



THE FURNITURE TECHNOLOGY CENTRE TRUST

(Registration number: IT 1663/2000)

Promotion of Access of Information Act (PAIA) and Processing of Personal Information Act (POPIA) MANUAL

This manual was prepared and issued in terms of
Section 51 of the Promotion of Access of Information Act 2 of 2000 (PAIA)
read with
The Processing of Personal Information Act 4 of 2013 (POPIA)



FURNTECH POPIA MANUAL

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FURNTech POPIA MANUAL

1. INTRODUCTION

The Furniture Technology Centre Trust trading as Furntech (Furntech) is a private body as defined in PAIA, and this Manual contains the information specified in section 51 of PAIA, which is applicable to such a private body.

Furntech is committed to letter and spirit of the Constitution of the Republic of South Africa and national legislation. Furntech subscribes to the principles of good governance, transparency, and accountability.

This Manual (the Manual) has been compiled in accordance with the requirements of PAIA, read with the relevant sections of POPIA.

The objectives of the Furniture Technology Centre Trust (IT 1663/2000), and its wholly owned subsidiary, The Furniture Technology Centre (Reg. No 2007/013119/08) are to:

- Create an enabling environment for Small and Micro Enterprises (SMEs) to grow through business technology incubation.
- Develop business and production skills through skills development and technology demonstrations.
- Establish centres of excellence in key locations nationally.
- Serve as a vehicle to enhance the ability of the sector to become globally competitive.

Furntech currently has operations at the following locations:

Cape Town	8 Lowe Stoft Street, Paarden Eiland
Johannesburg	11 Granville Avenue, Lea Glen
KwaMashu	No 38, 109236 Street, KwaMashu East
Mthatha	9 Timber Street, Vulindlela Heights
Nyanga	1023 New Eisleben Road, Nyanga
Umzimkhulu	T52 Hospital Road, Umzimkhulu
White River	5 Indus Road, White River

A copy of the Manual will be made available to the South Africa Human Rights Commission (the SAHRC) or the Information Regulator, whichever may be applicable, and any controlling body of which the Furntech is a member and will be published on the Furntech website. The Manual will be updated on a regular basis in accordance with the requirements of section 51(2) of PAIA.

2. CONTACT DETAILS

Michael Reddy, the Chief Executive Officer of Furntech, is the head of the Furntech for purposes of PAIA and is the Furntech Information Officer for purposes of POPIA, duly appointed by a resolution of the Board of Trustees, dated 24 June 2021.

In addition, Mr Iegshaan Ariefdien, the Chief Operating Officer has been designated as Deputy Information Officer for purposes of PAIA and POPIA, duly appointed by a resolution of the Board of Trustees, dated 24 June 2021.

The contact details of the Information Officer are as follows:

Telephone	021 5100088
Email	popia@furntech.org.za
Postal Address	PO Box 115 Paarden Eiland Cape Town 7420
Physical Address	8 Lowe Stoft Street Paarden Eiland Cape Town 7420

The contact details of the Deputy Information Officer are as follows:

Telephone	021 5100088
Email	popia2@furntech.org.za
Postal Address	PO Box 115 Paarden Eiland Cape Town 7420
Physical Address	8 Lowe Stoft Street Paarden Eiland Cape Town 7420

3. GUIDE ON HOW TO USE PAIA

The SAHRC has, in terms of section 10 of PAIA, compiled in each official language a guide containing information, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. The Guide is available from the SAHRC and any enquiries regarding this guide and its contents should be addressed to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

South African Human Rights Commission

Postal address: Private Bag X2700, Houghton, 2041

Telephone: +27 11 877-3600

Fax: +27 11 403-6025

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

With effect from 1 July 2021, enforcement of PAIA will fall under the jurisdiction of the Information Regulator established in terms of POPIA. The contact details for the Information Regulator are as follows:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone number: +27 (0)10 023-5200 / +27 (0)82 746-4173

Website: <https://www.justice.gov.za/inforeg/index.html>

Complaints E-mail: complaints.IR@justice.gov.za

General Enquiries E-mail: inforeg@justice.gov.za



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4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

The Furntech holds information pertaining to:

- 4.1. Details of its own registration, together with its financial statements and proof of its registration in terms of section 18A of the Income Tax Act, 1962.
- 4.2. Its Trustees as required in terms of the Trust Property Control Act 57 of 1988.
- 4.3. Its employees as required in terms of applicable employment legislation including the Basic Conditions of Employment Act, 1997, the Employment Equity Act, 1998, the Compensation for Occupational Injuries and Diseases Act, 1993, and the ITA.
- 4.4. Learners in terms of the Skills Development Act 97 of 1998.
- 4.5. Clients in its Business Incubation Programme in terms of the Memorandum of Understanding with the Small Enterprise Development Agency and the Incubation Contract signed by the clients.
- 4.6. Suppliers and Service Providers in terms of supplier agreements and/or Service Level Agreements.

5. ACCESS TO RECORDS

- 5.1. No ministerial notice has been published in terms of section 52(2) of PAIA.
- 5.2. For purposes of facilitating a request in terms of PAIA, the information below includes a description of the subjects on which the Furntech holds records and the categories into which these fall. This information is not exhaustive and may be amended from time to time.
- 5.3. Certain records are available without having to be requested in terms of the request procedures set out in PAIA and detailed in paragraph 11 of this Manual. A request for access to records held by the Furntech in terms of section 52 of PAIA must be made in writing and directed to the Information Officer / Deputy Information Officer.
- 5.4. Subject to the provisions of PAIA, information may be inspected, collected, purchased or copied at the Head Office of the Furntech and, unless the records are available on the Furntech website, an appointment to view the records will have to be made with the Information Officer or the Deputy Information Officer. The schedule of reproduction fees in relation to a Section 52 information request are set out in Schedule A.
- 5.5. Categories of Records

Table 1: RECORDS AVAILABLE WITHOUT HAVING TO MAKE A PAIA REQUEST

Category	Description	Format	Maintained By	Stored At	Retention Period
Information in the public domain	Trust Deed	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Lowe Stoft Street, Paarden Eiland and/or www.Furntech.org.za	Indefinite
	Bee Certificate				
	Annual Reports				
	Audited Financial Statements				
	Public Statements and Communications				
	Employment Equity Report				
	General information pertaining to Furntech and information regarding the services rendered				
	Accreditation Certificates				



Table 2: Categories of Furntech Records that may be requested in terms of PAIA and/or POPIA.

The records in Table 2 below, which need to be requested in terms of PAIA and/or POPIA, will not in all instances be provided to a requester. The records listed in this table are not automatically available and access to them is subject to:

- The nature of the information contained in the record, as well as
- The grounds of refusal as set out in PAIA that may be applicable to a request for such records. (See also paragraph 9.1.4 below.)

The procedure in terms of which such records may be requested from the Furntech is set out in paragraph 9.1 below:

Table 2: RECORDS THAT MAY BE REQUESTED IN TERMS OF PAIA AND/OR POPIA

Category	Description	Format	Maintained By	Retention Period
Finance and Administration	Bank account records	Hard copy and/or Electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Books and records of account and financial statements			
	Annual budget			
	VAT, SITE and PAYE records			
	Asset registers			
	Details of auditors			
	External auditor reports			
	Information pertaining to clients as required in terms of the Financial Intelligence Centre Act			
	Minutes of the meetings of the Furntech (non-confidential parts)			



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Category	Description	Format	Maintained By	Retention Period
	Minutes of the meetings of committees/ subcommittees			
	Minutes of staff meetings and/or management meetings			
Management	Minutes of meetings of the Executive Committee and subcommittees	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Internal correspondence			
	Resolutions and directives; internal investigation reports			
	Policies, procedures, and codes			
	Travel management and arrangements			
Human Resources	Organisational information (organisational structure, etc.)	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Personnel files			
	Contracts, conditions of service and other agreements			
	Records of background checks (including qualification, credit and criminal record checks)			
	Statutory employee records			
	Retirement fund records			
	Medical aid records			
	Budget projections in respect of staff			
	Employee leave records			





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Category	Description	Format	Maintained By	Retention Period
	Employee payments and benefits (statutory and contractual) Correspondence with or about employees Performance management records Records of disciplinary hearings and findings Records of incapacity proceedings, including medical information Records of occupational injuries and diseases Employee declarations in terms of the EEA			
Relationships with third parties	Agreements with stakeholders Service level agreements with suppliers Contact details of suppliers Tender and bid documentation Service level agreements Details of customers / clients including contact details, details pertaining to transactions, loyalty programmes, etc. Licences and general conditions for conducting business.	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Computer software			

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Category	Description	Format	Maintained By	Retention Period
Information technology	Support and maintenance agreements	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Licensing agreements			
	Records regarding computer systems and programmes			
Property	Asset registers	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Lease agreements in respect of immoveable property			
	Records regarding insurance in respect of movable or immoveable property.			
	Title Deeds			
Legal	Litigation	Hard copy and/or electronic copy	Information Officer/ Deputy Information Officer	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
	Appeals			
	Contracts and memoranda of understanding			
	Regulatory permissions, licenses, and/or exemptions			



6. PROCESSING OF PERSONAL INFORMATION

- 6.1. For the purposes of facilitating a request for personal information, the information below includes details of the purpose of the processing of personal information by the Furntech, a description of the categories of data subjects and of the information or categories of information relating to data subjects held by the Furntech, the recipients or categories of recipients to whom personal information may be supplied, planned transborder flows of personal information, and a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the Furntech to ensure the confidentiality, integrity and availability of the information which is to be processed.
- 6.2. In terms of POPIA, a requester to whom certain personal information relates may request the Furntech to confirm, free of charge, whether or not it holds personal information about that particular requester.
- 6.3. A requester may make a request that the Furntech provides the record or a description of the personal information about the requester which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner, and format, at a fee, and in a form that is generally understandable.
- 6.4. Categories of data subjects and categories of personal information relating thereto:

Data subjects	Categories of information
Employees Board Members	<ul style="list-style-type: none"> ➤ Gender ➤ Marital Status ➤ Ethnicity ➤ Age ➤ Home Language ➤ Education Information ➤ Financial Information ➤ Employment History ➤ ID Number ➤ Physical and Postal Address ➤ Contact Details ➤ Emergency Contact Details ➤ Statutory Information Relating to Income Tax, UIF and Workman's Compensation
Natural Persons	<ul style="list-style-type: none"> ➤ Names ➤ Contact Details ➤ Physical and Postal Addresses



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Data subjects	Categories of information
	<ul style="list-style-type: none"> ➤ Date Of Birth ➤ ID Number ➤ Tax Related Information ➤ Nationality ➤ Gender ➤ Confidential Correspondence ➤ BEE Details ➤ CSD Registration ➤ Statutory Information Relating to Income Tax, UIF and Workman's Compensation
Juristic Persona / Entities	<ul style="list-style-type: none"> ➤ Names of Contact Persons ➤ Name of Legal Entity ➤ Physical and Postal Address ➤ Contact Details ➤ Financial Information ➤ Registration Number ➤ Founding Documents/Registration Certificates ➤ Tax Related Information ➤ Authorised Signatories ➤ BEE Details ➤ CSD Registration ➤ Statutory Information Relating to Income Tax, UIF and Workman's Compensation
Service Providers	<ul style="list-style-type: none"> ➤ Names of Contact Persons ➤ Name of Legal Entity ➤ Physical and Postal Address ➤ Contact Details ➤ Registration Number ➤ Registration Certificates ➤ Tax Related Information ➤ Authorised Signatories ➤ BEE Details ➤ CSD Registration ➤ Statutory Information Relating to Income Tax, UIF and Workman's Compensation



6.5. Purposes of processing and likely recipients

Data Category	Subject	Broad description of purposes of processing	Likely recipients
Applicants for employment Employees Board members		<ul style="list-style-type: none"> ➤ To carry out actions for the consideration of an application for employment; ➤ To carry out actions necessary for the performance of the employment contract; ➤ To ensure compliance with an obligation imposed by law on the Furntech; ➤ To pursue the legitimate interests of the Furntech or a third party to whom the information is supplied. 	<ul style="list-style-type: none"> ➤ Human Resources Department ➤ Line Management ➤ Exco ➤ Board of Trustees ➤ Service Providers who render services relating data capturing, data storage and electronic communication. ➤ Service Providers who render services relating to financial services, benefits, accounting and audit and other specialist services.
Clients		<ul style="list-style-type: none"> ➤ To carry out actions necessary for the performance of the services contract; ➤ To ensure compliance with an obligation imposed by law on the Furntech; ➤ To pursue the legitimate interests of the Furntech or a third party to whom the information is supplied. 	<ul style="list-style-type: none"> ➤ Employees working on client mandates ➤ Exco ➤ Board of Trustees ➤ Service Providers who render services relating data capturing, data storage and electronic communication. ➤ Service Providers who render services relating to financial services, benefits, accounting and audit and other specialist survives.
Service Providers		<ul style="list-style-type: none"> ➤ To carry out actions necessary for the performance of the services contract; ➤ To ensure compliance with an obligation imposed by law on the Furntech; ➤ To pursue the legitimate interests of the Furntech or a third party to whom the information is supplied. 	<ul style="list-style-type: none"> ➤ Exco ➤ Line Management ➤ Board of Trustees ➤ Service Providers who render services relating data capturing, data storage and electronic communication. ➤ Service Providers who render services relating to financial services, benefits, accounting and audit and other specialist services.





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7. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

There are no planned transborder flows of personal information.

8. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES

Furntech employs various methodologies to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- 8.1. Firewalls
- 8.2. Virus protection software and update protocols
- 8.3. Secure setup of IT infrastructure
- 8.4. Lockable Storage Units / Fireproof safes

9. THE REQUEST PROCEDURE

9.1. *Form of request*

- 9.1.1. A request for access to records held by Furntech in terms of section 53 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Schedule B to the Manual. The request must be made to the Information Officer of the Furntech at the address or e-mail address specified in paragraph 2 above.
- 9.1.2. The requester must provide sufficient detail on the prescribed form to enable the Information Officer of the Furntech to identify the record and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to the Information Officer. The requester is also required to indicate which form of access to the relevant records is required, and to provide her/his/its contact details in South Africa.
- 9.1.3. For the purposes of Form C, the requester must comply with all the procedural requirements in PAIA relating to a request for access to the relevant records.
- 9.1.4. Furntech may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA. These grounds include: that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party or of the Furntech itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for legal proceedings, that it is necessary to protect the research information of a third party or the Furntech itself.
- 9.1.5. If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in the Furntech's possession but cannot be found, or it does not exist, then the Information Officer will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.
- 9.1.6. The Furntech is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of decision in another manner as well, this must be set out in the request and the relevant details included in order to allow the Furntech to inform the requester in the preferred manner.

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- 9.1.7. The Furntech will make a decision in relation to a request for records within 30 days of receiving it, unless a third-party notification and intervention, as contemplated in Chapter 5 of PAIA, applies.
- 9.1.8. The 30-day period within which the Furntech must 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 Furntech (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.

9.2. Fees

The Act provides for two types of fees:

- a. A request fee, and
 - b. An access fee.
- 9.2.1. The access fee is calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs where applicable.
- 9.2.2. A requester who seeks access to records containing personal information about her/him/it, is not required to pay request fee.
- 9.2.3. Requesters who earn less than R14,712.00 per year (if single) and R27,192.00 per year (if married or in a life partnership), do not have to pay access fees.
- 9.2.4. In all other instances, a request fee at the prescribed rate is payable.
- 9.2.5. The current request fee is R 50.00 (Fifty Rand).
- 9.2.6. The current fees for reproduction is as per schedule A in the manual.
- 9.2.7. The request fee may be paid at the time a request is made or the person authorised to deal with such requests on the Furntech's behalf may notify the requester that s/he/it needs to pay the request fee before processing the request any further. A requester may apply to the court to be exempted from the requirement to pay the request fee.
- 9.2.8. Where a request for access to a record or records held by Furntech is granted, the requester also has to pay an access fee for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. Furntech is entitled to withhold a record until the required access fees have been paid.

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- 9.2.9. Persons who are requesting access to their personal information are exempt from paying a request fee, but they are still required to pay the access fee and reproduction fee, if applicable.
- 9.2.10. In addition, if the search for and preparation of the record or records requested takes more than 6 hours, the Furntech may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.
- 9.2.11. 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 (being not more than one third) of the access fee which would be payable if the request is granted.
- 9.2.12. The requester may make an application to the court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

9.3. Remedies for refusal to request for information

9.3.1. Internal remedy

The Furntech does not have an internal appeal procedure. As such, the decision made by the Information Officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

9.3.2. External remedy

Where a requester is not satisfied by a decision made by Information Officer of the Furntech, s/he/it may apply to court for relief within 180 days of receiving the decision that has caused the grievance. The application can be made to a Magistrate's Court or High Court.

A handwritten signature in black ink, located in the bottom right corner of the page.



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10. OTHER INFORMATION AS MAY BE PRESCRIBED

The Regulations published in terms of PAIA, under Government Notice R187 in Government Gazette 23119 of 15 February 2002, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in Schedule A below).

No new Regulations have since been published and the last amendments to the Regulations were made in 2007.

11. AVAILABILITY OF THE MANUAL

This Manual is available at the offices of the Furntech at the address set out in paragraph 2 above and copies are available from the SAHRC. With effect from 1 July 2021, it will be available from the Information Regulator, the contact details for which are set out in paragraph 3 above.

12. SCHEDULES

Schedule A: Reproduction Fees.

(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
(c)	For a copy in a computer-readable form on:	
	(i) Compact disk	R70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00

Schedule B: Form C - Request for Access to a Record Held by a Private Body

Signed at Johannesburg on this 28th day of June 2021


P M REDDY

CEO

28/06/2021



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]

The Head:

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:

[illegible]

Postal address:

Telephone number: (.....) Fax 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 and surname:

[illegible]

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:

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3. Any further particulars of record:

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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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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	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 cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

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

G. Particulars of right to be exercised or protected

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

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

.....

.....

.....

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

.....

.....

.....

H. Notice of decision regarding request for access

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

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

.....

Signed at this day of year

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