

**NCINO SOUTH AFRICA (PTY) LTD**

(a private company with registration number 2015/275633/07) (herein after referred to as “nCino South Africa”)

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

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1. **INTRODUCTION**

- 1.1 nCino South Africa is a private company registered in terms of the laws of the Republic of South Africa. nCino South Africa is a private body as defined in terms of the PAIA and conducts business as a service provider assisting its customers to meet their obligations in terms of the Financial Intelligence Centre Act, 38 of 2001.
- 1.2 This Manual has been prepared in accordance with section 51 of PAIA, read with the relevant sections of the Protection of Personal Information Act 4 of 2013 (**POPIA**) in order to assist and facilitate requests for access to records held by nCino South Africa. This Manual will be updated on a regular basis in accordance with section 51(2) of PAIA.
- 1.3 nCino South Africa shall ensure that the latest version of the Manual is made available on its website [www.KYCAfrica.ncino.com](http://www.KYCAfrica.ncino.com) as well as from its offices in accordance with the provisions PAIA.

2. **CONTACT DETAILS (section 51 (1) (a) of the Act)**

- 2.1 Details of nCino South Africa:
  - 2.1.1 Registered name: nCino South Africa (Pty) Ltd
  - 2.1.2 Registration number: 2015/275633/07
  - 2.1.3 Street/physical address: 04-121 WeWork The Link, 173 Oxford Road, Rosebank, Gauteng 2196

2.1.4 Postal address: 04-121 WeWork The Link, 173 Oxford Road, Rosebank, Gauteng 2196

2.1.5 Telephone number: 010 140 3580

2.1.6 Fax number: N/A

2.2 Details of nCino South Africa's Information Officer:

2.2.1 Name: Caleb Mabe

2.2.2 Street/physical address: 6770 Parker Farm Drive, Wilmington, North Carolina, 28405, United States of America

2.2.3 Postal address:

2.2.4 6770 Parker Farm Drive, Wilmington, North Carolina, 28405, United States of America

2.2.5 Telephone number: (888) 676-2466

2.2.6 Fax number: N/A

2.2.7 Email address: [privacy@ncino.com](mailto:privacy@ncino.com)

### 3 SECTION 10 GUIDE ON HOW TO USE PAIA (section 51 (1) (b) of the Act)

- 3.1 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 for information from the nCino South Africa, the public body must be acting in the public interest. Requests in terms of PAIA shall be made in accordance with the prescribed procedures.
- 3.2 The Information Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised guide on how to use PAIA (the Guide), in an easily and comprehensible form and manner as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 3.3 The Guide is available in each of the official languages and in braille. The Guide contains a description of –
  - 3.3.1 the objects of PAIA and POPIA;
  - 3.3.2 the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 3.3.2.1 the information officer of every public body, and
    - 3.3.2.2 every deputy information officer of every public body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
  - 3.3.3 the manner and form of a request for-
    - 3.3.3.1 access to a record of a public body contemplated in section 11 of PAIA; and
    - 3.3.3.2 access to a record of a private body contemplated in section 50 of PAIA;
  - 3.3.4 the assistance available from the information officer of a public body in terms of PAIA and POPIA;
  - 3.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
  - 3.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging (i) an internal appeal; (ii) a complaint to the Regulator; and an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

- 3.3.7 the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
  - 3.3.8 the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
  - 3.3.9 the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
  - 3.3.10 the regulations made in terms of section 92 of PAIA.
- 3.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 3.5 The Guide can also be obtained-
- 3.5.1 upon request to the Information Officer of the nCino South Africa;
  - 3.5.2 from the website of the Information Regulator (<https://info regulator.org.za/>)
- 3.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours: English and Afrikaans.
- 3.7 The contact details for the Information Regulator are (at present) 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  
Website: <https://info regulator.org.za/>  
E-mail: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)

4 RECORDS OF NCINO SOUTH AFRICA WHICH ARE AVAILABLE WITHOUT THE REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT (section 51 (1) (b) (ii) of the Act)

- 4.1 Certain records are available without having to be requested in terms of the request procedures set out in PAIA and detailed in the Manual below.
- 4.2 Subject to the provisions of PAIA, information may be inspected, collected, purchased, or copied at the offices of nCino South Africa and, unless the records are available on nCino South Africa's website, an appointment to view the records will have to be made with the information officer. The schedule of reproduction fees as determined under PAIA from time to time in relation to a section 52 information request are set out below.
- 4.3 Categories of record of nCino South Africa which are available to a person without having to request access in terms of PAIA:
  - 4.3.1 Information in the public domain:
    - 4.3.1.1 Incorporation documents;
    - 4.3.1.2 Annual reports
    - 4.3.1.3 Public statements and communications;
    - 4.3.1.4 General information pertaining to nCino South Africa and information regarding the services rendered.

5 RECORDS OF NCINO SOUTH AFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (section 51 (1) (b) (iii) of the Act)

- 5.1 Records are held by nCino South Africa in accordance with legislation applicable to nCino South Africa, including but not limited to the following legislation (as amended from time to time):
  - 5.1.1 Basic Conditions of Employment Act, 75 of 1997;
  - 5.1.2 Companies Act, 71 of 2008;
  - 5.1.3 Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
  - 5.1.4 Consumer Protection Act, 68 of 2008;
  - 5.1.5 Electronic Communications and Transactions Act, 25 of 2002;

- 5.1.6 Employment Equity Act, 55 of 1998;
- 5.1.7 Financial Intelligence Centre Act, 38 of 2001;
- 5.1.8 Income Tax Act, 58 of 1962;
- 5.1.9 Labour Relations Act, 66 of 1995;
- 5.1.10 Occupational Health and Safety Act, 85 of 1993;
- 5.1.11 Skills Development Act, 97 of 1998;
- 5.1.12 Unemployment Insurance Act, 63 of 2001; and
- 5.1.13 Value Added Tax Act, 89 of 1991.

6 DETAIL REQUIRED TO FACILITATE A REQUEST AND INFORMATION HELD BY NCINO SOUTH AFRICA (section 51 (1) (b) (iv) of the Act)

- 6.1 For the purposes of Sections 6 and 7, the term:
- 6.1.1 “Customer” shall mean a customer of nCino Africa (whether a natural person or juristic person); and
  - 6.1.2 “Client” shall mean a client or potential client (whether a natural person or a juristic person) of a Customer and in respect of whom a Customer utilises nCino Africa’s services.
- 6.2 The records listed below which need to be requested in terms of PAIA and/or POPIA, will not in all instances be provided to a requester. In other words, the records held under the various subjects 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. The procedure in terms of which records may be requested from nCino South Africa is set out below.
- 6.3 nCino South Africa holds records relating to the following subjects and in relation to the categories listed under each subject as follows:
- 6.3.1 Company records:
    - 6.3.1.1 Documents of incorporation including its Memorandum of Incorporation;
    - 6.3.1.2 Share register and other statutory registers;
    - 6.3.1.3 Other company secretarial records;
    - 6.3.1.4 Audited financial statements;
  - 6.3.2 Human resources:
    - 6.3.2.1 Employee records;
    - 6.3.2.2 Employment contracts;
    - 6.3.2.3 Personnel guideline, policies and procedures;
    - 6.3.2.4 records of background checks
    - 6.3.2.5 employee payments and benefits

- 6.3.2.6 correspondence with or about employees
- 6.3.2.7 records of performance management, disciplinary action or incapacity proceedings;
- 6.3.2.8 records of occupational injuries and disease
  
- 6.3.3 Financial:
  - 6.3.3.1 Financial statements;
  - 6.3.3.2 Financial and tax records;
  - 6.3.3.3 Audit reports;
  - 6.3.3.4 Management accounts;
  - 6.3.3.5 Banking details and records;
  
- 6.3.4 Intellectual property:
  - 6.3.4.1 Details of all trademarks, patents and other forms of intellectual property held by nCino South Africa;
  
- 6.3.5 Information technology:
  - 6.3.5.1 Software licences held by nCino South Africa;
  - 6.3.5.2 Records of computer systems and software used by nCino South Africa;
  
- 6.3.6 Customers:
  - 6.3.6.1 Contracts entered into between nCino South Africa and its customers;
  - 6.3.6.2 Correspondence exchanged between nCino South Africa and its customers and with nCino South Africa and third parties in relation to the services rendered by nCino South Africa in relation to its customers;
  - 6.3.6.3 Information relating to nCino South Africa's customers, information held by nCino South Africa on behalf of its customers, or obtained by nCino South Africa on behalf of its customers;

6.3.7 Miscellaneous:

- 6.3.7.1 Asset register;
- 6.3.7.2 Lease agreements entered into by nCino South Africa in relation to immovable and movable property;
- 6.3.7.3 Sale agreements entered into by nCino South Africa in relation to immovable and movable property;
- 6.3.7.4 Insurance policies held by nCino South Africa in relation to immovable and movable property;
- 6.3.7.5 Contracts and correspondence between nCino South Africa and its service providers;

6.4 Request procedure

- 6.4.1 A request for access to records held by the nCino South Africa in terms of section 53 of PAIA must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations Relating to the Promotion of Access to Information, 2021. A copy of the form is attached as Schedule A to the Manual. The request must be made to the information officer the address or e-mail address above.
- 6.4.2 The requester must provide sufficient detail on the prescribed form to enable the information officer of the nCino South Africa to identify the record and the identity of the requester. The requester must submit details of the capacity in which the requester is making the request and indicate whether the request is made in their own name or on behalf of another person. Proof of identity of the requester must be attached to the request if it is in their own name. If a request is made on behalf of another person or entity, the requester must attach proof of authorisation to make the request.
- 6.4.3 The requester is also required to indicate what type of record s/he/it is requesting and what form of access to the relevant records is required. Additionally, the requester must provide her/his/its contact details and indicate what manner of access is requested.
- 6.4.4 The requester must provide particulars of the right to be exercised or protected and explain why the record requested is required for the

exercise and protection of the aforementioned right.

6.4.5 For the purposes of Form 2, the requester must comply with all the procedural requirements in PAIA relating to a request for access to the relevant records.

6.4.6 The nCino South Africa 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 nCino South Africa 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, or that it is necessary to protect the research information of a third party or the nCino South Africa itself.

6.4.7 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 nCino South Africa'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.

6.4.8 nCino South Africa 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. This period may be extended in appropriate circumstances, in accordance with section 57 of PAIA.

## 7 PROTECTION OF PERSONAL INFORMATION ACT, 2013 (section 51 (1) (c) of the Act)

7.1 nCino South Africa processes personal information broadly for the following purposes:

7.1.1 For purposes of rendering its services to Customers and for purposes of undertaking activities related to the provision of its services to Customers;

- 7.1.2 For purposes of complying with its legal and contractual obligations including towards its service providers, suppliers and Customers;
  - 7.1.3 For purposes of compiling and maintaining accounting and financial records;
  - 7.1.4 To consider applicants for employment
  - 7.1.5 For purposes of managing employees and performing the relevant employment contracts;
  - 7.1.6 General business administration;
  - 7.1.7 to pursue the legitimate interests of nCino South Africa.
- 7.2 Description of the categories of data subjects:
- 7.2.1 Customers;
  - 7.2.2 Clients whose personal information is provided to nCino South Africa by Customers for purposes of enabling nCino South Africa to render its services to Customers;
  - 7.2.3 Clients who provide their personal information directly to nCino South Africa at the request of Customers;
  - 7.2.4 Service providers, suppliers, vendors and agents of nCino South Africa;
  - 7.2.5 Employees and independent contractors of nCino South Africa; and
  - 7.2.6 Applicants for employment.
- 7.3 Nature of the personal information processed in relation to data subjects:
- 7.3.1 Customers
    - 7.3.1.1 Name and contact details;
    - 7.3.1.2 company registration details/individual identification documents;
    - 7.3.1.3 banking and financial details;
    - 7.3.1.4 take-on information in terms of the Financial Intelligence Centre Act;and
    - 7.3.1.5 requirements of the customer.
  - 7.3.2 Clients
    - 7.3.2.1 Name and contact details;
    - 7.3.2.2 company registration details and identification information; and

- 7.3.2.3 requirements of the clients.
- 7.3.3 Service providers, suppliers and vendors
  - 7.3.3.1 Contact details and banking details;
  - 7.3.3.2 company registration details/individual identification documents;
  - 7.3.3.3 details of services rendered and fees paid; and
  - 7.3.3.4 take-on information in terms of the Financial Intelligence Centre Act.
- 7.3.4 Employees
  - 7.3.4.1 Human resources information (as set out above).
- 7.3.5 Applicants for employment
  - 7.3.5.1 Contact details;
  - 7.3.5.2 recruitment records;
  - 7.3.5.3 records of background checks; and
  - 7.3.5.4 immigration documentation.
- 7.4 The recipients or categories of recipients to whom the personal information may be supplied:
  - 7.4.1 Customers;
  - 7.4.2 Service providers, vendors, agents and representatives of nCino South Africa;
  - 7.4.3 Suppliers rendering services to nCino South Africa for purposes of, *inter alia*, enabling nCino South Africa to render its services to Customers;
  - 7.4.4 Employees and independent contractors of nCino South Africa;
  - 7.4.5 Banks and other financial institutions;
  - 7.4.6 Third-party vendors and financial institutions identified by Clients in terms of any verification process undertaken by nCino South Africa pertaining to the Clients on behalf of Customers; and
  - 7.4.7 Regulatory, statutory and government bodies.
- 7.5 Planned transborder flows of personal information:
  - 7.5.1 nCino South Africa shall store the personal information of its Customers and of the Clients electronically *via* Amazon Web Services located in

the Republic of Ireland;

- 7.5.2 nCino South Africa may in addition, in the course and scope of rendering its services to Customers and in exercising its rights and performing its obligations in terms of the contractual arrangements entered into between it and its Customers and by virtue of nCino South Africa's use of any tool available to it in that regard, transfer personal information of Customers and their Clients to additional third parties who may be in a foreign country as regulated by the terms of the written contact entered into between nCino South Africa and its Customers.
- 7.5.3 nCino South Africa complies with the cross-border transfer provisions contained in POPIA in respect of transfers of personal information outside of South Africa and ensures that there is an adequate level of protection afforded to the personal information as required in terms of section 72 of POPIA.

7.6 General description of information security measures:

- 7.6.1 nCino South Africa employs industry standard technology to ensure the confidentiality, integrity, and availability of the personal information under its care. nCino South Africa's software systems, security, controls, customer support services, software development processes, systems operations support services, customer support services, sales and marketing processes, employee processes, and all other operational processes are routinely assessed and audited based on the criteria for a description of a service organization's system set forth in *DC 200, 2018 Description Criteria for a Description of a Service Organization's System in a SOC 2® Report* (AICPA, *Description Criteria*).
- 7.6.2 The suitability of the design and operating effectiveness of controls provide reasonable assurance that nCino South Africa's service commitments and system requirements were achieved based on the trust services criteria relevant to security (applicable trust services criteria) set forth in *TSP 100, 2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy* (AICPA, *Trust Services Criteria*).
- 7.6.3 From an organizational perspective, nCino South Africa limits the individuals who have access to any personal information and requires such individuals to be subject to appropriate confidentiality undertakings.

## 8 PRESCRIBED FEES

8.1 The access fees for reproduction of information that is automatically available from nCino South Africa (a section 52 request), are as follows:

(a)	For every photocopy/printed black and white copy of an A4-size page or part thereof.	R2,00
(b)	For every printed copy of an A4-size page or part thereof	R2,00
(c)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00  R40,00 R60,00
(d)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(e)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(f)	For a transcription of an audio record, for an A4-size page	R24,00
(g)	Copy of an audio record, per A4-size page (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to be requestor	R40,00  R40,00 R60,00

8.2 The request fee and access fees for information which needs to be requested in terms of PAIA and/or POPIA (a section 53 request) are as follows:

(a)	Request fee payable by every requester	R140,00
(b)	For every photocopy/printed black and white copy of an A4-size page or part thereof	R2,00
(c)	For every printed copy of an A4-size page or part thereof	R2,00
(d)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00  R40,00 R60,00
(e)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(f)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(g)	For a transcription of an audio record, for an A4-size page	R24,00
(h)	For a copy of an audio record (i) Flash drive (to be provided by requestor) (ii) Compact disc - If provided by requestor	R40,00  R40,00 R60,00

	- If provided to the requestor	
(i)	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably.  To not exceed a total cost of:	R145,00  R435,00
(j)	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items (b) to (h).
(k)	Postage, e-mail or any other electronic transfer	Actual expense, if any.

- 8.3 The request fee must be paid before the request will be considered.
- 8.4 Where a request for access to a record or records held by nCino South Africa 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. The access fee amount depends on the form in which access is required and the reasonable time required to search for and prepare the record. The requester will be notified of the amount of the access fee. nCino South Africa is entitled to withhold a record until the required access fees have been paid.
- 8.5 The information officer may inform the requester to pay, as a deposit, a portion of the access fee (not exceeding one third of the amount payable) if the request is granted and if the search for the record and the preparation of the record for disclosure would in the information officer's opinion require more than six hours.
- 8.6 If a request is granted, the deposit (if any), is payable before the request will be processed and the requested record or portion thereof will only be released once proof of full payment is received.

## 9 LEGAL RECOURSE

### 9.1 Internal remedy

nCino South Africa 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.

### 9.2 External remedy

When a Requester is not satisfied by a decision made by the information officer the Requester may submit a complaint to the Information Regulator, or apply to court for relief, within one hundred eighty (180) days of receiving the decision.

**Schedule A**

**REQUEST FOR ACCESS TO RECORD**

(Section 53(1) of the Promotion of Access to Information Act, 2000)

[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 <i>(when made on behalf of another person):</i>			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:

	Cellular:		
Full names of person on whose behalf request is made ( <i>if applicable</i> ):			
Identity number:			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<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>			
Description of record of relevant part of the record:			
Reference number, if available:			
Any further particulars of record:			
<b>TYPE OF RECORD</b>			
<i>(Mark the applicable box with an "X".)</i>			
Record is in written or printed form.			
Record comprises of 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.			
<b>FORM OF ACCESS</b>			
<i>(Mark if 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 disk drive <i>(including virtual images and soundtracks)</i> .		
Copy of record saved on cloud storage server.		
<b>MANNER OF ACCESS</b> <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>		
<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <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:		
<b>FEEES</b>		
<p>a) A request fee must be paid before the request will be considered.</p> <p>b) You will be notified of the amount of the access fee to be paid.</p> <p>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.</p> <p>d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>		
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 ( <i>Please specify</i> )

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

\_\_\_\_\_  
Signature of requester/person on whose behalf request is made

**FOR OFFICIAL USE**

Reference number:	
Request received by ( <i>state rank, name and surname of information</i> ).	
Date received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
Signature of information officer

