

**INFORMATION MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000 (“THE ACT”)
 (“PAIA MANUAL”)**

for

**ACENDIS HEALTH LIMITED and all its subsidiaries
(registration number 2008/005856/06)
(HEREINAFTER REFERRED TO AS “THE COMPANY”)**

August 2016

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1. DEFINITIONS

- 1.1 **The Act** means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
- 1.2 **Company** means Ascendis Health Ltd, a public company duly registered in terms of the Companies Act, 2008 of South Africa under the registration number 2008/005856/06 and having its registered address at 22 Sloane Street, Bryanston, including its subsidiaries;
- 1.3 **Information Officer** means the chief executive officer or equivalent officer of the Company or any person duly authorised by that officer, whose details are set out herein;
- 1.4 **Manual** means this manual, which the Company is obliged to compile in terms of section 51 of the Act and which Manual will assist any person/Requester to obtain access to information held by the Company;
- 1.5 **Record** means any recorded information regardless of form or medium, in the possession or under the control of the Company and whether or not it was created by the Company;
- 1.6 **Requester** means any person, including but not limited to a natural person or a legal entity including a private or public body or a person acting on behalf of such natural person, private or public body who makes a request for access to a Record of the Company.

2. INTRODUCTION

- 2.1 The Act gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights.
- 2.2 The Act sets out the procedures attached to such request.
- 2.3 Section 9 of the Act, however, recognises that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at:
- the reasonable protection of privacy;
 - commercial confidentiality; and
 - effective, efficient and good governance.
- 2.4 Section 51 of the Act obliges private bodies to compile a Manual, which would assist a person to obtain access to information held by the private body and which stipulates the minimum requirements which the Manual has to comply with.
- 2.5 The purpose of the Manual is therefore to inform a person or Requester on how to obtain access to any Record held by the Company which may be required for the exercise or protection of any rights, thereby giving effect to Section 50 of the Act.

3. COMPANY OVERVIEW

- 3.1 The Company is a public company incorporated in terms of the company laws of the Republic of South Africa under registration number 2008/005856/06, and is a private body in terms of section 1 of the Act.
- 3.2 The Company is listed on the JSE Main Board.
- 3.3 The main business of the Company is the research and development, manufacturing and marketing of products across three divisions, namely, Consumer Brands, Phyto-Vet and Pharma-Med divisions for sale principally in the health and care brands channels.

4. THE SUBSIDIARY COMPANIES OF ASCENDIS HEALTH LIMITED

- 4.1 The following table lists the existing subsidiaries of the Company:

Afrikelp Holdings (Pty) Ltd	Afrikelp (Pty) Ltd
Afrikelp Investments (Pty) Ltd	Agro-Serve (Pty) Ltd
Agro-Serve (Pty) Ltd (Namibia)	Akacia Healthcare Holdings (Pty) Ltd
Akacia Healthcare (Pty) Ltd	Akacia Healthcare Investments (Pty) Ltd
Alliance Pharma (Pty) Ltd	A-Med Medical Supplies (Pty) Ltd
Anti-Aging Technologies (Pty) Ltd	Ascendis Consumer Brands (Pty) Ltd
Ascendis Financial Services Ltd	Ascendis Health International (Pty) Ltd
Ascendis Health International Holdings Ltd	Ascendis Health Spain Holdings Ltd
Ascendis Management Services (Pty) Ltd	Ascendis Medical (Pty) Ltd
Ascendis Medical (Pty) Ltd (Namibia)	Ascendis Pharma (Pty) Ltd
Ascendis Pharma-Med (Pty) Ltd	Ascendis Sports Nutrition (Pty) Ltd
Ascendis Supply Chain (Pty) Ltd	Ascendis UK Ltd
Atka Trading 46 (Pty) Ltd	Avima (Pty) Ltd

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Avima Uganda Limited	Bio Balance Pharmaceuticals (Pty) Ltd
Bio Swiss (Pty) Ltd	Bolus Distribution (Pty) Ltd
Bolus International (Pty) Ltd	Coast 2 Coast Distribution (Pty) Ltd
Chempure (Pty) Ltd	Chempure t/a Solal (Division of Chempure)
Creative Design Concept	Dealcor Forty (Pty) Ltd
Dental Care	Dezzo Trading 392 (Pty) Ltd
Efekto Care (Pty) Ltd	Efekto Holdings (Pty) Ltd
Elixr Brands (Pty) Ltd	Enia Lipotech
Enol Pharmaceutical Research	Farmalider Limited
Farmalider Truqui	Heritage Resources Limited
Farmamix Vision (Joint Venture -with 22% interest)	High Tech Vision
Innovative Pest Management (Pty) Ltd	Innovazone Labs LLC
Integrative Health Publications (Pty) Ltd	Juniva (Pty) Ltd
K2012021382 (South Africa) (Pty) Ltd	K2012179211 (South Africa) (Pty) Ltd
K2013126193 (South Africa) (Pty) Ltd	K2013197766 (Pty) Ltd
Klub M5 (Pty) Ltd	Lavient Trading (Pty) Ltd
Lexshell 155 General Trading (Pty) Ltd	Lexshell 834 Investments (Pty) Ltd
Marltons Pets & Products (Pty) Ltd	Medicine Developers International (Pty) Ltd
Nimue Bioscience (Pty) Ltd	Nimue Skin (Pty) Ltd
Nimue Skin (Southern Africa) (Pty) Ltd	Nutra Essential OTC
Ortus Chemicals (Pty) Ltd	Pharmachem Pharmaceuticals (Pty) Ltd
Pharma Integral	Regal Nutrients (Pty) Ltd
Respiratory Care Africa (Pty) Ltd	RCA Pharma (Pty) Ltd
Small Pack Solutions-Specialists (Pty) Ltd	Solal Africa Technologies Distributors (Pty) Ltd
Solal Technologies Fine Pharmaceuticals (Pty) Ltd	Southern African Academ of Healthy Aging and Integrative Medicine (Pty) Ltd
Sportron International (Pty) Ltd	Sportron Properties (Pty) Ltd
Surgical Innovations (Pty) Ltd	Swissgarde (Pty) Ltd
Taurus Chemicals Cape Kelp (Pty) Ltd	The Compounding Pharmacy of South Africa (Pty) Ltd

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The Integrative Medical Centre (Pty) Ltd	The Scientific Group (Pty) Ltd
Toll Manufacturing Services S.L	Toolworth Distribution (Pty) Ltd
Umecom (Pty) Ltd	Vitalcare Pharma
Zasvin Trading (Pty) Ltd	

5. COMPANY CONTACT DETAILS IN TERMS OF SECTION 51(1)(a) OF THE ACT

5.1 The Information Officer is:

Name: The Group Head of Legal: Mr Darren Berman
Postal Address: 22 Sloane Street, Bryanston
Physical Address: 22 Sloane Street, Bryanston
Phone Number: 27 (0)11 036 9448
E-mail: darren.berman@ascendis.co.za

6. THE HRC GUIDE

The South African Human Rights Commission has, in terms of section 10 of the Act, compiled a guide on the use of the Act. This guide is available from the South African Human Rights Commission at the following address:

Private Bag X2700
Houghton 2041
Tel: +27 11 484 8300
Fax: +27 11 484 0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

Alternatively it can be accessed by using the following url link: <http://www.sahrc.org.za/>

7. RECORDS AUTOMATICALLY AVAILABLE AS PROVIDED FOR UNDER SECTION 51(1)(c) OF THE ACT

7.1 Records that are automatically available to the public and / or a Requester are all Records available for view by the public on the Company's website, but excluding all Records which may be housed under any password protect part of said website, which are available to authorised Company users only.

8. RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION IN TERMS OF SECTION 51(1)(d) AND SECTION 51(1)(e) OF THE ACT

8.1 The Company has Records available in accordance with the following legislation:

Basic Conditions of Employment Act, 75 of 1997 (BCEA)

Broad-Based Black Economic Empowerment Act, 53 of 2003 (B-BBEEA)

Companies Act, 71 of 2008 (CA)

King Code of Governance for South Africa, 2009 ("King III")

International Financial Reporting Standards

Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA)

Competition Act, 89 of 1998 (CA)

Consumer Protection Act, 68 of 2008 (CPA)

Constitution of the Republic of South Africa Act, 108 of 1996 (CSA)

Copyright Act, 98 of 1978 (Copyright Act)

Criminal Procedure Act, 51 of 1977

Electronic Communications and Transactions Act, 25 of 2002 (ECTA)

Employment Equity Act, 55 of 1998 (EEA)

Income Tax Act, 58 of 1962 (ITA)

Tax Administration Act, 28 of 2011 (TAA)

Labour Relations Act, 66 of 1995 (LRA)

Fertilizers, Farm Feeds, Agricultural Remedies Act, 36 of 1947 (FFFARA)

National Health Act, 61 of 2003 (NHA)

Merchandise Marks Act, 17 of 1941 (MMA)
National Credit Act, 34 of 2005 (NCA)
Occupational Health and Safety Act, 181 of 1993 (OHSA)
Prescription Act, 68 of 1969
Promotion of Access to Information Act, 2 of 2000 (PAIA)
Prevention and Combating of Corrupt Activities Act, 12 of 2004 (PCCAA)
Medicines and Related Substances Control Act, 101 of 1965 (MRSCA)
Promotion of Equality & Prevention of Unfair Discrimination Act, 4 of 2000
Protected Disclosure Act, 26 of 2000
Protection of Personal Information Act, 4 of 2013 (POPI)
Pharmacy Act, 53 of 1974 (PA)
Skills Development Act, 97 of 1998 (SDA)
Skills Development Levies Act, 9 of 1999 (SDLA)
Standards Act, 8 of 2008 (SA)
Trade Marks Act, 194 of 1993
Trade Metrology Act, 77 of 1973 (TMA)
Legal Metrology Act, 9 of 2014 (LMA)
Unemployment Insurance Act, 63 of 2001 (UIA)
Unemployment Insurance Contributions Act, 4 of 2002 (UICIA)
Value Added Tax Act, 89 of 1991

8.2 The Company has the following Records available in accordance with the following legislation:

COMPANY SECRETARIAL RECORDS

- Memorandum of Incorporation
- Minutes of Meetings of the Board, its Committees and the Executive Committee
- Board Charter and Committee Charters
- Statutory Returns
- Powers of attorneys

- Delegation of authority
- Share Certificates
- Documents of incorporation
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking Records
- Asset Register
- Rental Agreements
- Invoices

INCOME 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

- VAT
- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Salary Records
- SETA Records
- Disciplinary code
- Leave Records
- Training Records
- Training Manuals
- Policies and procedures
- Employee information
- Employment agreements
- Forms and applications
- Standard letters and notices
- Payroll reports
- Payslips
- IRP5's
- Accident books and Records
- Workplace and Union agreements and Records
- Employee benefits arrangements rules and Records
- Safety, Health and Environmental Records
- Labour disputes
- Disciplinary Code
- Grievance Procedure
- Employee training

MOVABLE AND IMMOVABLE PROPERTY

- Title deeds
- Lease Agreements
- Asset registers
- Mortgage bonds, liens, notarial bonds, or security interests on property
- Other agreements for the purchase, ordinary sale, conditional sale or hire of assets

AGREEMENTS

- Commercial agreements and contracts
- Hire Agreements
- Hire-purchase Agreements
- Credit Sale Agreements
- Ordinary and Conditional Sale Agreements

INTELLECTUAL PROPERTY

- Trade Marks
- Patents
- Copyright
- Designs
- Know-how
- Licences

INSURANCE

- Policies
- Insurance claim files

FINANCE

- Audited annual financial statements
- Management accounts
- Banking details and bank accounts

- Debtors/Creditors statements and invoices
- General ledgers and subsidiary ledgers
- General ledger reconciliation
- Policies and Procedures
- Procurement
- Policies and Procedures/Manuals
- Reports and Supporting documentation
- Tender documentation
- Standard Terms and Conditions for supply of Services, Products and Software
- Contractor, client and supplier agreements and information
- Security documents
- Operations
- Billing
- Customers
- Tariffs
- Products
- Inter-operator settlements
- Policies and Procedures
- Any agreements related to the operations of the company

LEGAL

- Contracts
- Commercial disputes
- Litigation
- Regulatory
- Permits, licences, consents, approvals; authorisations, applications, registrations and exemptions
- Submissions
- Disputes

INFORMATION TECHNOLOGY

- System documentation and manuals
- Project, disaster recovery and implementation plans
- Internet policy documentation
- Computer policy documentation
- Administration
- Intranet

9. THE PROCESSES AND PROCEDURES FOR REQUESTING INFORMATION OR RECORDS AS PER SECTION 51(1)(e) OF THE ACT

- 9.1 The Requester must use the prescribed form C annexed hereto to make the request for access to a Record.
- 9.2 The request must be made to the Information Officer whose contact details are set out in paragraph 4.1 above.
- 9.3 The request must be made to the address, fax number or electronic mail address of such contact persons set out in paragraph 5 above.
- 9.4 The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the Record and the Requester. The Requester should also indicate which form of access is required. The Requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

- 9.5 The Requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested Record is required for the exercise or protection of that right.
- 9.6 If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request, to the satisfaction of the Information Officer.
- 9.7 The Information Officer shall notify the Requester by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.
- 9.8 In terms of section 54 of the Act, if all reasonable steps have been taken to find the Record requested and there are reasonable grounds to believe that the Record is in possession of the Company but cannot be found, and if it does not exist, then the Information Officer must notify the Requester, by way of affidavit or affirmation, that it is not possible to give access to that Record.
- 9.9 If after notice is give, the Record in question is found, the Requester must be given access thereto unless grounds for the refusal of access exists.

9.10 Section 59 of the Act provides that the Information Officer may serve a Record and grant access only to that portion which the law does not prohibit access to.

10. REMEDIES

10.1 Internal remedies – the Company does not have an internal appeal procedure. As such, the decision made by the Information Officer is final and Requesters will have to exercise such external remedies at their disposal if the request for information is refused and the Requester is not satisfied with the answer supplied by the Information Officer.

10.2 External remedies – where a Requester is aggrieved by a decision of the Information Officer to refuse the request for access, or by a decision taken in terms of section 54 relating to fees payable for and in connection with access to Records of the Company, or section 57(1) relating to the extension to deal with the request, or section 60 relating to the form of access, the Requester may, within 30 days, and by way of an application, apply to court for appropriate relief.

10.2.1 The court will then review the request and decide whether in fact the Information Officer should give the Requester the information requested or not.

10.2.2 The court hearing an application in terms of the Act may grant any order that is just and equitable, including:

10.2.2.1 confirming, amending or setting aside the decision which is the subject of the application;

10.2.2.2 requiring the Information Officer to take such action or to refrain from taking such action, as the court considers necessary within the period mentioned in the court order;

10.2.2.3 granting an interdict, interim or specific relief, a declaratory order or compensation; or

10.2.2.4 granting an order as to costs.

10.3 If the court orders the Company to grant the Requester access to the requested Records, the Requester must pay a further access fee for the reproduction, the search, preparation and time taken to provide the Records, in excess of the prescribed hours permitted under the Act to search and prepare the Record for disclosure.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

11.1 Notwithstanding the generality thereof and subject always to the provisions of the Act, the Company may refuse a request for information or Record if that information or Record relates to:

- i. mandatory protection of the privacy of a third party who is a natural person, which involves the unreasonable disclosure of personal information of that natural person or which is in contravention with POPI;
- ii. mandatory protection of the commercial information of a third party, if the Record contains –
 - trade secrets of that third party;
 - financial, commercial, scientific or technical information which the disclosure could likely cause harm to the financial or commercial interests of that third party;
 - information disclosed in confidence by a third party to the Company if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- iii. mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

- iv. mandatory protection of the safety of individuals and the protection of property;
- v. mandatory protection of Records which would be regarded as privileged in legal proceedings;
- vi. the commercial activities of the Company, which may include –
 - trade secrets of the Company or its holding Company or any associated or related or subsidiary companies no matter where registered or situated in the world;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company or any associated or related or subsidiary companies no matter where registered or situated in the world;
 - information which, if disclosed could put the Company or any associated or related or subsidiary companies no matter where registered or situated in the world at a disadvantage in negotiations or commercial competition;
 - a computer program which is owned by the Company or any associated or related or subsidiary companies no matter where registered or situated in the world and which is protected by copyright.

- vii. the research information of the Company or any associated or related or subsidiary companies no matter where registered or situated in the world or third party, if its disclosure would disclose the identity of the Company, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

11.2 The Company shall refuse requests for information where such requests are frivolous or vexatious or involve an unreasonable diversion of the Company resources.

11.3 Notwithstanding the generality thereof and subject always to the provisions of the Act, the Company may refuse a request for information if it has a right to refuse the request as allowed under PAIA.

12. AVAILABILITY OF THE MANUAL IN TERMS OF SECTION 51(3) OF THE ACT

This Manual has been made available to the Human Rights Commission, in accordance with paragraph 9(1) of the Regulations promulgated in terms of the Act and is published on the Company's website.

13. PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES

13.1 The following fees have been prescribed in the 2002 Regulations promulgated in terms of the Act and must be paid by a Requester before the Company may decide whether or not to make any Records requested available to the Requester.

- 13.2 The fee for a copy of the Manual as contemplated in Item 1 of Part III of Annexure A, in terms of regulation 9(2)(c) of the Act, is R1,10 for every photocopy of an A4-size page or part thereof.
- 13.3 The fees for reproduction referred to in Item 2 of Part III of Annexure A, in terms of regulation 11(1) of the Act, are as follows:-
- 13.3.1 R1.10 for every photocopy of an A4-size page or part thereof
 - 13.3.2 R0.75 for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
 - 13.3.3 for copy in a computer-readable on:
 - R7.50 for a stifty disc
 - R70.00 or compact disc
 - 13.3.4 for a transcription of visual images
 - R40.00 for an A4-size page or part thereof
 - R60.00 for a copy of visual images
 - 13.3.5 for a transcription of an audio Record
 - R20.00 for an A4-size page or part thereof
 - R30.00 for a copy of an audio Record
- 13.4 The request fee payable by a Requester, other than a personal Requester, referred to in Item 3 of Part III of Annexure A, in terms of regulation 11(2) of the Act, is R50.00.
- 13.5 The access fees payable by a Requester referred to in Item 4 of Part III of Annexure A, in terms of regulation 11(3) of the Act, are as follows: -
- 13.5.1 R1.10 for every photocopy of an A4-size page or part thereof
 - 13.5.2 R0.75 for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
 - 13.5.3 for copy in a computer-readable on
 - R7.50 for a stifty disc
 - R70.00 for a compact disc

- 13.5.4 for a transcription of visual images
 - R40.00 for an A4-size page or part thereof
 - R60.00 for a copy of visual images
 - 13.5.5 for a transcription of an audio Record
 - R20.00 for an A4-size page or part thereof
 - R30.00 for a copy of an audio Record
 - 13.5.6 R30.00 to search for and prepare the Record for disclosure, for each hour or part of an hour reasonably required for such search and preparation
 - 13.5.7 for purposes of section 54(2) of the Act, the following applies:
 - six hours as the hours to be exceed before a deposit is payable; and
 - one third of the access fee is payable as a deposit by the Requester.
 - 13.5.8 The actual postage is payable when a copy of a Record must be posted to a Requester.
- 13.6 Please make contact with the Information Officer to obtain the relevant banking details where the above fees are to be paid into.
- 13.7 Form C attached hereto is the prescribed form as per Regulation 10 which should be completed by a Requester who wants access to the Records of the Company.

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

ASCENDIS HEALTH LIMITED

Reg No: 2008/005856/06

The Group Head of Legal: Darren Berman

Telephone: 011 036 9448

The Group Company Secretary: Andrew Sims

Telephone: 011 036 9555

Physical Address: 22 Sloane Street, Bryanston

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:

Postal Address:

Fax Number:

Telephone number:

E-mail Address:

Capacity in which the 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 requests for information is made on behalf of another person.

Full names and surname:

Identity number:

D. PARTICULARS OF RECORD

- (a) Provide full particulars of the Record to which access is requested, including the reference number if that is known to you, to enable the Record to be located.
- (b) In the provided space is inadequate, please continue on a separate folio and attach it to this form. The Requester must sign all the additional folios.

1. Description of Record or relevant part of the Record:

2. Reference number, if available:

3. Any further particulars of Record:

E. FEES

- (a) A request for access to a Record, other than a Record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a Record depends on the form in which access is required and the reasonable time required to search for and prepare a Record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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 hereunder, state your disability and indicate I which form the Record is required.

Disability:

Form in which Record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the Record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such 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 the Record consists of visual images (this includes photographs, slide, video Recordings, computer – generated images, sketches etc.):

view the images copy of the images* transcription of the images*

3. If the 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 the 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?

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.

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

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON
