8.1.15 Value Added Tax Act 89 of 1991.
- 8.2 If you believe that the right to Access a Record exists in terms of legislation other than that listed above, you are required to indicate what legislative right the Request for Access is based on, to allow the Information Officer the opportunity of considering the Request for Access.

## 9 DESCRIPTION OF THE SUBJECTS ON WHICH SAFT HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

The table contains a description of the types of Records which SAFT hold, and the categories of Records held on each subject.

These Records are only available with a formal Request for Access.

Subject	Description of record
<b>Statutory records</b>	<ul style="list-style-type: none"> <li>• Trust deed</li> <li>• Minutes of meetings of the trustees</li> <li>• Records relating to the appointment of trustees, auditors, and other officers</li> <li>• Statutory compliance documents</li> </ul>
<b>Income tax</b>	<ul style="list-style-type: none"> <li>• Pay-as-you-earn (PAYE) records</li> </ul>

	<ul style="list-style-type: none"> <li>• Income tax returns</li> <li>• Value Added Tax Records</li> <li>• Skills development levies records</li> <li>• Unemployment Insurance Fund records</li> </ul>
<b>Labour relations records</b>	<ul style="list-style-type: none"> <li>• Personnel documents and records</li> <li>• Employment contracts</li> <li>• Medical aid records</li> <li>• Pension Fund records</li> <li>• Disciplinary records</li> <li>• Salary records</li> <li>• Disciplinary code and / or procedures</li> <li>• Leave records</li> <li>• Training records</li> <li>• Training manuals</li> <li>• Address lists</li> <li>• Internal telephone lists</li> <li>• Remuneration and benefits Records</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Receipts and payments</li> <li>• Bank statements</li> <li>• Budgets</li> <li>• Management accounts</li> <li>• Asset registers</li> <li>• Orders, quotes and invoices</li> <li>• Minutes of meetings</li> <li>• Correspondence</li> <li>• Invoices</li> </ul>
<b>Risk and compliance</b>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Testing certificates</li> <li>• Policies and procedures</li> <li>• Risk assessments</li> <li>• Compliance records</li> </ul>
<b>Supplier /Third Party Records</b>	<ul style="list-style-type: none"> <li>• Supplier contracts</li> <li>• Transactional Records and supporting information</li> </ul>

## 10 PROCESSING OF PERSONAL INFORMATION

The full Privacy Notice of SAFT is available at <https://southafricanfuturetrust.org>

### 10.1 Purpose for Processing of Personal Information by SAFT

We Process Personal information –

- 10.1.1 to operate SAFT, provide and improve Our services and to perform Our functions;
- 10.1.2 to implement and manage Our relationships with third parties including processing payments, managing loans including changes to terms of loans, selecting and onboarding Vendor's, Service Provider's or Grant Recipient's, accounting, auditing and reporting;
- 10.1.3 to send notifications of special offers or promotions that We believe may be of interest to the recipient including to Offer personalised discounts on any existing or new products that the recipient may be interested in;
- 10.1.4 to register subscribers to the SAFT Portal;
- 10.1.5 for statistical analysis and to help Us understand Our Data Subject's more. This helps Us to serve such Data Subjects better and to find ways to improve Our offering's;
- 10.1.6 to improve Our advertising activities and provide relevant marketing communications (including by email, phone, SMS, WhatsApp or online advertising). As part of this, online advertising may be displayed on Our website and on the SAFT Portal;
- 10.1.7 to combine Personal Information with information from third parties to better understand the Data Subjects interests and preferences and send the Data Subject relevant, targeted, and beneficial product offers and advertisements;
- 10.1.8 to develop, monitor, and improve Our systems and processes;
- 10.1.9 to comply with any laws which requires Us to Process the information;
- 10.1.10 to comply with demands or requests made by Regulators, Governmental Authorities and Law Enforcement Authorities.;
- 10.1.11 to monitor and analyse trends, usage and activities in connection with Our Services;
- 10.1.12 to maintain and verify the information We have about Data Subjects, including by checking this against information held in third party repositories;



10.1.13 to manage events organised by Us from time to time;

10.1.14 send newsletters, promotional material and other marketing communications.

## 10.2 **Description of the categories of Data Subjects**

We Process Personal Information relating to the following categories of Data Subjects –

10.2.1 entities SAFT have granted loans to ("**Clients**");

10.2.2 vendors;

10.2.3 service providers;

10.2.4 grant recipients;

10.2.5 browsers of Our Website;

10.2.6 users of any of Our platforms (including the SAFT Portal), interfaces and service channels;

10.2.7 attendees at any of our events;

10.2.8 employees and job applicants;

10.2.9 juristic entities (i.e. service providers, contractors, consultants);

10.2.10 visitors to Our premises.

## 10.3 **Types of Personal Information (and special personal information) processed**

10.3.1 Personal Information

<b>Contact Information:</b>	Name, address, email address, telephone numbers (including landline and cell numbers) and contact person/s.
<b>Loan Information</b>	Details relating to clients loans including the loan agreement and terms of the loan.
<b>Financial Information:</b>	Bank account details, financial history, payment history, turnover, income and expenses, financial records, audit reports, invoices and statements.
<b>Verification Information</b>	Username, passwords and SAFT Portal login details.
<b>Identifiers</b>	VAT and Income Tax No, Company registration numbers, identity numbers, supplier/vendor number, B-BBEE status, photos and video's, CCTV footage.
<b>Contract information</b>	terms of contracts and concluded between Us and You including contract performance and non-performance.
<b>Communication Information:</b>	Communications (physical, electronic and telephonic), telephone records and transcripts of your calls with Us; feedback you give Us and communications with us via social media, Our website and the SAFT Portal and feedback from surveys.
<b>Background and Credit information</b>	Credit status, criminal record information, background and fraud checks.
<b>Liquidation information</b>	Information relating to data subjects liquidation, sequestration, curatorship, business rescue, winding up and deregistration.
<b>Legal Information</b>	The existence and status of any enforcement action in respect of any contract between You and Us.
<b>User-generated Content received through Our Online Presence</b>	Materials or any other information posted by You on a feed or a page of a SAFT website or on a feed or a page of a social media account held by SAFT, or on the SAFT Portal.

10.3.2 The Special Personal Information We Process includes race information which We Process for purposes of compliance with Employment Equity legislation and BBEE Scorecards.

#### 10.4 **Disclosure of your personal information**

10.4.1 SAFT may share Your Personal information with -

10.4.1.1 third-party service providers who provide services to SAFT and on Our behalf including providing, supporting, operating, securing and hosting Our information technology systems and the SAFT Portal;

10.4.1.2 Banks who previously assisted Us with administering Your loan and may at present or in the future assist Us with keeping our records accurate and up to date, including reconciling the data We have with

their records and contacting You or Us should there be any discrepancy in your details;

10.4.1.3 companies or third parties affiliated with us;

10.4.1.4 partners or agents involved in delivering the services offered by Us;

10.4.1.5 emergency services;

10.4.1.6 any entity or forum wherein to protect Ourselves against fraud or exercise our rights;

10.4.1.7 verification information suppliers including credit bureaux, governmental bodies, fraud prevention organisations;

10.4.1.8 professional advisors;

10.4.1.9 third party advertising partners that place advertisements on our websites, the SAFT Portal or other websites or media to measure advertising effectiveness and to serve You with advertisements and other products and materials that best meet your interests and preferences. These third-party advertising partners may also provide Us with certain information about Data Subject's or the demographic group to which Data Subject's belong and may combine this information with the Personal Information We have already about such Data Subject to better understand interests and preferences;

10.4.1.10 third party data service providers who help Us to segment and understand Our customers by providing additional information so that We can send what We believe will be the most relevant, targeted, and beneficial product offers and advertisements;

10.4.1.11 regulatory bodies for purpose of compliance with Our legal and regulatory obligations;

10.4.1.12 Law enforcement, government officials, or other third parties as may be necessary or appropriate in connection with an investigation of fraud, intellectual property infringement, or other activity that is illegal or may expose Us to legal liability;

10.4.1.13 other entities in the SAFT group of Companies as part of Our regular reporting activities on SAFT performance;

10.4.2 SAFT, in its operations, uses several centralised functions and systems across Oppenheimer Generations group of companies. Your Personal Information may be processed through these centralised functions and systems.

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10.4.3 In the event of a reorganisation, merger, or sale, we may transfer all Personal Information we collect to the relevant third party involved in the

reorganisation, merger, or sale.

## 10.5 **Cross border flows of Personal Information**

10.5.1 SAFT may transfer certain Personal Information across geographical borders to –

10.5.1.1 other companies in the SAFT group of companies,

10.5.1.2 third parties for the purposes set out in clause 10.1 and 10.4.

10.5.2 Where We transfer Your Personal Information outside of South Africa, We ensure that We do so in accordance with the requirements for lawful transfer outside of South Africa as set out in POPIA.

## 10.6 **General description of information security measures**

We secure the integrity and confidentiality of Personal Information in Our possession or under Our control by taking 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. Some of the controls we have in place are –

10.6.1 We limit physical access to Our buildings and user access to Our systems to only those that We believe are entitled to be there;

10.6.2 We use technology controls for our information systems, such as firewalls, user verification, strong data encryption, and separation of roles, systems and data;

10.6.3 systems are proactively monitored through a “detect and respond” information security function;

10.6.4 We utilise industry standards to support the maintenance of a robust information security management system; and

10.6.5 We enforce a “need to know” policy, for access to any data or systems.

## 11 **HOW TO REQUEST ACCESS TO A RECORD**

### 11.1 **PAIA**

11.1.1 To Request a Record the requestor must complete the prescribed form (Form 02: [Request for Access to Record](#) [Regulation 7]) attached to this manual as **Annexure A**.

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11.1.2 This request must be sent to the Information Officer at the addresses provided at paragraph 5.2

## 11.2 **POPIA**

Objections to processing of personal information and requests to correct or delete personal information, must be made in writing using **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**, and must be sent to the Information Officer at the addresses provided at paragraph 5.2.

## 11.3 **ALL REQUESTS**

- 11.3.1 The Requestor must provide sufficient detail to enable the Information Officer to identify the Record(s) requested and the Requestor.
- 11.3.2 If the request is made on behalf of another person, the Requestor must submit proof of the capacity in which the Requestor is making the request, to the reasonable satisfaction of the Information Officer.
- 11.3.3 PAIA makes provision for certain grounds upon which a Request for Access to information must be refused. On this basis, the Information Officer will make a decision whether to grant a request for access to information.

## 12 **INFORMATION OR RECORDS NOT FOUND**

- 12.1 If all reasonable steps have been taken to find a Record, and such a Record cannot be found or do not exist, the Information Officer shall notify the Requestor, by way of an affidavit, that it is not possible to give access to the requested record.
- 12.2 If the Record should later be found, the Requestor shall be given access to the record in the manner stipulated by the Requestor in the Form unless access is refused by the Information Officer.

## 13 **UPDATING OF THIS MANUAL**

The Manual will be reviewed and updated, if necessary, on a periodic basis but no less than once each year.

## FORM 2

### REQUEST FOR ACCESS TO RECORD

[Regulation 7]

**NOTE:**

1. *Proof of identity must be attached by the requester.*
2. *If requests are 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  
person.☐

Request is made on behalf of another

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):	Page 14 of		

Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center"><b>PARTICULARS OF RECORD REQUESTED</b></p> <p><i>Provide full details 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 a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center"><b>TYPE OF RECORD</b></p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
Record is in written or printed form			
Records comprise virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i> Page 15 of			
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	
<b>FORM OF ACCESS</b> <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	

<b>MANNER OF ACCESS</b> <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>	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>  <i>If the provided space is inadequate, please continue 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	
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Explain why the record requested is required for the exercise or protection of the right:	
<b>FEES</b>	
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 (Please specify)

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**

## 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,  
2021 [Regulation 2]**

*Note:*

1. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form.*
2. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	

C	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(3)(a)</b> <i>(Please provide detailed reasons for the objection)</i>

Signed at ..... this ..... day of .....20.....  
 .....

*Signature of data subject/designated person*

## 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, 2021**

[Regulation 3]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the request may 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.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

**Request for:**

☐

a) Correction or deletion of personal information about the data subject which is in possession or under the control of the party responsible.

☐

*Please select applicable reasons for the selected request:*

(a) Inaccurate

☐

(b) Irrelevant

☐

(c) Excessive

☐

(d) Out of Date

☐

(e) Incomplete

☐

(f) Misleading

☐

(g) Obtained unlawfully

☐

- b) Destruction ☐ or deletion ☐ of a record of personal information about the data subject which is in the possession or under the control of the responsible party who is no longer authorised to retain the record of information.

**A**

**DETAILS OF THE DATA SUBJECT**

Name(s) and surname / Registered name of data subject:	
Postal or business address:	
	Code (      )
Contact number(s):	
Fax number/E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / Registered name of responsible party:	
Postal or business address:	
	Code (      )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>PERSONAL INFORMATION TO BE CORRECTED/DESTROYED/DELETED</b>  <i>(Please specify the personal information required to be corrected / destroyed / deleted)</i>
<b>D</b>	<b>EXPLANATION FOR THE SELECTED REASON FOR A REQUEST</b>  <i>(Please provide detailed explanation for the selected reasons for the request for correction or deletion of personal information which is in possession or under the control of the responsible party</i>
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Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/ designated person*