



Access to Information Manual

BUD GROUP HOLDINGS (PTY) LTD

(Including the following subsidiaries:

- IEP Portfolio 1 (Pty) Ltd
- Bud Group (Pty) Ltd
- MyChina (Pty) Ltd
- Bud Management Company (Pty) Ltd
- Bud Treasury (Pty) Ltd

THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 AND THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

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1. Document Management

Date	Version	Description	Author
8 Feb 2021	1.0	First Release	Z Rowe
17 May 2021	2.0	Approved by Compliance Committee	Z Rowe
2025	3.0	Updated to incorporate group and forms	Z Rowe

2. Introduction

The promotion of Access to Information Act, 2000 (“**PAIA**”) gives third parties the right to approach private bodies to request information held by them, which is required in the exercise and/or protection of any rights.

The Protection of Personal Information Act, 2013 (“**POPI**”) provides for, *inter alia*, the protection of personal information processed by public and private bodies.

The purpose of this Manual is to assist people wishing to protect their rights under POPI and/or access information in terms of PAIA from Bud Group Holdings (Pty) Ltd and its subsidiaries.

2.1. Group Overview

Bud Group Holdings (Pty) Ltd is a privately owned, limited liability company which was incorporated on 21 May 2015, under registration number 2015/173069/07 (“**Bud Group Holdings**”).

Bud Group Holdings holds 100% of the shares in IEP Portfolio 1 (Pty) Ltd, a privately owned, limited liability company which was incorporated on 21 May 2015, under registration number 2015/173095/07 (“**IEP**”).

IEP holds 100% of the shares in Bud Group (Pty) Ltd, a privately owned, limited liability company which was incorporated on 3 March 2016, under registration number 2016/098664/07 (“**Bud**”).

Bud holds 100% of the shares in Mychina (Pty) Ltd, a privately owned, limited liability company which was incorporated on 16 February 2018, under registration number 2018/082312/07 (“**MyChina**”).

MyChina in turn holds shares in various entities (as detailed on the website) and, for purposes of this PAIA manual, the holds 100% of the shares in:

- Bud Management Company (Pty) Ltd (registration number 2015/443590/07); and
- Bud Treasury (Pty) Ltd (registration number 2022/878654/07).

(The abovementioned entities and each of their subsidiaries hereinafter collectively referred to as the “**Group**”).

Head Office and Group Services

The Head Office maintains the financial and management accounts, performs the company secretarial, financial reporting and management functions for the Group.

2.2. Contact Details

Head of body and Information office:	AWJ Leith (CEO)
Deputy Information Officer:	Z Rowe
Physical Address:	15 Chaplin Road, Illovo, Johannesburg
Postal Address:	PO Box 55153, Northlands, 2116, South Africa
Telephone Number:	+27 (0)10 880 5800
Email address:	legal@budgroup.co.za

3. Guide on how to use PAIA

A guide to PAIA (as contemplated under section 10 of PAIA) is available from the Information Regulator (South Africa) (<https://inforegulator.org.za/paia/>). The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Any enquiries regarding

this guide and its contents should be directed to:

The Information Regulator (South Africa):
JD House, 27 Stiemens Street, Braamfontein. Postal address: PO Box 31533, Braamfontein,
Johannesburg, 2017. Telephone: +27 10 023-5200
Website: www.inforegulator.org.za E-mail: PAIACompliance@inforegulator.org.za

4. Access to Records held by the Group

Records held by the Group 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 Group and in this regard, PAIA distinguishes between two types of requesters:

Personal Requester

A personal requester is one who seeks access to a record containing the requester's own personal information.

Other Requester

Other requesters are those who request access to information pertaining to third parties.

It should be noted that a request for access to information can be refused if the application does not comply with the requirement of PAIA. Further, the completion and submission of a request does not automatically allow the requester access to the requested record.

4.1. Request Procedure

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, or email address stated herein. The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

- The record or records requested;
- The identity of the requester;
- What form of access is required; and
- The postal address or email address of the requester.

A requester must state that the information is required 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.

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.

4.2. Decision

The Group will, within 30 days of receipt of a request, decide whether to grant or decline a request unless the requestor has stated special reasons which would satisfy the information officer that circumstances dictate that this time period not be complied with, and give notice with reasons (if required) to that effect. The 30 day period 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 an office other than the Group's head office, or 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.

5. Fees

PAIA provides for two types of fees:

A request fee and an access fee, which will be calculated, in terms of the tariffs set out in the regulations from time to time, taking into account reproduction costs, search and preparation time and costs, as well as postal costs where applicable.

When a request is received by the information officer of the Group, the information officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The information officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the information officer shall repay the deposit to the requester.

6. Categories of Records Held by the Group:

6.1. Companies Act Records

- Documents of incorporation
- Memorandum of Incorporation
- Minutes and resolutions of Board of Directors meetings, shareholder meetings and committee meetings
- Records relating to the appointment of directors / auditor / secretary / public officer and other officers
- Share Register and other statutory registers
- All other forms and notices in terms of the Companies Act

6.2. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Insurance records
- Investment records

6.3. Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

6.4. Personnel Documents and Records

- Employment contracts
- Employment Equity Plan (if applicable)
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training records
- Training manuals
- Pension records

- Employee benefit records
- Employee performance records
- General HR policies and procedures

6.5. General Records

- Contracts and Agreements
- General correspondence
- Trademark and Copyright records
- Building and Property records
- General administrative records
- Working papers
- Management reports
- Minutes of meetings
- Operational records
- Transactional documents

7. Records Available in Accordance with other Legislation

Records of the Group may be kept by or on behalf of the Group in accordance with the following legislation (some of which legislation may not be applicable to the Group), as well as with other legislation that may apply to the Group and/or its subsidiaries from time to time:

- Basic Conditions of Employment Act 57 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003 Companies Act 71 of 2008
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Currencies and Exchanges Act 9 of 1993
- Electronic Communications and Transactions Act 25 of 2002 Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Control Act 55 of 1981
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
- Pensions Fund Act 24 of 1956
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- Protection of Personal Information Act 4 of 2013
- Skills Development Act 97 of 1998
- Skills Development Levy Act 9 of 1999 Securities Transfer Tax Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007 Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988 Unemployment Insurance Act 30 of 1966
- Unemployment Insurance Contributions Act 4 of 2002 Value Added Tax Act 89 of 1991

8. Remedies Available if Request for Information is Refused

8.1. Internal Remedies

The Group does not have internal appeal procedures. As such, the decision made by the information officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal if a request is refused, and the requestor is not satisfied with the response provided by the information officer.

8.2. External Remedies

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a court for relief. For purposes of PAIA, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

9. Grounds for Refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- Protecting personal information that the Group holds about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secret: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

10. Processing of Personal Information

10.1. Purpose of Processing

The Group uses the Personal Information under its care in the following ways:

- Conducting credit reference checks and assessments
- Administration of agreements
- Providing products and services to customers
- Discounting and asset funding purposes
- Detecting and prevention of fraud, crime, money laundering and other malpractice
- Conducting market or customer satisfaction research
- Marketing and sales
- In connection with legal proceedings
- Staff administration
- Keeping of accounts and records
- Complying with legal and regulatory requirements
- Profiling data subjects for the purposes of direct marketing

10.2. Categories of Data Subjects and their Personal Information

The Group may possess records relating to suppliers, shareholders, contractors service providers, staff and customers:

Entity Type	Personal Information Processed
Customers: Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence
Customer – Juristic Persons / Entities	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information
Contracted Service Providers	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information
Employees / Directors	Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal record; well-being

10.3. Categories of Recipients for Processing the Personal Information

The Group may share the Personal Information with its agents, affiliates, and associated companies who may use this information to send the Data Subject information on products and services. The Group may supply the Personal Information to any party to whom the Group may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to customers;
- Conducting due diligence checks;
- Administration of the Medical Aid and Pension Schemes.

10.4. Actual or Planned Transborder Flows of Personal Information

Personal Information may be transmitted transborder to the Group's authorised dealers and its suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The Group will endeavour to ensure that its dealers and suppliers will make all reasonable efforts to secure said data and Personal Information.

10.5. Retention of Personal Information Records

The Group may retain Personal Information records indefinitely, unless the Data Subject objects thereto.

If the Data Subject objects to indefinite retention of its Personal Information the Group shall retain the Personal Information records to the extent permitted or required by law.

10.6. General Description of Information Security Measures

The Group employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of the Group are contracted to implement security controls.

11. Objection to processing of personal information in terms of POPIA

You may object to processing of your personal information at any time by completing Appendix 3 attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Zak Rowe
Email address : legal@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you, by contacting the following:

Deputy Information Officer & Company Secretary : Zak Rowe
Email address : legal@budgroup.co.za

12. Request for correction or deletion of personal information or destroying / destruction thereof in terms of POPIA

You may request for correction or deletion of personal information or destroying / destruction or deletion of a record of personal information at any time by completing Appendix 4, attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Zak Rowe
Email address : legal@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you, by contacting the following:

Deputy Information Officer & Company Secretary : Zak Rowe
Email address : legal@budgroup.co.za

13. Withdrawal of consent in terms of POPIA

You may withdraw consent to process your personal information at any time by completing Appendix 5, attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Zak Rowe

Email address : legal@budgroup.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you by contacting the following:

Deputy Information Officer & Company Secretary : Zak Rowe

Email address : legal@budgroup.co.za

14. Complaints in terms of POPIA

Should you have a complaint under POPI, which may be about an interference with the protection of your personal information in the following regard:

- A breach of any of the conditions for lawful processing of POPIA; or
- Non-compliance with sections 22, 54, 69, 70, 71, 72 of POPIA; or
- A breach of a condition of a code of conduct in terms of section 60 of POPIA,

you may approach the Information Regulatory. You may also lodge a complaint with the RESPONSIBLE PARTY by contacting the following:

Deputy Information Officer & Company Secretary : Z Rowe

Email address : legal@budgroup.co.za

15. Approval

SIGNED ON BEHALF OF THE GROUP ON THIS 5th DAY OF September 2025.


AWJ LEITH
Group CEO

Appendix 1: Prescribed Form 2 To Be Completed By A Requester

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

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

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

Appendix 2: SAHRC Notice of Fees Associated with PAIA Requests

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)

[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(<i>if the responsible party is a natural</i>):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
Name of public or private body(<i>if the responsible party is not a natural person</i>):		
Business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
C	REASONS FOR OBJECTION (<i>Please provide detailed reasons for the objection</i>)	

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

.....
Signature of data subject (applicant)

Appendix 3: Correction or Deletion or Destruction of Personal Information

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)

[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:	
	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 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	

[illegible]

* **Delete** whichever is not applicable

Signed at this day of 20.....

.....
Signature of Data subject

Appendix 4: Withdrawal of Consent Notice to Process Personal Information

Form 3

Request for withdrawal of consent to Process Personal Information in terms of Section 24(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

[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....

I wish to withdraw my consent for the collection, use and disclosure (processing) of personal information provided to your company for:

Mark the appropriate box with an "x":

Request for:

☐

All the purposes I had provided my consent for; **or**

☐

For only the following purposes:

State the purpose of withdrawal to be applied to:

.....

.....

...

.....

.

I fully understand and agree that the withdrawal of my consent to any or all purposes – depending on the nature of my request – may result in the responsible party not being in a position to continue to provide services, products etc. to me.

A	DETAILS OF THE DATA SUBJECT
Surname:	
Full names:	
Identity number:	
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 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 *THE WITHDRAWAL OF CONSENT TO PROCESS 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 of..... 20.....

.....
Signature of Data subject