

AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD

(Registration Number: 2014/227360/07)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD
(Registration number: 2014/227360/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act - On Request
8. General
9. Requesting Procedures
10. Prescribed Fees
11. Protection of Personal Information Processed
12. Availability of the manual



**PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF
2000 (THE ACT)**

**SECTION 51 MANUAL OF AL MAASI NUJOOM TRAVEL AND TOURS
(PTY) LTD**

(REGISTRATION NUMBER: 2014/227360/07)

1. CONTACT PARTICULARS

Head of business:	MOGAMAT KARIEM	Information officer:	MOGAMAT KARIEM
Deputy Information officer(s):	YASIN KARIEM		
	PHYSICAL ADDRESS: 6 CLEVELAND CLOSE COLORADO PARK MITCHELLS PLAIN 7785		
Postal Address:	6 CLEVELAND CLOSE COLORADO PARK MITCHELLS PLAIN CAPE TOWN 7785	Physical Address:	6 CLEVELAND CLOSE COLORADO PARK MITCHELLS PLAIN CAPE TOWN 7785
Telephone Number:	0213740372	Fax Number:	N/A
E-mail Address:	NUJOOMALMAASI@MWEB.CO.ZA		
Website:	WWW.NUSOOM.CO.ZA		

2. INTRODUCTION

TOURISM

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 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.

3.2 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 section 53 and 54 of the Act.

3.3 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

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD, WWW.NUSOOM.CO.ZA.**

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Close Corporations Act 69 of 1984
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001

6. INFORMATION AUTOMATICALLY AVAILABLE

- Marketing and Promotional Material

7. INFORMATION AVAILABLE IN TERMS OF THE ACT - ON REQUEST

Statutory Business Records

- Founding Statements and Amendments

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- Insurance records
- Internal auditors' reports
- Inventory records

Distribution and Transportation

- Permits and licenses



- Transportation system delivery plan and routing

Fixed Property

- Leases
- Mortgage bonds or other encumbrances
- Title deeds

Information Technology

- Agreements
- Client database
- Hardware
- Internet
- Systems support, programming and development
- Software packages
- Telephone exchange equipment

Insurance

- Details of coverage, limits and insurers
- Insurance policies

Legal, Agreements and Contracts

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Contracts, including lease agreements and finance agreements

Personnel Records

- Attendance register
- Disciplinary records
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Expense accounts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Payroll
- Personnel File
- Policies and procedures
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage cards
- Staff records after employment

- Time records
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Customers
- Products
- Sales

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD, or can be accessed on www.justice.gov.za/inforeg. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

Please provide sufficient details to enable the company to identify:

- The record(s) requested
- The requester (and if an agent is lodging the request, proof of capacity)
- The form of access required
- The postal address or fax number of the requester in the Republic
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

10. PRESCRIBED FEES

- A requestor is required to pay the prescribed fees before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za and as an appendix to this manual.



11. PROTECTION OF PERSONAL INFORMATION PROCESSED

COMPANY is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

COMPANY has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

11.1 The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

- To manage information, products and/or services requested by data subjects
- Manage customers
- To maintain customer records
- Employment purposes
- General administration
- Financial and tax purposes
- To transact with our suppliers
- To help us recover debts
- Engaging with the public

11.2 Data subject categories and personal information processed

Customers	e-mail address Physical address Telephone number
Employees	e-mail address Employment history ID number Physical address Telephone number
Prospective employee	e-mail address Employment history ID number Telephone number
Suppliers	e-mail address Physical address Telephone number

11.3 Recipients with whom personal information is shared

In processing your personal information, we may share it within the group of companies or with other third parties. These include but are not limited to:



- Statutory authorities
- Tax authorities
- Medical schemes
- Contractors, vendors, or suppliers
- Data storage providers
- Server hosts

11.4 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

11.5 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

11.6 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

11.7 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

12. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD, from the South African Human Rights Commission and at: WWW.NUSOOM.CO.ZA.

A handwritten signature in black ink, appearing to be 'M. K.', written over a horizontal line.

**AL MAASI NUJOOM TRAVEL AND TOURS (PTY) LTD
COMPLIANCE MANUAL
FOR THE IMPLEMENTATION OF THE
PROTECTION OF PERSONAL INFORMATION ACT OF 2013**

CONTENTS:

Introduction
Our Undertaking to our Clients
Our Client's Rights
Security Safeguards
Security Breaches
Clients Requesting Records
The Correction of Personal Information
Special Personal Information
Processing of Personal Information of Children
Information Officer
Circumstances Requiring Prior Authorization
Direct Marketing
Transborder Information Flows
Offences and Penalties

A. INTRODUCTION

The Protection of Personal Information Act (POPI) is intended to balance 2 competing interests. These are:

1. Our individual constitutional rights to privacy (which requires our personal information to be protected); and
2. The needs of our society to have access to and to process (work with) our personal information for legitimate purposes, including the purpose of doing business.

This Compliance Manual sets out the framework for our company's compliance with POPI.

Where reference is made to the "processing" of personal information, this will include any activity in which the information is worked with, from the time that the information is collected, up to the time that the information is destroyed, regardless of whether the information is worked with manually, or by automated systems.

B. OUR UNDERTAKINGS TO OUR CLIENTS:

1. We undertake to follow POPI at all relevant times and to process personal information lawfully and reasonably, so as not to infringe unnecessarily on the privacy of our clients.
2. We undertake to process information only for the purpose for which it is intended, to enable us to do our work, as agreed with our clients.
3. Whenever necessary, we shall obtain consent to process personal information.
4. Where we do not seek consent, the processing of our client's personal information will be following a legal obligation placed upon us, or to protect a legitimate interest that requires protection.
5. We shall stop processing personal information if the required consent is withdrawn, or if a legitimate objection is raised.
6. We shall collect personal information directly from the client whose information we require, unless:
 - 6.1 the information is of public record, or
 - 6.2 the client has consented to the collection of their personal information from another source, or
 - 6.3 the collection of the information from another source does not prejudice the client, or

- 6.4 the information to be collected is necessary for the maintenance of law and order or national security, or
 - 6.5 the information is being collected to comply with a legal obligation, including an obligation to SARS, or
 - 6.6 the information collected is required for the conduct of proceedings in any court or tribunal, where these proceedings have commenced or are reasonably contemplated; or
 - 6.7 the information is required to maintain our legitimate interests; or
 - 6.8 where requesting consent would prejudice the purpose of the collection of the information; or
 - 6.9 where requesting consent is not reasonably practical in the circumstances.
7. We shall advise our clients of the purpose of the collection of the personal information.
 8. We shall retain records of the personal information we have collected for the minimum period as required by law unless the client has furnished their consent or instructed us to retain the records for a longer period.
 9. We shall destroy or delete records of the personal information (so as to de-identify the client) as soon as reasonably possible after the time period for which we were entitled to hold the records have expired.
 10. We shall restrict the processing of personal information:
 - 10.1 where the accuracy of the information is contested, for a period sufficient to enable us to verify the accuracy of the information;
 - 10.2 where the purpose for which the personal information was collected has been achieved and where the personal information is being retained only for the purposes of proof;
 - 10.3 where the client requests that the personal information is not destroyed or deleted, but rather retained; or
 - 10.4 where the client requests that the personal information be transmitted to another automated data processing system.
 11. The further processing of personal information shall only be undertaken:
 - 11.1 if the requirements of paragraphs 3; 6.1; 6.4; 6.5 or 6.6 above have been met;
 - 11.2 where the further processing is necessary because of a threat to public health or public safety or to the life or health of the client, or a third person;
 - 11.3 where the information is used for historical, statistical or research purposes and the identity of the client will not be disclosed; or

11.4 where this is required by the Information Regulator appointed in terms of POPI.

12. We undertake to ensure that the personal information which we collect and process is complete, accurate, not misleading and up to date.
13. We undertake to retain the physical file and the electronic data related to the processing of the personal information.
14. We undertake to take special care with our client's bank account details, and we are not entitled to obtain or disclose or procure the disclosure of such banking details unless we have the client's specific consent.

C. OUR CLIENT'S RIGHTS

1. In cases where the client's consent is required to process their personal information, this consent may be withdrawn.
2. In cases where we process personal information without consent to protect a legitimate interest, to comply with the law or to pursue or protect our legitimate interests, the client has the right to object to such processing.
3. All clients are entitled to lodge a complaint regarding our application of POPI with the Information Regulator.

D. SECURITY SAFEGUARDS

1. In order to secure the integrity and confidentiality of the personal information in our possession, and to protect it against loss or damage or unauthorised access, we must continue to implement the following security safeguards:
 - 1.1 Our business premises where records are kept must remain protected by access control, burglar alarms and armed response.
 - 1.2 Archived files must be stored behind locked doors and access control to these storage facilities must be implemented.
 - 1.3 All the user terminals on our internal computer network and our servers must be protected by passwords which must be changed on a regular basis.
 - 1.4 Our email infrastructure must comply with industry standard security safeguards, and meet the General Data Protection Regulation (GDPR), which is standard in the European Union.
 - 1.5 Vulnerability assessments must be carried out on our digital infrastructure at least on an annual basis to identify weaknesses in our systems and to ensure we have adequate security in place.

- 1.6 We must use an internationally recognised Firewall to protect the data on our local servers, and we must run antivirus protection at least every hour to ensure our systems are kept updated with the latest patches. The security of this system must comply with the GDPR of the European Union.
 - 1.7 Our staff must be trained to carry out their duties in compliance with POPI, and this training must be ongoing.
 - 1.8 It must be a term of the contract with every staff member that they must maintain full confidentiality in respect of all of our clients' affairs, including our clients' personal information.
 - 1.9 Employment contracts for staff whose duty it is to process a client's personal information, must include an obligation on the staff member (1) to maintain the Company's security measures, and (2) to notify their manager/supervisor immediately if there are reasonable grounds to believe that the personal information of a client has been accessed or acquired by any unauthorised person.
 - 1.10 The processing of the personal information of our staff members must take place in accordance with the rules contained in the relevant labour legislation.
 - 1.11 The digital work profiles and privileges of staff who have left out employ must be properly terminated.
 - 1.12 The personal information of clients and staff must be destroyed timeously in a manner that de-identifies the person.
2. These security safeguards must be verified on a regular basis to ensure effective implementation, and these safeguards must be continually updated in response to new risks or deficiencies.

E. SECURITY BREACHES

1. Should it appear that the personal information of a client has been accessed or acquired by an unauthorised person, we must notify the Information Regulator and the relevant client/s, unless we are no longer able to identify the client/s. This notification must take place as soon as reasonably possible.
2. Such notification must be given to the Information Regulator first as it is possible that they, or another public body, might require the notification to the client/s be delayed.
3. The notification to the client must be communicated in writing in one of the following ways, with a view to ensuring that the notification reaches the client:
 - 3.1 by mail to the client's last known physical or postal address;

- 3.2 by email to the client's last known email address;
 - 3.3 by publication on our website or in the news media; or
 - 3.4 as directed by the Information Regulator.
- 4 This notification to the client must give sufficient information to enable the client to protect themselves against the potential consequences of the security breach, and must include:
- 4.1 a description of the possible consequences of the breach;
 - 4.2 details of the measures that we intend to take or have taken to address the breach;
 - 4.3 the recommendation of what the client could do to mitigate the adverse effects of the breach; and
 - 4.4 if known, the identity of the person who may have accessed, or acquired the personal information.

F. CLIENTS REQUESTING RECORDS

1. On production of proof of identity, any person is entitled to request that we confirm, free of charge, whether or not we hold any personal information about that person in our records.
2. If we hold such personal information, on request, and upon payment of a fee as guided by the Information Regulator, we shall provide the person with the record, or a description of the personal information. We shall do this within a reasonable period of time, in a reasonable manner and in an understandable form.
3. A client requesting such personal information must be advised of their right to request to have any errors in the personal information corrected.
4. In certain circumstances, we will be obliged to refuse to disclose the record containing the personal information to the client. In other circumstances, we will have discretion as to whether or not to do so.
5. In all cases where the disclosure of a record will entail the disclosure of information that is additional to the personal information of the person requesting the record, the written consent of the Information Officer (or his delegate) will be required, and that person shall make their decision having regard to the provisions of Chapter 4 of Part 3 of the Promotion of Access to Information Act.
6. If a request for personal information is made and part of the requested information may, or must be refused, every other part must still be disclosed.

G. THE CORRECTION OF PERSONAL INFORMATION

1. A client is entitled to require us to correct or delete personal information that we have, which is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or which has been obtained unlawfully.
2. A client is also entitled to require us to destroy or delete records of personal information about the client that we are no longer authorised to retain.
3. Any such request must be made on the prescribed form.
4. Upon receipt of such a lawful request, we must comply as soon as reasonably practicable.
5. In the event that a dispute arises regarding the client's rights to have information corrected, and in the event that the client so requires, we must attach to the information, in a way that it will always be read with the information, an indication that the correction of the information has been requested but has not been made.
6. We must notify the client who has made a request for their personal information to be corrected or deleted what action we have taken as a result of such a request.

H. SPECIAL PERSONAL INFORMATION

1. Special rules apply to the collection and use of information relating to a person's religious or philosophical beliefs, their race or ethnic origin, their trade union membership, their political persuasion, their health or sex life, their biometric information, or their criminal behaviour.
2. We shall not process any of this Special Personal Information without the client's consent, or where this is necessary for the establishment, exercise or defense of a right or an obligation in law.
3. Having regard to the nature of our work, it is unlikely that we will ever have to process special personal information, but should it be necessary the guidance of the Information Officer, or their deputy/delegate, must be sought.

I. THE PROCESSING OF PERSONAL INFORMATION OF CHILDREN

1. We may only process the personal information of a child if we have the consent of the child's parent or legal guardian.

J. INFORMATION OFFICER

1. Our Information Officer is **MOGAMAT KARIEM**.

Our Deputy Information Officer is **YASIN KARIEM**.

Our Information Officers responsibilities include:

- 1.1 Ensuring compliance with POPI.
 - 1.2 Dealing with requests which we receive in terms of POPI.
 - 1.3 Working with the Information Regulator in relation to investigations.
2. Our Information Officer must designate in writing as many Deputy Information Officers as are necessary to perform the tasks mentioned in paragraph 1 above.
3. Our Information Officer and our Deputy Information Officers must register themselves with the Information Regulator prior to taking up their duties.
4. In carrying out their duties, our Information Officer must ensure that:
- 4.1 this Compliance Manual is implemented;
 - 4.2 a Personal Information Impact Assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;
 - 4.3 that this Compliance Manual is developed, monitored, maintained and made available;
 - 4.4 that internal measures are developed together with adequate systems to process requests for information or access to information;
 - 4.5 that internal awareness sessions are conducted regarding the provisions of POPI, the Regulations, codes of conduct or information obtained from the Information Regulator; and
 - 4.6 that copies of this manual are provided to persons at their request, hard copies to be provided upon payment of a fee (to be determined by the Information Regulator).
5. Guidance notes on Information Officers have been published by the Information Regulator (on 1 April 2021) and our Information Officer and deputy Information Officers must familiarize themselves with the content of these notes.

K. CIRCUMSTANCES REQUIRING PRIOR AUTHORISATION

1. In the following circumstances, we will require prior authorisation from the Information Regulator before processing any personal information:

- 1.1 In the event that we intend to utilise any unique identifiers of clients (account numbers, file numbers or other numbers or codes allocated to clients for the purposes of identifying them in our business) for any purpose other than the original intention, or to link the information with information held by others;
 - 1.2 if we are processing information on criminal behaviour or unlawful or objectionable conduct;
 - 1.3 if we are processing information for the purposes of credit reporting.
 - 1.4 if we are transferring special personal information or the personal information of children to a third party in a foreign country, that does not provide adequate protection of that personal information.
2. The Information Regulator must be notified of our intention to process any personal information as set out in paragraph 1.1 above prior to any processing taking place and we may not commence with such processing until the Information Regulator has decided in our favour. The Information Regulator has 4 weeks to make a decision but may decide that a more detailed investigation is required. In this event the decision must be made in a period as indicated by the Information Regulator, which must not exceed 13 weeks. If the Information Regulator does not make a decision within the stipulated time periods, we can assume that the decision is in our favour and commence processing the information.

L. DIRECT MARKETING

1. We may only carry out direct marketing (using any form of electronic communication) to clients if:
 - 1.1 they were given an opportunity to object to receiving direct marketing material by electronic communication at the time that their personal information was collected; and
 - 1.2 they did not object then or at any time after receiving any such direct marketing communications from us.
2. We may only approach clients using their personal information, if we have obtained their personal information in the context of providing services associated with our financial business to them, and we may then only market financial services to them.
3. We may only carry out direct marketing (using any form of electronic communication) to other people if we have received their consent to do so.
4. We may approach a person to ask for their consent to receive direct marketing material only once, and we may not do so if they have previously refused their consent.

5. All direct marketing communications must disclose our identity and contain an address or other contact details to which the client may send a request that the communications cease.

M. TRANSBORDER INFORMATION FLOWS

1. We may not transfer a client's personal information to a third party in a foreign country, unless:
 - 1.1 the client consents to this, or requests it; or
 - 1.2 such third party is subject to a law, binding corporate rules or a binding agreement which protects the personal information in a manner similar to POPI, and such third party is governed by similar rules which prohibit the onward transfer of the personal information to a third party in another country; or
 - 1.3 the transfer of the personal information is required for the performance of the contract between ourselves and the client; or
 - 1.4 the transfer is necessary for the conclusion or performance of a contract for the benefit of the client entered into between ourselves and the third party; or
 - 1.5 the transfer of the personal information is for the benefit of the client and it is not reasonably possible to obtain their consent and that if it were possible the client would be likely to give such consent.

N. OFFENCES AND PENALTIES

1. POPI provides for serious penalties for the contravention of its terms. For minor offences a guilty party can receive a fine or be imprisoned for up to 12 months. For serious offences the period of imprisonment rises to a maximum of 10 years. Administrative fines for the company can reach a maximum of R10 million.
2. Breaches of this Compliance Manual will also be viewed as a serious disciplinary offence.
3. It is therefore imperative that we comply strictly with the terms of this Compliance Manual and protect our client's personal information in the same way as if it was our own.

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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. 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 amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....
.....
.....
.....
.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(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:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:

.....

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....

.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE