

KINGSLEY BRANDS (PTY) LTD

REGISTRATION NO 2009/022519/07

and its subsidiaries

(the "Company")

PAIA AND POPI MANUAL

This manual was prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 ("PAIA") and to address the requirements of the Protection of Personal Information Act, 2013 ("POPIA").

A. INTRODUCTION

The Promotion of Access to Information Act, 2000 provides for third parties rights to request information from private and public bodies, if such information is required in the protection and / or protection of the third parties' rights. The private or public body shall be obliged, on request, to release information requested unless PAIA provides that the information or records containing such information must not be released, subject to applicable legislative and / or regulatory requirements.

B. NATURE OF BUSINESS

Kingsley Brands (Pty) Ltd is an investment holding company.

Kingsley Heath (Pty) Ltd (registration no 2009/018032/07) is a subsidiary and is a retailer of clothing, footwear and accessories under the brand Kingsley Heath.

Secotrade 61 (Pty) Ltd (registration no 2005/013075/07) is a subsidiary and is a retailer and wholesaler of clothing, footwear and accessories under various brands.

Springfield Manufacturers (Pty) Ltd (registration no 2016/507041/07) is a subsidiary and is a wholesaler footwear and raw materials.

C. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Information Officer

Information Name	Michael Cross
Registered Address	57 Riverhorse Road; Riverhorse Valley; Durban
Postal Address	PO Box 401083; Redhill; Durban; 4051
Telephone Number	031-512 5223
Email address	popi@khb.co.za

C. AVAILABILITY OF THE MANUAL

The manual is available at the Company's registered address as well as on its website.

D. PAIA

PAIA 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.

Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of PAIA.

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

E. APPLICABLE LEGISLATION (Section 51 (1) (c))

The below legislations are applicable to the operations of the Company. Information is available, where applicable, in terms of and as required by such legislations:

Basic Conditions of Employment Act, No 75 of 1997;
Broad- Based Black Economic Empowerment Act, No 75 of 1997;
Companies Act, No 71 of 2008;
Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
Competition Act, No.71 of 2008;
Customs & Excise Act, 91 of 1964
Employment Equity Act, No 55 of 1998;
Income Tax Act, No 58 of 1962;
Intellectual Property Laws Amendment Act, No 38 of 1997;
Labour Relations Act, No 66 of 1995;
Occupational Health & Safety Act, No 85 of 1993;
Prescription Act, No 68 of 1969;
Prevention of Organised Crime Act, No 121 of 1998;
Promotion of Access to Information Act, No 2 of 2000;
Protection of Personal Information Act, No. 4 of 2013;
Skills Development Levies Act No. 9 of 1999;
Unemployment Insurance Contributions Act 4 of 2002;
Unemployment Insurance Act No. 30 of 1966; and
Value Added Tax Act 89 of 1991

F. SCHEDULE OF RECORDS (Section 51 (1) (d))

The Company holds and maintains records as detailed below. All such records are held at the Company's premises. Access to such records is through a request in terms of PAIA and in the manner prescribed in this manual. The recording of the records below does not imply that a request for access to such information shall be granted. Each request shall be considered on its individual merit in accordance with the provisions of PAIA and any other relevant act.

Financial records

Accounting records
Annual financial statements and reports
Fixed asset registers
Bank statements
Suppliers invoices, credit notes, debit notes and statements
Customers invoices, credit notes and statements
Banking records
PAYE, Income Tax, VAT, UIF, SDL, Workmens compensation tax returns
General ledgers
Trial balances
Management accounts
Internal policy and procedures
Balance sheet reconciliations
Bank facility letters
Supplier agreements
Credit applications
Correspondence with customers, suppliers, and all other parties as required in terms of the conduct of business
Customer details
Supplier details

Records in terms of the Companies Act

Certificate of incorporation
List of directors
Share register
Memorandum of Incorporation
Certificate of name change
Articles of association
Minutes of directors and shareholder meetings
Share certificates
Minutes of resolutions and special resolutions
Register of auditors
Register of public officer
Register of secretary

Employment documentation

Employment contracts
Credit checks
Criminal checks
Polygraph reports
Medical records
Leave records
Tax records
Salary and wage records
Medical aid records
Employment equity records
Health and Safety records, minutes, plans, risk assessments and appointments
Workmans compensation records
Disciplinary code and procedures and records
Training records and manuals

Marketing records

Marketing and promotional material
Databases
Marketing plans

G. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

1. Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za and attached hereto as Annexure 1
2. Submit your request to the Information Officer by email or by delivering to the Company's physical address;
3. Provide sufficient details to enable the Company to identify:
 - a) The record(s) requested;
 - b) The requestor (and if an agent is lodging the request, proof of capacity);
 - c) The form of access requested;
 - d) The postal address of the requester in the Republic of South Africa

- e) If the requestor wishes to be informed of the decision in any manner (in addition to written) the manner of such and particulars thereof
- f) The right the requestor is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right

H. PRESCRIBED FEES (Section 51 (1) (f))

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

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
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);
3. A requestor may lodge an application with a court against the tender / payment of the request fee and / or deposit;
4. Records may be withheld until the fees have been paid
5. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za. Such fees are (excluding VAT):

A. Request fees R50.00

B. Reproduction fees

- | | |
|---|--------|
| 1. Photocopies per A4 or part thereof | R1.10 |
| 2. Printed copies @A4 or part on computer | R0.75 |
| 3. Copy in computer readable form | |
| a. Stiffy disk | R7.50 |
| b. Compact disk | R70.00 |

C. Access fees

- | | |
|---|--------|
| 1. Photocopies per A4 or part thereof | R1.10 |
| 2. Printed copies @A4 or part on computer | R0.75 |
| 3. Copy in computer readable form | |
| a. Stiffy disk | R7.50 |
| b. Compact disk | R70.00 |

D. To search and prepare the record for disclosure, for each hour or part of an hour reasonably required for R30.00

If any other form is required, the fees as prescribed by the SHRC will apply

E. Postage

The actual cost of the postage will be payable by the requestor if a copy of the record is to be posted.

I. ACCESS TO RECORDS

Records held by the Company may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of the Company and in this regard, PAIA distinguishes between two types of requesters:

Personal requestors

A personal requester is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of PAIA and applicable law, the Company will provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged by the Company.

Other requestor

This requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, the Company is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of PAIA. The prescribed fee for reproduction of the information requested will be charged by the Company.

Request Procedure

A requester must comply with all the procedural requirements contained in PAIA relating to a request for access to a record. A requester must complete the prescribed form enclosed herewith in Appendix 1 and submit same as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail address stated herein. The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

1. The record or records requested;
2. The identity of the requester;
3. What form of access is required; and
4. The postal address or fax number of the requester.

A requester must state that he or she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.

The Company will process a request within 30 days, unless the requestor has stated special reasons which would satisfy the information officer that circumstances dictate that the this time period not be complied with.

The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so required. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the information officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally to the information officer.

Decision

The Company will, within 30 days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect. The 30 day period within which the Company has to decide whether to grant or refuse a request, may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company (other than the head office) and the information cannot reasonably be obtained within the original 30 day period.

The information officer will notify the requester in writing should an extension be necessary.

Grounds for refusal to Access to Records

The Company may refuse a request for Access to Information or records, in terms of Chapter 4 of the Act, on the following grounds:

1. Mandatory protection of privacy of third party who is natural person, including a deceased person if its disclosure would involve the unreasonable disclosure of personal information about a third party;
2. Mandatory protection of commercial information of third party if the record contains
 - a) Trade secrets of a third party;
 - b) Financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; or
 - c) Information supplied in confidence by a third party the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations; or to prejudice that third party in commercial competition
3. Mandatory protection of certain confidential information, and protection of certain other confidential information, of third party if such disclosure would result in a breach of an agreement;
4. Mandatory protection of safety of individuals, and protection of property
5. Mandatory protection of information and records that would be considered privileged in legal proceedings
6. Mandatory protection of the safety of individuals and the protection of property;
7. Protection of the Company's information and records which may cause financial harm or damage to the business of the Company;

J. REMEDIES OF THE REQUESTOR IN THE EVENT OF REFUSAL OF REQUEST FOR ACCESS TO INFORMATION AND RECORDS

1. The request for information is considered by the Information Officer. His decision is final and there are no further internal remedies available to the requestor
2. The requestor may, in accordance with sections 56(3)(c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

K. PROTECTION OF PERSONAL INFORMATION PROCESSED BY THE COMPANY

1. Eight Conditions of processing Personal Information

Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA. POPIA sets out 8 conditions for the lawful processing of Personal Information, namely:

- a) Accountability - the Responsible Party is obliged to ensure they comply with POPIA in regards to the processing of Personal Information
- b) Processing limitation - Personal Information may only be processed with consent of the Data Subject and only for the purpose for which it was obtained.
- c) Purpose Specification - Personal Information may only be used for the purpose for which it was collected and shall further only be retained for as long as it is needed for such purpose
- d) Further processing limitation - Personal Information may only be further processed if it is in line for the original purpose it was collected
- e) Information quality - the Responsible Party must ensure that all Personal Information in its possession is accurate and up to date
- f) Openness - the Responsible Party must be transparent to the Data Subject regarding who is collecting the information
- g) Security measures - the Responsible Party must take reasonable steps to ensure the safeguarding of the information and to ensure that it is not accessed by any unauthorised person
- h) Data subject participation - the Data Subject must be made aware of their information being processed and they must provide informed consent thereto

2. The purpose of processing personal information

In terms of POPIA, the Company may only process Personal Information for a specific purpose and subject to the eight conditions detailed above. The purpose for which Personal Information is processed is set out in Annexure 2.

3. Categories of Data Subjects and Personal Information

The categories of Data Subjects whose Personal Information the Company processes is set out in Annexure 2.

4. Recipients of Personal Information

The Company provides various recipients with Personal Information. Such recipients are detailed in Annexure 2

5. Cross-Border Flows of Personal Information

Personal Information may only be transferred out of the Republic of South Africa as governed by Section 72 of POPIA, being:

- a) The foreign country has a law that provides adequate protection.
- b) There are binding corporate rules that provide adequate protection.
- c) There is an agreement between the sender and the receiver that provides adequate protection.
- d) The data subject consents.
- e) The transfer is necessary for the responsible party to perform in terms of a contract.

The Company will endeavour to ensure that its suppliers and service providers will make all reasonable efforts to secure Personal Information to which they have access to.

6. Security measures protecting Personal Information

The Company conducted a review of its security measures implemented to ensure the safeguard of Personal Information in its possession so as to ensure such Personal Information is not accessed by unauthorised persons. The security measures were deemed appropriate and are detailed in Annexure 2

7. Data Subjects Objection to the Processing of Personal Information

The Data Subject may, in terms of Section 11 (3) of POPIA and regulation 2 of the POPIA regulations, be entitled to object to its Personal Information being processed. Subject objection is to be lodged using the prescribed form set out in Annexure 4.

8. Request for deletion or correction of Personal Information

Data Subject may request their Personal Information be corrected or deleted in terms of Section 24 of POPIA and regulation 3 of the POPIA Regulations. Any request for correction or deletion is to be lodged using the prescribed form set out in Annexure 3.

ANNEXURE 1 - ACCESS REQUEST FORM



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REPUBLIC OF SOUTH AFRICA

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:

[Large empty rectangular box for providing particulars of the private body]

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 the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

[Identity number grid: 13 empty boxes]

Postal address:

Telephone number:

(.....)

Fax number:

(.....)

E-mail address:

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

[Empty rectangular box for capacity information]

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 and surname:

Identity number:

[Identity number grid: 13 empty boxes]

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:

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.....

.....

.....

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:

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.....

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: <input style="width: 90%;" type="text"/>	Form in which record is required: <input style="width: 90%;" type="text"/>
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"/>	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"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>
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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:

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.....

.....

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..... ofyear

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

ANNEXURE 2 - PROCESSING PERSONAL INFORMATION IN ACCORDANCE WITH POPIA

A. PURPOSE FOR WHICH DATA PROCESSED

Data Subject	Information processed
Customers - Wholesale	The Company collects personal information from customers in order to provide products and services to them and to send out periodic marketing communications relating to its products.
Customers - Retail	The Company collects personal information from customers in order to provide products and services to them and to send out periodic marketing communications relating to its products.
Prospective Employees	The Company collects the personal information from prospective employees to ascertain their suitability for employment with the Company
Employees	The Company collects personal information from Employees in order to administrate the Employees employment, make payments to the Employee, perform required statutory reporting, record the original suitability assessment for employment, carry out disciplinary measures, account for leave
Suppliers	The Company collects personal information in order to procure services and supplies and to process payments

B. CATEGORIES OF DATA SUBJECTS AND THE PERSONAL INFORMATION

The Company may possess and process the below information of Data Subjects

Data Subject	Information processed
Customers - Wholesale	<ul style="list-style-type: none">• Name and address• Telephone/e-mail contact details• Credit check information• Company details• Company address• Company registration number• Company Vat Number• Shareholder and Director Details• Company financial information

Customers - Retail	<ul style="list-style-type: none"> • Name and address • Telephone/e-mail contact details • Date of Birth
Prospective Employees	<ul style="list-style-type: none"> • Name, address, date of birth, telephone/e-mail contact details (including next of kin and emergency contacts) • Passport details • Employment history • Police reports • Educational history • Health information (only that which is relevant to work) • Contact log • Information pertaining to employment references • Driver's licence or other secondary form of identification • Professional registrations • Travel history, where relevant to field work (e.g. for visas) • Credit checks • Criminal checks • Occasionally social media may be used to assist in assessing an application
Employees	<ul style="list-style-type: none"> • Name, address, date of birth, telephone/e-mail contact details (including next of kin and emergency contacts) • Bank account details • Passport details • Employment history • Police reports • Educational history • Health information (only that which is relevant to work) • Contact log • Information pertaining to your employment references • Driver's licence or other secondary form of identification

	<ul style="list-style-type: none"> • Professional registrations • Travel history, where relevant to field work (e.g. for visas) • Credit checks • Criminal checks • Occasionally social media may be used to assist in assessing an application
Suppliers	<ul style="list-style-type: none"> • Name and address • Telephone/e-mail contact details • Bank account details • Credit check information • Company details • Company address • Company registration number • Company Vat Number • Reference Checks and corresponding information

C. RECIPIENTS OF PERSONAL INFORMATION

1. All payment systems used by the Company
2. Employees and third party contractors;
3. Suppliers and service providers to the Company
4. Financial institutions with whom the Company do business
5. Government organisations as required by law
6. Persons, both natural and juristic who provide products or services to the Company
7. Retail platform service providers
8. Information technology service providers
9. All other operators no specified above.

D. CROSS BORDER TRANSFER OF PERSONAL INFORMATION

Personal Information may only be transferred out of the Republic of South Africa as governed by Section 72 of POPIA, being:

- a) The foreign country has a law that provides adequate protection.
- b) There are binding corporate rules that provide adequate protection.
- c) There is an agreement between the sender and the receiver that provides adequate protection.
- d) The data subject consents.
- e) The transfer is necessary for the responsible party to perform in terms of a contract.

The Company will endeavour to ensure that its suppliers and service providers will make all reasonable efforts to secure Personal Information to which they have access to.

E. SECURITY MEASURES TO SAFEGUARD PERSONAL INFORMATION

The Company has implemented the following security measures to safeguard Personal Information:

- Physical access control to locations where Personal Information is stored and processed
- Firewalls
- Virus protection software
- Password protections on all programs processors use to access and process Personal Information
- Clean desk policy - no Personal Information left on unattended desks
- Training of operators and signing of Operator declarations

ANNEXURE 3 - REQUEST FOR AMENDMENT, CORRECTION OR DELETION OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF POPIA

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

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

Note:

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

Reference Number...

Mark the appropriate box with an "x".

Request for:

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

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

A	DETAILS OF THE DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	

Contact number(s):	
Fax number:	
E-mail address:	

B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* Delete whichever is not applicable

Signed at this day of20.....

.....
Signature of Data subject

ANNEXURE 4 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

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

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

Note:

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

Reference Number....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	

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

