

Promotion of Access to Information Act

PAIA MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000

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1. Introduction

Akisun Commercial Consulting (Pty)Ltd.

trading as Akisun Consulting conducts a business specialising in:

- Commercial Consulting.

2. Company Contact Details

Section 51(1)(a)

Name of Business:	Akisun Commercila Consulting (Pty)Ltd.
Reg. Number:	2024/328637/07
Industry:	Manufacturing/Production
Directors:	Mark Peter Davies Mark Peter Davies
Contact Person:	Mark Peter Davies
Physical Address:	655 Van Gogh Street, Moreletapark ,Pretoria, Gauteng, 0181
Postal Address:	0181
Telephone:	+27 71 864 0071
Fax:	
E-mail:	akisunconsulting@gmail.com
Last update:	6/7/2024 19:09:16

3. The Act

Section 51(1)(b)

The Promotion of Access to Information Act 2 of 2000 grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

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

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700 Houghton 2041

Telephone: +27 11 477-3600

Fax: +27 11 403-0625

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. Applicable Legislation

Section 51(1)(c)

4.1 Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Economic Empowerment Act No. 53 of 2003
- Closed Corporation Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Company Act No.98 of 1978
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Constitution of the Republic of South Africa No.3 of 1994
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Hazardous Substances Act No. 15 of 1973
- Income Tax Act No. 58 of 1962
- Information Act No. 70 of 2002.
- Manpower Training Act No. 56 of 1981
- Labour Relations Act No. 66 of 1995
- National Environment Management Act No. 107 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Combating of Corrupt Activities Act No. 12 of 2004
- Prevention of Organised Crime Act No. 121 of 1998
- Promotion of Access to Information Act No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Protected Disclosures Act No. 26 of 2000
- Regulation of Interception of Communications and Provision of Communications
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- South African Revenue Services Act, 34 of 1997
- Unemployment Insurance Act No. 30 of 1966
- Unemployment Insurance Contributions Act No. 4 of 2002
- Unemployment Insurance Fund Act No. 63 of 2001
- Value – Added Tax Act No. 89 of 1991

4.2 Business specific Legislation:

- None

5. Schedule of Records

Section 51(1)(d)

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] include details about our products, services, and acceptable use policy.

- brochures, posters and company newsletters; press releases; publication; and social media marketing and promotional material

Day to day operational information is generally not applicable to persons outside the company for the purpose of protecting their constitutional rights.

Examples of such information are:

- Contracts, Tenders, Financial Statements, documents classed under legislation, trademarked and any other relevant documents

Details of products / services / acceptable use policy are freely available to the general public on our website (if available) or as a hardcopy manual at 655 Van Gogh Street, Moreletapark ,Pretoria, Gauteng, 0181.

Clients automatically have direct and full access to all information pertaining to the service / product delivered to them.

6. Protection of Privacy

Protection of Personal Information Act 4 of 2013

Protection of Personal Information in terms of POPIA

The purpose of the Protection of Personal Information Act (POPIA) is to protect people from harm by protecting their personal information, in short to protect their privacy, which is a fundamental human right.

To achieve this, the Protection of Personal Information Act sets conditions for when it is lawful for someone to process someone else's personal information.

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by the Private body 's will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.

Please also refer to the Business's Privacy Policy www.akisunconsulting.co.za/privacy-policy.html for further information.

6.1 Akisun Consulting processes personal information of data subjects

For the purposes of Sec 51 (1)(c)(i)

- Fulfilling its statutory obligations in terms of applicable legislation;
- Verifying information provided to Akisun Consulting;
- Obtaining information necessary to provide contractually agreed services to a customer;
- Monitoring, maintaining and managing Akisun Consulting's contractual obligations to customers, clients, suppliers, service providers, employees, directors and other third parties;
- Marketing and advertising;
- Resolving and tracking complaints;
- Monitoring and securing the assets, employees and visitors to the premises of Akisun Consulting;
- Historical record keeping, research and recording statistics necessary for fulfilling Akisun Consulting's business objectives.

6.2 Akisun Consulting may process the personal information

Of the following categories of data subjects, which includes current, past and prospective data subjects: Sec 51 (1)(c)(ii)

- Customer and employees, representatives, agents, contractors and service providers of such customers;
- Suppliers, service providers to and vendors of Akisun Consulting and employees, representatives, agents, contractors and service providers of such suppliers and service providers;
- Directors and officers of Akisun Consulting;
- Shareholders;
- Job applicants;
- Existing and former employees (including contractors, agents, temporary and casual employees);
- Visitors to any premises of Akisun Consulting; and
- Complaints, correspondence, and enquiries.

6.3 The nature of personal information processed

In respect of the above data subjects may include, as may be applicable: Sec 51 (1)(c)(ii)

- Name, identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- Biometric information;
- Information relating to the education or the medical, financial, criminal or employment history of the data subject;
- Information relating to the race, gender, marital status, national origin, age disability, language and birth of the data subject;
- The personal opinions, views or preferences of the data subject;
- Confidential correspondence sent by the data subject;
- The views of opinions of another individual about the data subject.

6.4 Akisun Consulting may supply personal information

To the following recipients: Sec 51 (1)(c)(iii)

- Regulatory, statutory and government bodies;
- Suppliers, service providers, vendors, agents and representatives of Akisun Consulting;
- Employees of Akisun Consulting;
- Shareholders and other stakeholders;
- Third party verification agencies and credit bureau;
- Collection agencies;
- Banks and other financial institutions.

6.5 Planned or prospective transborder flow of personal information

Processed by Akisun Consulting in respect of the above categories of data subjects: Sec 51 (1)(c)(iv)

Personal information of data subjects may be transferred across borders due to the hosting of some Akisun Consulting infrastructure and application in foreign jurisdictions.

Current employees and consultants' information may also be transferred transborder where Akisun Consulting has a physical presence or may be providing services or performing in terms of its contractual obligations.

6.6 Security measures (to be) implemented by Akisun Consulting

To ensure the confidentiality, integrity and availability for the personal information which may be or is being processed by Akisun Consulting: Sec 51 (1)(c)(v)

Akisun Consulting continuously establishes and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information in its possession or under its control is secure.

Further that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access by having regard to the requirements set forth in law, in industry practice and generally accepted information security practices and procedures will apply to Akisun Consulting.

6.7 General Data Protection Regulation (GDPR)

GDPR is EU related Regulation and relates to the personal information of individuals. It doesn't protect businesses. POPIA, however, extends its protections to legal entities, which means that Akisun Consulting is required to protect information collected about companies and corporations as well as the data of individuals.

Akisun Consulting has implemented or plans to implement the same protection to suppliers' or partners' data in addition to its own data.

6.8 Request by Data Subjects

Data Subjects have a right in terms of POPIA to request details of the personal information stored and processed by Akisun Consulting. They can furthermore apply for the removal of said personal information by submitting the prescribed form.

If at any time a Data Subject feels that their right of privacy has been infringed, the said Data Subject may lodge a complaint with the Information Regulator - using the prescribed form - providing specific details of the infringement.

7. Procedure

Section 53(1)

Procedure to be followed in making a request ito. PAIA

1. The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
2. The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester.
3. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
4. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].
5. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee. See Annexures hereunder.
6. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
7. If the request is granted then a further access fee must be paid for the search, reproduction, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

Procedure to be followed in making a request ito. POPIA

If an individual requests for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of the POPI Act 4 of 2013, it can be done by requisitioning the necessary application form from the Information Officer.

8. Prescribed Fees

Section 51(1)(f)

Requesters are also required to pay fees for accessing the records of public and private bodies. This fee covers the cost of searching for the record and copying it.

Please refer to Annexure for any additional information or fees.

The fees for accessing records of this private body are prescribed in the Act:

ACTIVITY	FEE
Copy per A4 Page	R1.10
Printing per A4 page	75 cents
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.
Postage fees have to be paid by the requester for the delivery of their records in the case of both public and private bodies.	

Exceptions

If the Information Officer, Deputy Information Officer, or head of the public/private body thinks that the collection and reproduction of documents will take longer than six hours, he/she must inform the requester (by formal notice) that one third of the access fee is payable upfront as a deposit.

If the record is not provided in the form requested, the access fee that is charged to the requester must not exceed the fee that would have been charged if access was granted in the form requested.

However, this rule does not apply when an alternative form is required because information had to be severed from the record.

If the requester cannot read, view or hear the record in the form held by a public body because of a disability, the public body is required to provide the record in a form that is accessible to the requester.

The access fee charged to the requester must not exceed the fee that would have been charged but for the disability.

Signing and Declaration

The manual is hereby signed by on this ____ day of _____ 20____
at Pretoria.

Mark Peter Davies - +27 71 864 0071

CEO/Director

Annexure A – Access to Information

Request Form for Access to a Record of a Private Body

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 requesting access to the record

Contact details:	
Chief Executive Officer (as defined in the Act)	
Information Officer	
Postal address	
Physical address	
Phone number	
Fax number	
E-mail address	
Website address	

B. Particulars of person requesting access to the record

- *The particulars of the person who requests access to the record must be recorded below.*
- *Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.*
- *Proof of identity is required from both the requester and any person or any party acting on behalf of the requester.*
- *The original identity document or such other proof satisfactory to the Chief Executive Officer or Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.*
- *If the request is made on behalf of another person, proof of the capacity in which the request is made, is also to be presented with this request.*

DETAILS OF REQUESTER

Full names and surname:	
Identity number:	
Postal address:	
Fax number:	
Telephone number:	
E-mail address:	

If a request is made on behalf of another person the requester is obliged to identify him / herself and to provide proof of the mandate under which the request is made, to the satisfaction of the Information Officer.

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:	
Identity number:	

D. Particulars of record

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 folio and attach it to this form. The requester must sign all the additional folios.

The requester's attention is drawn to the grounds on which the private body must or may refuse access to a record (in certain instances this may be mandatory, in others it may be discretionary):

- Privacy of a third party who is a natural person (human being);
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of commercial information of third party;
- Mandatory protection of the safety of individuals, and the protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of a private body;
- Mandatory protection of research information of a third party and a private body.

DESCRIPTION OF RECORD OR RELEVANT PART OF THE RECORD:

Reference number (if available)	
Description of Record	
Any particulars of record	

Notes to Particular of record:

- Your indication as to the required form of access depends on the form in which the record is available.
- 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.
- 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: 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* (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

E. Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee (currently R50.00) has been paid.

If the prescribed request fee is amended you will be notified of the amount required to be paid as the request fee.

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.

If you qualify for exemption of the payment of any fee, please state the reason therefore.

The requester qualifies for an exemption in payment of fees (mark the appropriate box)	YES	NO
Reason		

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 A to D hereunder, state your disability and indicate in which form the record is required.

Disability:	
Form in which record is required:	

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.

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:

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 of20....

.....
SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE
(sign & print name)

Annexure B – Fees Schedule

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO INFORMATION

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

SCHEDULE

Definition

1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates -

"the Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

Form of request

2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

Fees for records of public body

3. (1) The fee for reproduction, referred to in section 15(3:1) of the Act, is as follows:

R		
(a)	For every photocopy of an A4-size page or part thereof	0.60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.40
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	5.00
	(ii) compact disc	40.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22.00
	(ii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
	(ii) For a copy of an audio record	17.00
- (2) The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is 35.00
- (3) The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

(a)	For every photocopy of an A4-size page or part thereof	6.00
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.40
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	5.00
	(ii) compact disc	40.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22.00
	(ii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
	(ii) For a copy of an audio record	17.00
(f)	To search for the record for disclosure, for each hour or part of an hour excluding the first hour reasonably required for such search.	15.00
- (4) The actual postal fee is payable when a copy of a record must be posted to a requester

- (5) For purposes of section 22(2) of the Act the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as-a deposit by the requester.

Form of request

- 4. A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

Fees for records of private body

- 5 (1) The fee for reproduction referred to in section 52i3) of the Act, is as follows:

R		
(a)	For every photocopy of an A4-size page or part thereof	1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7.50
	(ii) compact disc	70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40.00
	(ii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
	(ii) For a copy of an audio record	30.00
- (2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is 50.00
- (3) The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

(a)	For every photocopy of an A4-size page or part thereof	1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7.50
	(ii) compact disc	70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40.00
	(ii) For a copy of visual images	60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
	(ii) For a copy of an audio record	30.00
(f)	To search for the record for disclosure, for each hour or part of an hour reasonably required for such search.	30.00
- (4) The actual postal fee is payable when a copy of a record must be posted to a requester.
- (5) For purposes of section 54(2) of the Act the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.

Notice of internal appeal

- 6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

Appeal fees

- 7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act is 50.00 .

Value -added tax

- 8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991). as vendors may add value added tax to all fees prescribed in terms of these regulations.

Commencement

9. These regulations shall come into operation on 9 March 2001.

Annexure C – POPI

FORM 1

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

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may 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.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/Identity Number	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

[Empty rectangular box for stamp or signature]

Signed at this day of20.....

.....

Signature of data subject/designated person

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 NO. 4 OF 2013

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may 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.
3. Complete as is applicable.
4. Submit to the current Information Officer of Akisun Consulting-Mark Peter Davies(mark@akisunconsulting.co.za)

Mark the appropriate box with an "x".

Request for: (Please mark appropriate checkbox)

- 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 DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/Identity Number	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED

D	<p>REASONS FOR *CORRECTION OR DELETION of the personal information about the data subject in terms of section 24(1)(a) which is in possession or under the control of the responsible party; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION of a record of personal information about the data subject in terms of section 24(1)(b) which the responsible party is no longer authorised to retain.</p> <p>(Please provide detailed reasons for the request)</p>

Signed at this day of20.....

.....

Signature of data subject/designated person

FORM 5

APPLICATION FORM FOR PRIOR AUTHORISATION

Guidance Note of the Information Regulator 11 March 2021

[Section 58(1)]

Note:

1. The personal information submitted herein shall be solely used for purposes of prior authorisation application submitted to the Information Regulator ("Regulator") in terms of section 58(1) of the Protection of Personal Information Act, 2013 (POPIA).
2. All the information submitted herein shall be used for the purpose stated above, as mandated by law. This Information may be disclosed to the public. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all the personal information to be submitted in this document.

A	BODY / RESPONSIBLE PARTY			
Type of Body:	Public Body		Private Body	
Full Name of the Body (Registered Name)	Akisun Commercila Consulting (Pty)Ltd.			
Trading Name:	Akisun Consulting			
Registration No.:	2024/328637/07			
Full Name of Information Officer	Mark Peter Davies			
Information Officer's Registration Number				
Postal Address:	0181, Pretoria			Code ()
Physical Address:	655 Van Gogh Street, Moreletapark ,Pretoria, Gauteng, 0181, Pretoria			Code ()
Landline Number:	+27 71 864 0071			
Fax number:				
E-mail address:	akisunconsulting@gmail.com			
Website:	www.akisunconsulting.co.za			

B	NOTIFICATION OF PROCESSING - WHICH IS SUBJECT TO PRIOR AUTHORISATION	
Please select a category of personal information you intend to process which is subject to a prior authorisation		
	Unique identifiers of data subjects for a purpose other than the one for which the identifier was specifically intended at collection; and with the aim of linking the information together with information processed by other responsible parties;	
	Specify nature or categories of Identifiers:	
	Criminal behaviour or on unlawful or objectionable conduct of data subject on behalf of third parties	
	Specify nature or categories of unlawful or objectionable conduct	
	Credit reporting	
	Transfer of the special personal information or personal information of children, to a third party in a foreign country that does not provide an adequate level of protection for the processing of personal information	
	Specify the Country(ies):	
	Any other types of information processing by law or regulation which the Regulator has considered that it carries a particular risk for the legitimate interests of the data subject	
	Specify the type(s) of information processing, if any:	
Reasons why it is necessary to process the personal information.		
Is the processing of the personal information for a specific, explicitly defined and lawful purpose related to a function or activity of the responsible party? If so,specify the function or activity.	Yes	
	No	
Is the function or activity of the responsible party regulated by another regulatory body? If so, specify the regulatory body and proof of registration or authorisation to perform the function must also be provided or attached.	Yes	
	No	

Please specify the categories of data subjects whose information will be or is being processed.	Employees/Prospective Employees		Customers /Prospective Customers or Clients /Prospective Clients		Children	
	Users		Students		Vulnerable adults	
	Subscribers		Patients		Other (Specify)	
Estimated number of data subjects whose processing of their personal information is subject to prior authorisation.						
Security measures to be implemented to ensure the confidentiality, integrity and availability of the information which is to be processed.						
Has the staff member involved in the intended processing of personal information received Personal Information Protection training in the last 2 years? If so, please specify the nature of the training.						
Has the organisation suffered any security breach in the past three (3) months? If so, please specify- a) the nature of the Breach; b) the preventative measures put in place; and c) if the data subjects and the Regulator has been notified about the breach.						
Date on which business activities of the responsible party commenced.						
Number of employees employed by the responsible party						
Number of branches in South African and outside South Africa.						
Number of Deputy Information Officers designated or delegated.						

C	DECLARATION
	I declare that the information contained herein is true, correct, and accurate.
	SIGNED and DATED at _____ on this the _____ day of _____ 202____.
	_____ INFORMATION OFFICER

FORM 5 (CONTINUED)

THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL PURPOSES

E			STATISTICAL INFORMATION								
GOVERNMENT			PUBLIC ENTITIES			PRIVATE BODIES			PROFESSION		
#	Classification of Government	X	#	Classification of Public Entity	X	#	Name of Industry Sector	X	#	Type of Profession	X
1.	National Government		1.	Constitutional Entities		1.	Education		1.	Legal	
2.	Provincial Government		2.	Schedule 2 Public Entity		2.	Financial		2.	Built Environment	
3.	Local Government		3.	Schedule 3A Public Entity		3.	Health Facilities		3.	Financial	
	Legislature		4.	Schedule 3B Public Entity		4.	Telecommunications		4.	Medical and Allied Health Services	
1.	National Assembly		5.	Schedule 3C Public Entity		5.	Pharmaceutical			Others, specify	
2.	National Council of Provinces			Others, specify		6.	Media and Social Media		5.		
3.	Gauteng Provincial Legislature					7.	Retail/Direct Marketing				
4.	Western Cape Provincial Legislature					8.	Tourism				
5.	Northern Cape Provincial Legislature					9.	Transportation, Storage & Logistics				
6.	Limpopo Provincial Legislature					10.	Manufacturing/Production				
7.	North West Provincial Legislature					11.	Banks				
8.	Free State Provincial Legislature					12.	International Organisation				
9.	Mpumalanga Provincial Legislature					13.	Real Estate				
10.	Eastern Cape Provincial Legislature						Others, specify				
11.	Kwazulu Natal Provincial Legislature										

FORM 6

REQUEST FOR PERMISSION TO PROCESS PERSONAL INFORMATION

Guidance Note of the Information Regulator 11 March 2021

[Section 58(1)]

Note:

1. The personal information submitted herein shall be solely used for purposes of prior authorisation application submitted to the Information Regulator ("Regulator") in terms of section 58(1) of the Protection of Personal Information Act, 2013 (POPIA).
2. All the information submitted herein shall be used for the purpose stated above, as mandated by law. This Information may be disclosed to the public. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all the personal information to be submitted in this document.

A	BODY / RESPONSIBLE PARTY		
Type of Body:	Public Body		Private Body
Full Name of the Body (Registered Name)	Akisun Commercila Consulting (Pty)Ltd.		
Trading Name:	Akisun Consulting		
Registration No.:	2024/328637/07		
Full Name of Information Officer	Mark Peter Davies		
Information Officer's Registration Number			
Postal Address:	0181, Pretoria		Code ()
Physical Address:	655 Van Gogh Street, Moreletapark ,Pretoria, Gauteng, 0181, Pretoria		Code ()
Landline Number:	+27 71 864 0071		
Fax number:			
E-mail address:	akisunconsulting@gmail.com		
Website:	www.akisunconsulting.co.za		