

PAIA & POPIA MANUAL



**The Promotion of Access to Information Act
Protection of Personal Information Act**

Registration Number of Company: 1973/006186/30

Casidra SOC Limited

MANUAL

compiled in terms of Section 51 of

**The Promotion of Access to Information Act 2/2000 (PAIA)
which requires that the Casidra must have a manual which sets out, amongst others, its
structure and functions, include an index of its records and services, provide assistance
on the procedure to access its records and services as well as information relevant to
the Protection of Personal Information Act, 2013 (POPI).**

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1. ABOUT THE ACT/S

1.1 PROMOTION OF ACCESS TO INFORMATION ACT, 2002

The Promotion of Access to Information Act, 2 of 2002 (PAIA) was legislated to give effect to the constitutional right of access to information held by the state or by any other person, where such information is required for the exercise or protection of a right.

1.2 PROTECTION OF PERSONAL INFORMATION ACT, 2013

The Protection of Personal Information Act, 4 of 2013 (POPI) regulates and controls the processing of Personal Information.

2. INTRODUCTION OF CASIDRA

Casidra is the acronym for 'Cape Agency for Sustainable Integrated Development in Rural Areas'. We are a Provincial Government Enterprise of the Western Cape (PGWC).

The organisation is listed as a Schedule 3D Public Entity (Provincial business entity) in terms of the Public Finance Management Act (PFMA). It has a Board of Directors as an Accounting Authority. **Casidra** resides under the Western Cape Department of Agriculture (WCDoA) and its Minister as the designated Executive Authority. The WCDoA provides transfer funding to **Casidra** in terms of the PFMA.

Casidra renders project management services to various Departments within the Western Cape Government (WCG), local authorities, businesses, non-governmental organisations (NGO's), community-based organisations (CBO's), academic institutions, other governmental agencies, and international assistance institutions.

As an official Government Business Enterprise for the Western Cape Government, development projects are planned and implemented by **Casidra**. Its proven ability and skills, ground-level involvement in communities, proven track record and sound financial record-keeping, reporting and auditing make **Casidra** the preferred implementing agent.

2.1 OUR STRATEGIC OVERVIEW

Vision

Cultivating sustainable and thriving agricultural communities

Mission

Advancing agricultural and economic growth through exceptional project management and strategic programme implementation

Values

- **C**ollaboration
- **A**gility
- **S**ustainability
- **I**ntegrity
- **D**evelopment-driven
- **R**esilience
- **A**ccountability

2.2 CORE BUSINESS AREAS

The core business of **Casidra** is to plan, facilitate and implement integrated rural development projects in impoverished rural communities of the Western Cape Province, to bring about lasting improvements in the lives of the people in those communities in which **Casidra** works.

The specific focus is on:

- Agricultural and Environmental Support Services
- Food Security and Nutrition
- Economic and Business Development

2.3 PROGRAMMES AND SERVICES

The organisation's diverse range of activities has been streamlined and focused into four Key Programmes.

PROGRAMME 1: Agricultural and Environmental Support Services

Purpose: To empower Western Cape smallholder farmers to progress toward their full potential.

The programme consists of the following Sub-programmes:

- Management of Government Farms
- Agricultural Producer Support and Development

PROGRAMME 2: Food Security and Nutrition

Purpose: To provide a project management service for specific subsistence development projects and agricultural initiatives with the aim of improving the standard of living of people in the Western Cape, as well as to holistically address the socio-economic needs of communities and create employment.

The programme consists of the following Sub-programmes:

- Food Security
- Project Management Services to WCDoA

PROGRAMME 3: Economic and Business Development

Purpose: To enhance business growth and local economic development through the leveraging of investments from the public (other than WCDoA) and the private sector.

The programme consists of the following Sub-programmes:

- New Business Opportunities

PROGRAMME 4: Corporate Services

Purpose: To provide leadership, strategic direction and relevant support services to the respective programmes of **Casidra**.

The programme consists of the following Sub-programmes:

- Corporate Governance Compliance
- Human Capital Management
- Public Relations, Marketing and Communications

2.4 BOARD OF DIRECTORS AND MANAGEMENT TEAM

BOARD OF DIRECTORS

Mr	Christo van der Rheede	Chairperson
Ms	Crystal Abdoll	Vice-Chairperson
Ms	Wendy Engel	
Ms	Lusanda Ngxonono	
Mr	Dale Simons	
Ms	Emily Hendricks	
Mr	Daniel Johnson	
Mr	Riccardo Temmers	

MANAGEMENT TEAM

Dr	Keith du Plessis	Chief Executive Officer
Mr	Experience Matshediso	PR/Communications Manager
Mr	David Nefdt	Chief Programme Officer
Mr	Freek van Zyl	Chief Financial Officer
Ms	Loinice Seconds	Human Capital Manager
Mr	Michael MacKenzie	Programme Officer: Food Security
Mr	Jacques Swanepoel	Programme Officer: Environmental Sustainability
Mr	Carl Borraine	Accountant

2.5 MACRO ORGANOGRAM



3. CONTACT DETAILS

Persons designated/duly authorised persons:

In accordance the CEO is the Head of a private body therefore in terms of PAIA/POPIA is the Information Officer of the entity and his contact details is listed below:

INFORMATION OFFICER (CEO):	Keith Du Plessis
PHYSICAL ADDRESS:	22 Louws Avenue Southern Paarl 7646
POSTAL ADDRESS:	P.O. Box 660 Southern Paarl 7624
TELEPHONE NUMBER:	021 863 5000
EMAIL ADDRESS:	info@casidra.co.za
WEBSITE ADDRESS:	www.casidra.co.za

The Chief Executive Officer, appointed Information Officer in terms of PAIA/POPIA, has duly authorised the person below to act as Deputy Information Officer to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

DEPUTY INFORMATION OFFICER:	Experience Matshediso
PHYSICAL ADDRESS:	22 Louws Avenue Southern Paarl 7646
POSTAL ADDRESS:	P.O. Box 660 Southern Paarl 7624
TELEPHONE NUMBER:	021 863 5000
EMAIL ADDRESS:	info@casidra.co.za
WEBSITE ADDRESS:	www.casidra.co.za

4. REQUIREMENTS OF THE ACT IN TERMS OF SECTION 51(1) (b)

4.1 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.

4.2 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 sections 53 and 54 of the Act.

4.3 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 contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

5. APPLICABLE LEGISLATION TO CASIDRA

LEGISLATIVE AND OTHER MANDATES APPLICABLE TO CASIDRA

CONSTITUTIONAL MANDATES

Constitution of the Republic of South Africa, 1996 and the Western Cape Provincial Constitution (Act 1 of 1998):

- Functional areas of concurrent National and Provincial legislative competence
 - Agriculture
 - Regional Planning and Development
 - Soil Conservation
 - Tourism
 - Trade
 - Rural Development
 - Environmental Affairs
 - Economic Development
- Functional areas of exclusive provincial legislative competence
 - Provincial Planning

LEGISLATIVE MANDATES

Staff Matters:

- Basic Conditions of Employment Act (Act 75 of 1997)
- Employment Equity Act (Act 55 of 1998)
- Labour Relations Act (Act 66 of 1995)
- Occupational Health and Safety Act (Act 85 of 1993)

- Pension Funds Act (Act 24 of 1956)
- Public Holidays Act (Act 6 of 1994)
- Skills Development Act (Act 97 of 1998)
- Skills Development Levies Act (Act 9 of 1999)
- Tobacco Products Control Act (Act 83 of 1993)

Financial Matters:

- Companies Act (Act 71 of 2008)
- Income Tax Act (Act 58 of 1962)
- Preferential Procurement Policy Framework Act (Act 5 of 2000)
- Public Finance Management Act (Act 1 of 1999)
- Financial Intelligence Centre Act (Act 38 of 2001)

Other Legislative Mandates:

- Annual Sectoral Determination 13: Farm Worker Sector, South Africa
- Broad-Based Black Economic Empowerment Act (Act 53 of 2003)
- Conservation of Agricultural Resources Act (Act 43 of 1983)
- Consumer Protection Act (Act 68 of 2008)
- National Credit Act (Act 34 of 2005)
- Promotion of Access to Information Act (Act 2 of 2000)
- Protection of Personal Information Act (Act 4 of 2013)
- Copyright Act (Act 98 of 1978)
- Sub-division of Agricultural Land Act (Act 70 of 1970)
- Regulation of Interception of Communications and Provision of Communication-related Information Act (Act 70 of 2002)
- The Provincial Archives and Records Service of the Western Cape Act (Act No 3 of 2005) as amended
- The National Archives and Records Service of South Africa Act (Act. No. 43 of 1996, as amended)

POLICY MANDATES

- **Casidra** Cabinet mandate: 'Agricultural and Economic Development within a Rural and Land Reform context' in terms of Resolution 271/2007 of the Provincial Cabinet.
- Comprehensive Rural Development Programme (CRDP)
- Comprehensive Agricultural Support Programme (CASP)
- Expanded Public Works Programme (EPWP)
- Integrated Food Security and Nutrition Strategy
- Ilima Letsema Programme
- Integrated Development Plans (IDP) of Municipalities
- Integrated Food Security and Nutrition Programme
- Land and Agrarian Reform Programme (LARP)
- Medium Term Strategic Framework (MTSF) Priorities 1, 2, 3, 4, 5, 6 and 7
- Ministerial Key Priorities 1, 2, 3, 4
- Municipal Economic Review and Outlook (MERO)
- National Outcomes 4, 5, 6, 7 and 10
- National Development Plan (NDP)
- Provincial Growth and Development Strategy
- Provincial Spatial Development Strategy
- Provincial Economic Review and Outlook (PERO)
- Provincial Strategic Plan (PSP) 1, 2, 3, 4 and 5
- SA National Disaster Management Framework
- Vision Inspired Priorities 1, 2, 3, 4 and 5
- Western Cape Human Rights Framework

6. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT BY THE ENTITY - section 51(1)(b)

Legislation applicable to the **Casidra** as set out in above may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

Questions, complaints or comments regarding any service delivery by the **Casidra** may be made as follows:

Call: 021 8635000 - Monday to Friday from 8am to 16H30pm.

E-mail: info@casidra.co.za

Visit us at 22 Louws avenue, Southern-Paarl – Monday to Friday from 8:00am to 4:30pm

7. INFORMATION ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2002 – section 51(1)(b)

7.1 GUIDE BY THE INFORMATION REGULATOR – section 51(1)(b)

7.1.1 The Information Regulator updates and makes available a guide compiled by the South African Human Rights Commission in terms of section 10 of the PAIA which informs persons of:

- the objects of PAIA and POPI and how to exercise their rights in terms of these two acts;
- the contact details of the information officer and deputy information officer (where applicable) of every public body and the assistance available from them;
- how to access records of public bodies; and.
- the legal remedies that are available when there is a failure to act in accordance with PAIA and POPI, which includes information on lodging internal appeals, complaining to the Information Regulator or applying to a court against a decision by an information officer or a decision by the Information Regulator.

7.1.2 All enquiries to obtain access to this guide should be directed to:

The Office of the Information Regulator	
Telephone	+27-11-877 3600
Fax	+27-11-403 0625
E-Mail Address	info@justice.gov.za
Postal Address	Private Bag 2700, Houghton, 2041
Street Address	
Website	www.justice.gov.za/infoereg - www.sahrc.org.za

7.1.3 The **Appendix** to this manual includes information on how to access records of the Department, its internal appeal procedure, the lodging of complaints to the Information Regulator or applying to a court against decisions by the Information Officer or Deputy Officer or Information Regulator, as the case may be.

8. INFORMATION ON THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

8.1 PURPOSE OF THE PROCESSING OF PERSONAL INFORMATION BY THE ENTITY – section 51(1)(b)

- Personal Information is processed to comply with the **Casidra's** constitutional and legislative mandates as set out above and in Annual Report, Strategic Plan, Business and Performance Plans available at www.casidra.co.za.
- Personal Information is used for:
- Human resources and employment purposes such as (1) recruitment, selection and placement; (2) administration of compensation and benefits; (3) performance management and training; and (4) government reporting.
- Risk management which includes physical and electronic security and access control;
- Planning;
- Procurement of goods and services; and
- Rendering of services.

8.2 DESCRIPTION OF THE CATEGORIES OF LIVING DATA SUBJECTS, INFORMATION PROCESSED AND RECIPIENTS THEREOF – section 51(1)(b)

DATA SUBJECTS	INFORMATION	RECIPIENTS
Prospective employees, current employees, consultants, interns and volunteers	<ul style="list-style-type: none"> - Name, identification number, biographical information; - Contact details; - Educational , employment and criminal history; - Biometric and health information; - Psychometric assessments; and - References, background checks. 	Relevant Provincial and National Government Departments and their agents.
Current employees, consultants, interns	<ul style="list-style-type: none"> - Account information; - Performance reports; and - Skills/training reports. 	Relevant Provincial and National Government Departments and their agents
Prospective and current suppliers, service providers, contractors, sub-contractors and business partners	<ul style="list-style-type: none"> - Name, identification number/company registration number; - Relevant registration number; - Contact details; - Financial history; - References, background checks; - Account information; and - Performance reports. 	Relevant Provincial and National Government: <ul style="list-style-type: none"> - Departments; - Public Entities; - Business Enterprises; and their agents.
Service users (clients / customers) and visitors.	<ul style="list-style-type: none"> • Name, identification number, biographical information • Contact details • Compliments or complaints 	Relevant Provincial and National Government: <ul style="list-style-type: none"> - Departments - Public Entities; Public Enterprises; and their agents.

8.3 PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION – section 51(1)(b) - **N/A**

8.4 GENERAL DESCRIPTION OF SECURITY MEASURES IMPLEMENTED BY ENTITY – section 51(1)(b)

The integrity and confidentiality of personal information is protected against anticipated threats and unauthorised access by employing security safeguards that are reasonable and appropriate to the identified risks and the sensitivity of the information.

These safeguards include the following:

8.4.2.1 Organisational measures:

- The Chief Information Officer (CIO) takes overall responsibility for the security of all **Casidra** information.
- The Chief Financial Officer/Company secretary manages this security function in **Casidra** on behalf of the Board supported by a Audit and Risk Committee.
- The Chief Information Officer (CIO) ensures that appropriate measures are in place to safeguard ICT infrastructure, networks and systems. This includes taking responsibility for third parties that develop, access or use **Casidra** ICT infrastructure, networks and systems.
- A Chief Financial Officer/Company secretary assesses and documents enterprise information risk and manages the risk in respect of ICT infrastructure, networks and systems.
- Safekeeping and security responsibilities are included in the responsibilities of employees working with personal information and they have to adhere to information security laws, policies, plans and procedures.
- Security incidents are reviewed and reported on.

8.4.2.2 Physical measures:

- Access to facilities and equipment is controlled and auditable.
- Access points are limited with provision for physical security controls, such as window bars, grilles, shutters and security doors. Where required access points are enhanced by the use of intruder detection systems, guard services and/or closed-circuit television surveillance.
- Access is controlled and monitored through a combination of manned guarding, electronic access control systems, ID access cards, visitor management systems, biometric activation doors, turnstiles and entry & egress searching.

8.4.2.3 Technical measures

- The Information Security standards issued for the public service is adhered to.
- Agreements concluded with third parties include the protection of the integrity and confidentiality of information by the third parties.
- Risks are assessed during the development of new applications and systems when changing existing systems, when changing business processes and when areas of concern are identified.
- Risk to the ICT infrastructure, networks and systems is managed through vulnerability and threat testing and awareness, audit controls, incident management and security awareness training.

- 8.4.3** Similar safeguards are required from service providers, suppliers and business partners who receive personal information from or on behalf the **Casidra** during the course of their relationship with us.

9. SUBJECTS/CATEGORIES AND SCHEDULE OF RECORDS

The entity holds records on the following subjects and categories:

UNIT	SUBJECTS/ RECORDS & CATEGORIES	AUTOMATICALLY AVAILABLE	AVAILABLE ON REQUEST	PROTECTED (POPIA)
Public Relations, Marketing and Communications	Marketing Information	✓		
	Profile Booklets	✓		
	Brochures	✓		
	Annual Reports	✓		
	Corporate Plans	✓		
	Strategic Plans	✓		
	Annual Operation Plans	✓		
	Web Page	✓		
	Marketing & Communications Strategies		✓	
	Stakeholder Database			✓
	Corporate Identity Manuals		✓	
	Media Releases	✓		
	Speeches	✓		
	Social media content	✓		
	Events and Outreach Programmes	✓		
Finance and Supply Chain Management	Financial Statements	✓		
	Invoices		✓	
	Asset Registers		✓	
	Management Accounts		✓	
	Insurance Records (Agreements, policies and claims)		✓	
	Moveable and Immovable Property:		✓	
	Title deeds		✓	
	Lease agreements		✓	
	Hire purchase agreements		✓	
	Procurement records		✓	
	Provisioning		✓	
	Asset management		✓	

Governance and Compliance	Shareholder's compact		✓	
	BBBEE Certificate	✓		
	Board of Directors' Meetings' Minutes/Reports		✓	
	Management Meetings' Minutes/Reports		✓	
	Agreements in respect of licenses, contracts		✓	
	Memorandum of Association		✓	
	The Articles of Association		✓	
	Any amendments thereto, Registers, minute books		✓	
	Internal resolution		✓	
	Share certificates		✓	
	Legal proceedings		✓	
	Delegation of Power			✓
Human Capital Management	Employee records			✓
	Conditions of employment	✓		
	Tax Records (Company & Employees)	✓		
	Payrolls			✓
	Disciplinary records			✓
	Internal policies and procedures		✓	
	Job descriptions		✓	
	Performance management files		✓	
PROGRAMMES: Business Development, Environmental Sustainability, Food Security, Farmer Support	Technical Information		✓	
	Procurement Templates		✓	
	Correspondence		✓	
	Policies and procedures	✓		
	Management records		✓	
	Beneficiary databases/records			✓
	Banking records			✓
	Field Records		✓	
	Performance Records		✓	
	Tender information		✓	
	Secretariat Support Services		✓	

	Implementation Processes	✓		
Information Technology	Licenses			✓
	Software programmes			✓
	Computer generated data basis			✓
	Backups			✓
	Disaster recovery			✓
	Cybersecurity			✓
	Digital signatures			✓
	Malware virus	✓		

10. PRESCRIBED FEES GUIDE

The following applies to requests (other than personal requests):

- 10.1** A requestor is required to pay the prescribed fees as stipulated on the guide before a request can be processed;
- 10.2** If the preparation of the record requested requires more than the prescribed hours (six), 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** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 10.4** Records may be withheld until the fees have been paid.
- 10.5** The prescribed fee structure is part of this manual below as **Appendix B**. It is also made available on our **Casidra** SOC Ltd website – www.casidra.co.za as well as at the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

11. ACCESSIBILITY, AVAILABILITY AND UPDATING OF THIS MANUAL

- The manual is available in English, for viewing between 8am and 4.30pm Mondays to Fridays (excluding public holidays) at the office of the Deputy Information Officer **Experience Matshediso** at: **Casidra SOC Ltd** Head Office, 22 Louws Avenue, Southern Paarl.
- The manual may be accessed online through the World Wide Web by visiting the following web address: <http://www.casidra.co.za>

- The manual shall be updated within a year of the first publication or when there is a substantial change in the policy environment that warrants that the manual be updated.

APPENDIX A: CASIDRA REQUEST FORM C – J752

CASIDRA SOC LTD

FORM C

REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) [Regulation 10]

A. PARTICULARS OF PUBLIC BODY

The Information Officer: Dr Keith du Plessis (Chief Executive Officer)

or

Deputy Information Officer: Mr Experience Matshediso (PR/Communications Manager)

Casidra SOC Ltd

P.O. Box 660

Southern Paarl

7646

South Africa

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info@casidra.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which a request is made, when made on behalf of another person _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF A REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname: _____

Identity number: _____

D. PARTICULARS OF RECORD

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

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 required amount to be paid as the request fee.
- c) The fees 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 for 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 below, state your disability and indicate in which form the record is required.

Mark the appropriate box with an X.

Disability	Form in which record is required		
NOTES:			
<ul style="list-style-type: none"> a) Compliance with your request for access 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 to 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:			
Copy of record		Inspection of record	
2. If a record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc)			
View the images	Copy of the images	Transcript of the images	

3. If record consists of recorded words or information which can be reproduced in sound			
Listen to the soundtrack/ or audio cassette	Transcription of soundtrack* (written or printed document)		
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 of computer readable form	
<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>			
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?		YES	NO
5. In which language would you prefer the record?			

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 projection of the aforementioned right:

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified whether your request has been approved/ or 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 _____ year _____

Signature of requester/ or person on whose behalf the request is made.

APPENDIX B: PRESCRIBED FEES TABLE

CASIDRA SOC LTD

PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
a) for every photocopy of an A4-size page or part thereof _____	0.60
b) for every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form _____	0.40
c) for a copy in a computer-readable form on	
i. CD/DVD _____	40.00
d) (i) for a transcription of visual images, for an A4-size page or part thereof _____	22.00
(ii) for a copy of visual images _____	60.00
e) (i) for a transcription of an audio record, for an A4-size page or part thereof _____	12.00
(ii) for a copy of an audio record _____	17.00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is: _____ 35.00

- 4.1 The access fee payable by a requester referred to in regulation 7(3) is as follows:

	R
(a) for every photocopy of an A4-size page or part thereof _____	0.60
(b) for every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form _____	0.40
(c) for a copy in a computer-readable form on	
(i) CD/DVD _____	40.00
(d) (i) for a transcription of visual images, for an A4-size page or part thereof _____	22.00
(ii) for a copy of visual images _____	60.00
(e) for a transcript of an audio record	
(i) for an A4-size page or part thereof _____	12.00
(ii) for a copy of an audio record _____	17.00
(f) to search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation _____	15.00

- 4.2 For purposes of Section 22(2) of the Act, the following applies:
 - (a) six hours as the hours to be exceeded before a deposit is payable.
 - (b) one third of the access fee is payable as a deposit by the requester.

- 4.3 The actual postage is payable when a copy of a record must be posted to a requester

- 4.4 The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his/her request for access as contemplated in section 75(3)(a) of the act _____ 50.00

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📠 +27 (0)21 863 1055

✉ info@casidra.co.za