

# SNC Investments (Pty) Ltd

# PAIA MANUAL

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

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## LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000( as Amended;
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa
1.9	“QuickCheck”	SNC Investments (Pty) Ltd
1.10	“SAAS”	Software as a Service
1.11	“Integrator”	A 3 <sup>rd</sup> party software provider making use of QuickCheck’s SAAS through means of API’s to offer an integrated solution.

## PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; an
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SNC INVESTMENTS PTY LTD

### Chief Information Officer

Name: Stefan Sobota  
Tel: 087 702 2658  
Email: [stefan@quickcheck.co.za](mailto:stefan@quickcheck.co.za)

## Deputy Information Officer

Name: Nadine Sobota  
Tel: 087 702 2658  
Email: [accounts@quickcheck.co.za](mailto:accounts@quickcheck.co.za)

## Access to information general contacts

Email: [support@quickcheck.co.za](mailto:support@quickcheck.co.za)

## National or Head Office

Postal Address: 47 Elaine Str, Pretoria, Gauteng, 0184.  
Physical Address: 47 Elaine Str, Pretoria, Gauteng, 0184.  
Telephone: 087 702 2658  
Email: [support@quickcheck.co.za](mailto:support@quickcheck.co.za)  
Website: [www.quickcheck.co.za](http://www.quickcheck.co.za)

## GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-
  - 4.3.1. the objects of PAIA and POPIA;
  - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 4.3.2.1. the Information Officer of every public body, and
    - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - 4.3.3. the manner and form of a request for-

<sup>1</sup> Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

<sup>2</sup> Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

- 4.3.3.1. access to a record of a public body contemplated in section 11<sup>3</sup>; and
  - 4.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>;
  - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
  - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
  - 4.3.6. all 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, including the manner of lodging-
    - 4.3.6.1. an internal appeal;
    - 4.3.6.2. a complaint to the Regulator; and
    - 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
  - 4.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
  - 4.3.8. the provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
  - 4.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
  - 4.3.10. the regulations made in terms of section 92<sup>11</sup>.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

<sup>3</sup> Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>4</sup> Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>5</sup> Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

<sup>6</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>7</sup> Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

<sup>9</sup> Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1.1 English & Afrikaans

## CATEGORIES OF RECORDS OF SNC INVESTMENTS PTY LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
QuickCheck Contact Information	Business Record	X	X
Integrators Information	Business Record	X	X
Remote Support Software Information	Business Record	X	X

## DESCRIPTION OF THE RECORDS SNC INVESTMENTS PTY LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
POPI Policy	Protection of Personal Information Act No. 4 of 2013

## DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SNC INVESTMENTS.

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Advertised posts</li> <li>- Employees records</li> </ul>
Sales Records	- New and Existing Leads
Financial Records	<ul style="list-style-type: none"> <li>- Budgets</li> <li>- Expenditure</li> <li>- Creditors and Debtors</li> </ul>
Software Solution	<ul style="list-style-type: none"> <li>- Existing Customers</li> <li>- Prospective Demos</li> <li>- Market Testing</li> </ul>
IT Records	<ul style="list-style-type: none"> <li>- Users</li> <li>- Hardware Information</li> <li>- 3<sup>rd</sup> Party Software Solutions.</li> </ul>

## PROCESSING OF PERSONAL INFORMATION

### Purpose of Processing Personal Information

To protect the privacy and protection of personal information process by QuickCheck, which is managed by QuickCheck in terms of the relevant internal policies and procedures and in line with POPIA principles.

### Correction or deletion of Personal Information

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the responsible party on POPIA Form 2, contained as Appendix D to this manual.

## Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status, bank details, service agreements, financial information
Service Providers / Integrators	Contact details, names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender, race, marital status, age, contact details, criminal records (if any)

## The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Specific user credentials for integration	3 <sup>rd</sup> party authorised integrators

## Planned transborder flows of personal information

Some personal information is transferred out the Republic of South Africa in the following circumstances:

- Storing of previous QuickChecks for historical data on a secured cloud database located in Sydney, Australia.
- Performing User Authentication using a cloud service in Sydney, Australia.
- Performing of advanced Optical Character Recognition and data extraction by means of a secure environment housed in Iowa, USA.

## General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- Cloud Network Security, Firewalls, Load Balancers, DDOS Protection.
- Granular User Rights and access setup.
- MFA access control for backend systems.
- Documents are stored without public links.
- Outsourced providers comply with POPIA & GDPR regulation.
- Antivirus on Employee's machines.
- Data Retention and Soft Delete Policies.

## AVAILABILITY OF THE MANUAL

8.1 A copy of the Manual is available-

8.1.1.1 on [www.quickcheck.co.za/paia](http://www.quickcheck.co.za/paia) if any

8.1.1.2 head office of the SNC Investments for public inspection during normal business hours, on appointment only;

8.1.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

8.1.1.4 to the Information Regulator upon request.

8.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## Exclusions

9. QuickCheck may time to time integrate the SAAS into various debtor/loan management systems. The integration is not a formal partnership and merely an optimised way to access the QuickCheck solution. Thus QuickCheck does not have access to any information stored and processed by any 3<sup>rd</sup> party integrator. Any requests for information required from a 3<sup>rd</sup> party integrator, should be directed towards the integrator in question.

## UPDATING OF THE MANUAL

The head of SNC Investments (Pty) Ltd will on a regular basis update this manual.

*Issued by*

*STEFAN*

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**Stefan Sobota**

**CEO**

PROPERTY OF SNC INVESTMENTS PTY LTD

## Request Procedure (If not Personal Requester)

### Procedures for Requests in Terms of the Promotion of Access to Information Act (PAIA)

QuickCheck has implemented the following procedures to manage requests for access to information in accordance with the Promotion of Access to Information Act:

#### 1. Submission of Requests

Any data subject wishing to request access to information must submit a completed PAIA Form C, as contained in Appendix A of this manual, to the responsible party using one of the following methods:

- **By Post:**  
The Information Officer  
SNC Investments (Pty) Ltd  
47 Elaine Street, Pretoria, 0184
- **By Hand:**  
The Information Officer  
SNC Investments (Pty) Ltd  
47 Elaine Street, Pretoria, 0184
- **By Email:**  
[support@quickcheck.co.za](mailto:support@quickcheck.co.za)

In accordance with the Act, a request fee of **R50.00** is required for all requests that are not made by a personal requester.

This fee is payable in cash for hand-delivered requests or via deposit into QuickCheck's bank account. Proof of payment must accompany the request form where payment is made by deposit.

#### 2. Request Validation and Acknowledgement

Upon receipt, the Information Officer will assess the request to determine whether the requested information is held by QuickCheck. The request will then be approved, declined, or transferred to the appropriate custodian of the information.

The requester will receive a written acknowledgement confirming the status of the request.

#### 3. Processing of Information

Where a request is approved, QuickCheck will retrieve and prepare the requested information and calculate any applicable fees, as set out in the section titled "Fees."

#### 4. Notification of Completion

The requester will be notified once the request has been completed, together with details of any outstanding fees payable to QuickCheck.

#### 5. Payment and Release of Information

Upon receipt of full payment as stipulated above, the requested information will be released to the requester.

#### Payment Methods:

Payment may be made in cash for hand-delivered requests or by deposit into QuickCheck's bank account, in which case proof of payment must be provided.

## General Information

Any person seeking access to records held by QuickCheck must complete the request form prescribed in PAIA Form C, as set out in the regulations promulgated under the Promotion of Access to Information Act and attached as Appendix A to this manual.

In terms of the regulations and section 53 of the Act, the requester is required to provide the following information:

- Full particulars of the person requesting access to the record(s);
- Full particulars of the person on whose behalf the request is made, where applicable;
- Proof of the capacity in which the requester is acting, if the request is made on behalf of another person;
- Sufficient details of the record or records to which access is requested;
- The reason access to the requested record(s) is required;
- The preferred form of access, including (but not limited to) written or printed copies, electronic format, or computer-readable format;
- The manner in which the requester wishes to be informed of the decision on the request; and
- The postal address or facsimile number of the requester.

All requests will be processed within 30 days of receipt, unless the requester has provided valid reasons that satisfy the Information Officer that circumstances warrant a departure from this time period.

The 30-day period within which QuickCheck must decide whether to grant or refuse a request may be extended by a further period of up to 30 days where the request relates to a large volume of information or requires a search for records held at another office of the institution, and such information cannot reasonably be retrieved within the original time period.

Where an extension is required, QuickCheck will notify the requester in writing

If a request is submitted on behalf of another person, the requester must provide proof, to the reasonable satisfaction of the Information Officer, of the authority under which the request is made.

Where a requester is unable to complete the prescribed form due to illiteracy or a disability, the request may be made orally. In such instances, the Information Officer of QuickCheck will reduce the oral request to writing using the prescribed form and will provide the requester with a copy thereof

## Fees

The Act makes provision for an access fee, which is determined with reference to the costs associated with reproducing the record, the time and expense involved in searching for and preparing the record for disclosure, as well as any applicable postal costs.

Upon receipt of a request, the Information Officer may require the requester to pay the prescribed fee prior to continuing with the processing of the request.

Where the search for and preparation of the requested record for disclosure, including arrangements to provide access in the requested format, exceeds the number of hours prescribed in the regulations, the Information Officer will notify the requester that a deposit is payable. This deposit will constitute the prescribed portion of the access fee that would be payable should access to the record be granted.

The Information Officer will withhold release of the requested record until all applicable fees, as set out in the section titled "Fees in Respect of Private Bodies," have been paid in full.

A requester whose request for access to a record has been approved is required to pay an access fee covering the costs of reproduction, search and preparation, as well as any additional time reasonably required beyond the prescribed hours to locate and prepare the record for disclosure, including arrangements to make the record available in the requested format.

## Fees in respect of private bodies

For purposes of section 54 of the Act, the fees set out in the Regulations applies:

Description	Amount (R)
1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) (for every photocopy of an A4-size page or part thereof)	1.10
<b>2. The fees for reproduction referred to in regulation 11(1) are as follows:</b>	
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.75
(c) For a copy in a computer-readable form on a compact disc	70.00
(d) For a transcription of visual images	
(i) for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) For a transcription of an audio record	
(i) For an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)	50.00
<b>4. The access fees payable by a requester referred to in regulation 11(3) are as follows:</b>	
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on compact disc	70.00
(d) For a transcription of visual images	
(i) For an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) For a transcription of an audio record	
(i) For an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00
(f) To search for and prepare the record for disclosure (for each hour or part of an hour reasonably required for such a search and preparation).	30.00
For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable and (b) One third of the access fee is payable as a deposit by the requester.	
The actual postage is payable when a copy of a record must be posted to a requester.	

## Granting/Refusal of requests

### Refusal of requests

A request for information may be refused on the grounds as specified in section 62 to 69 of the Act.

### Remedies available if the provisions of the act are not complied with

A requester may lodge:

- a complaint to the Information Regulator; or
- an application with a court

PROPERTY OF SNC INVESTMENTS PTY LTD

## Appendixes

### Appendix A: PAIA Form C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
 (Section 53(1) of the Promotion of Access to Information Act, 2000  
 (Act No. 2 of 2000))  
 [Regulation 10]

#### A. Particulars of private body

The Head:

The Information Officer/Deputy Information Officer  
 SNC Investments (Pty)

#### 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 the Republic to which the information is to be sent must be given.
- (c) Proof of capacity in which the request is made, if applicable, must be attached.

Full Names	
Surname	
Identity Number	
Postal Address	
Fax Number	
Telephone Number	
E-mail Address	
Capacity in which request is made, when made on behalf of another person:	

**C. Particulars of person on whose behalf request is made**

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

Full names	
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. **The requester must sign all the additional folios.**

**1. Description of record or relevant part of the record:**


**2. Reference number, if applicable:**

--

**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 from payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:


F. Form of access to record

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 hereunder, 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 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 record consists of visual images:  
 (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	View the images		Copy of the images*		Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio)		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 in computer readable form* (e.g. stiffer / 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? <b>Postage is payable.</b>	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 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:


**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 \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON ON  
WHOSE BEHALF REQUEST IS MADE

PROPERTY OF SNC INVESTMENTS PTY LTD

## Appendix B: PAIA Form E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act, 2000  
 (Act 2 of 2000))  
 [Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 52(1)(a)(iii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	

## Appendix C: POPIA 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, 2018  
 [Regulation 2]

Note:

1. Affidavits or documentary evidence as applicable in support of the objection 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 applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number	
Residential, 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 data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code (      )
Contact number(s):	
Fax number / E-mail address:	

<b>C REASONS FOR OBJECTIONS IN TERMS OF SECTION 11(1)(d) to (f)</b> (Please provide detailed reasons for the objection)

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Signature of data subject / designated person

## Appendix D: POPIA 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, 2018  
 [Regulation 3]

Note:

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

Mark the appropriate box with an "x".

Request for:

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

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

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code (      )
Contact number(s):	

Fax number / E-mail address:	
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<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	

<b>C</b>	<b>INFORMATION TO BE CORRECTED / DELETED / DESTROYED / DESTROYED</b>
<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b>

(Please provide detailed reasons for the request)

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of data subject / designated person  
d person

PROPERTY OF SNC INVESTMENTS PTY LTD

