

PAIA MANUAL OF AFT PHARMACEUTICALS SA (PTY) LTD

IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT & THE PROTECTION OF PERSONAL INFORMATION ACT

Prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000 and the Protection of Personal Information Act No. 4 of 2013

Last updated: November 2025

1. INTRODUCTION

- 1.1. The Promotion of Access to Information Act, No. 2 of 2000 (“**PAIA**”) seeks to give effect to the constitutional right to access information as contained in section 32 of the Bill of Rights. PAIA seeks to advance the values of transparency and accountability. In this Manual, all references to sections are to PAIA, unless otherwise specified)
- 1.2. PAIA establishes certain statutory rights of requesters to access records of a private body if:
 - 1.2.1. that record is required for the exercise or protection of any rights;
 - 1.2.2. that requester complies with all the procedural requirements; and
 - 1.2.3. access is not refused in terms of any ground referred to in PAIA.
- 1.3. The Protection of Personal Information Act, No. 4 of 2013 (“**POPIA**”) seeks to give effect to the constitutional right to privacy as contained in section 14 of the Bill of Rights. POPIA seeks to safeguard personal information by regulating the manner in which it may be processed by public and private bodies.
- 1.4. POPIA provides that data subjects have the right to have their personal information processed in accordance with the conditions for the lawful processing of personal information, which are set out in POPIA.
- 1.5. One of the requirements specified in PAIA, is the compilation of an information manual that provides information which includes the types and categories of records held by a private body (this relates to PAIA) as well as certain information relating to the processing of personal information (this relates to POPIA).
- 1.6. PAIA and POPIA are collectively referred to in this document as the “**Acts**”.

2. SCOPE AND PURPOSE OF THE MANUAL

- 2.1. The scope of this manual includes AFT Pharmaceuticals Limited (“**AFT**”) as well as AFT’s South African subsidiary, AFT Pharmaceuticals SA (Pty) Ltd (“**AFT SA**”), which the Acts apply to (collectively referred to as the “**Companies**”).
- 2.2. This document serves as the Companies’ information manual and provides reference to the records held by the Companies as well as the personal information processed by the Companies from time to time.

3. ABOUT AFT

AFT is a global pharmaceutical company that develops, markets, and distributes a broad portfolio of pharmaceutical products across a wide range of therapeutic categories. AFT’s diverse range of products includes both proprietary and in-licensed items, which are available in more than 85 countries worldwide. Further general information on AFT, its operations and activities can be obtained from its website at www.aftpharm.com.

AFT SA was established in early 2025 as part of AFT’s global expansion strategy. Jointly owned by AFT and Edge Pharmaceuticals, AFT SA is able to leverage both companies’ pharmaceutical products as well as Edge’s international expertise in accessing markets. Further general information on AFT SA, its operations and activities can be obtained from its website at www.aftpharm.com/za-en.

4. AVAILABILITY OF THE MANUAL

This manual is available for inspection on the [AFT website](#) and during normal business hours at the physical address of AFT SA as recorded in the paragraph below.

5. CONTACT PERSON– INFORMATION OFFICER

The responsibility for the administration of, and compliance with the Acts has been delegated as set out below. Requests pursuant to the provisions of the Acts should be directed as follows:

AFT Pharmaceuticals SA (Pty) Ltd:

Information Officer	Sanette Benecke
Postal address	Suite A, Rubenstein Ridge 617 Rubenstein Drive Moreleta Park 0181 South Africa
Physical address	Suite A, Rubenstein Ridge 617 Rubenstein Drive Moreleta Park 0181 South Africa
Business phone	+27 82 699 3947
E-mail address for submitting requests	general@zaf.aftpharm.com

6. INFORMATION REGULATOR GUIDE – SECTION 51(1) (B) (I)

- 6.1. A Guide has been compiled in terms of Section 10 of the PAIA by the South African Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the PAIA. It is available in all of the official languages.
- 6.2. The Guide is available for inspection, *inter alia*, at the office of the South African Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, South Africa and on its website at www.sahrc.org.za.
- 6.3. The Information Regulator is required to update (and make available) the Guide to include information required by persons wishing to exercise any right contemplated in the POPI Act.
- 6.4. The updated Guide will be available from the Information Regulator in the manner prescribed.

7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC – SECTION 51(1)(b)(ii)

The information available on our website may be automatically accessed by you without having to go through the formal PAIA request process.

8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION – SECTION 51(1)(b)(iii)

- 8.1. Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Records are available in terms of the legislation detailed in Annexure 3 to this manual (as amended from time to time); however, due to the number of laws applicable to the Companies, the list of legislation may not be exhaustive.
- 8.2. Note that the information will only be provided in accordance with the requirements stipulated in the relevant pieces of legislation. If a requester believes that a right to access a record exists in terms of the legislation above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the relevant Information Officer the opportunity to consider the request in light thereof.

9. RECORDS – CATEGORIES AND SUBJECT OF RECORDS – SECTION 51(1)(b)(iv)

- 9.1. The information contained in this section is intended to identify the main categories of records held by the Companies and to help the requester to gain a better understanding of the main business activities of the Companies. Further assistance in identifying the records held by the Companies can be obtained from the relevant Information Officer.

- 9.2. Records to which access will be provided in accordance with PAIA (subject to the restrictions and right of refusal to access as provided for in PAIA) are available in respect of the certain aspects of the Companies' businesses and operations, including but not limited to:

9.2.1. Company records

9.2.2. Financial Records

9.2.3. Employee Records.

10. ACCESS REQUESTS

10.1. Access Request Procedure – section 53

10.1.1. Completion of Access Request Form

10.1.1.1. To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

10.1.1.1.1. The Access Request Form, attached as Annexure 1 hereto, must be completed.

10.1.1.1.2. Proof of identity is required to authenticate the identity of the requester – in addition to the Access Request Form, requesters will be required to supply a certified copy of their identification document or a valid passport document, or if a legal entity, a certified copy of the Company Registration Certificate.

10.1.1.1.3. Type or print in BLOCK LETTERS an answer to every question.

10.1.1.1.4. If a question does not apply, state "N/A" in response to that question.

10.1.1.1.5. If there is nothing to disclose in reply to a particular question state "NIL" in response to that question.

10.1.1.1.6. If there is insufficient space on the printed form, additional information may be provided of an additional attached folio.

10.1.1.1.7. When the use of an additional folio is required, precede each answer with the applicable title.

Please note that the successful completion and submission of an Access Request Form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3, Chapter 4 of PAIA.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

10.1.2. Submission of access request form

The completed Access Request Form, together with a certified copy of the requester's identity document, must be addressed to the Information Officer and submitted via the contact details stated in paragraph 5, as indicated above.

An initial request fee is payable on submission of the Access Request Form.

10.1.3. Payment of fees

Payment details can be obtained from the Information Officer indicated above and can be made either via a direct deposit or Electronic Funds Transfer Proof of payment must be

supplied via the contact details stated in paragraph 5.

If the request for access is successful, an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees as set out in Annexure 2 hereto. The access fee must be paid prior to access being given to the requested record.

10.1.4. Notification

The Information Officer will, within 30 business days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This 30 day period may be extended for a further period of not more than 30 business days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the Companies and the information cannot reasonably be obtained within the original 30 day period. The requester will be notified in writing should an extension be sought.

10.2. **Grounds for Refusal of Access to Records**

10.2.1. The main grounds for refusal of a request for information are:

10.2.1.1. Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;

10.2.1.2. Mandatory protection of the commercial information of a third party, if the record contains:

10.2.1.2.1. Trade secrets of that party;

10.2.1.2.2. Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party; and

10.2.1.2.3. Information disclosed by a third party to any of the Companies if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

10.2.1.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement – the provisions of PAIA to apply in relation to the rights of the relevant third parties;

10.2.1.4. Mandatory protection of the safety of individuals and the protection of property;

10.2.1.5. Mandatory protection of records which could be regarded as privileged in legal proceedings; and

10.2.1.6. The commercial activities of the Companies, which may include:

10.2.1.6.1. Trade secrets of the Companies; and

10.2.1.6.2. Financial, commercial, scientific or technical information which, disclosed, would likely cause harm to the financial or commercial interests of the Companies.

10.3. **Appeal against Refusal to Grant Access**

If a requester is aggrieved by the refusal of the relevant Information Officer to grant a request for a record, the requester may, upon notification of the relevant Information Officer's decision or upon deemed refusal, lodge a complaint to the Information Regulator, using a form which corresponds substantially with Form 5, or apply to court for appropriate relief within the timeframes as prescribed by PAIA.

11. PERSONAL INFORMATION

11.1. Purpose of Processing – section 51(1)(c)(i)

The purpose for which personal information is processed by the Companies will depend on the nature of the information. In general, personal information is processed by the Companies for business administration purposes, including but not limited to:

- 11.1.1. to carry out actions for the conclusion or performance of a contract;
- 11.1.2. to comply with obligations imposed by law;
- 11.1.3. to protect the legitimate interests of the data subjects; or
- 11.1.4. where it is necessary for pursuing the legitimate interests of the Companies.

11.2. Categories of Data Subjects and Information – section 51(1)(c)(ii)

- 11.2.1. The Companies process personal information relating to the following categories of data subjects and information:

Categories of Data Subjects

- 11.2.1.1. Personnel / employees;
- 11.2.1.2. Non-executive directors;
- 11.2.1.3. Candidates;
- 11.2.1.4. Visitors
- 11.2.1.5. Consultants;
- 11.2.1.6. Contractors;
- 11.2.1.7. Customers;
- 11.2.1.8. Investors;
- 11.2.1.9. Patients;
- 11.2.1.10. Service providers;
- 11.2.1.11. Suppliers;
- 11.2.1.12. Website users; and
- 11.2.1.13. Other third parties with whom the Companies conduct business.

Categories of Information

- 11.2.1.14. In respect of natural persons may include: name, identifying number (identity or passport number), date of birth, citizenship, age, gender, race, marital status, language, telephone number(s), email address(es), physical and postal addresses, income tax number, banking information, disability information, employment history, background checks, fingerprints, CVs, education history, remuneration and benefit information, details related to employee performance and disciplinary procedures.
- 11.2.1.15. In respect of juristic persons may include: name, registration number, tax information, contact details, physical and postal addresses, FICA documentation, BEE certificates, payment details (including bank accounts), invoices and contractual agreements.

11.3. Categories of Recipients to whom the Personal Information may be supplied – section

51(1)(c)(iii)

The categories of recipients to whom the Companies may supply the personal information will depend on the nature of the information. In general, such categories of recipients would include:

- 11.3.1. Other companies in the Group;
- 11.3.2. Service providers;
- 11.3.3. Medical aid, pension or provident funds;
- 11.3.4. Auditing and accounting bodies (internal and external);
- 11.3.5. Third parties with whom the Companies have contracted for the retention of data;
- 11.3.6. Relevant authorities, government departments, statutory bodies or regulators; and
- 11.3.7. A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

11.4. Planned Transborder Flows of Personal Information – section 51(1)(c)(iv)

The Companies envisage that they may transfer personal information to third parties or other companies in the Group, who are situated in a foreign country and such transfers would be subject to the relevant provisions of POPIA.

11.5. Information Security Measures – section 51(1)(c)(v)

The Companies strive to take appropriate, reasonable technical and organisational measures to secure the integrity and confidentiality of personal information in their possession or under their control.

11.6. Objection to the Processing of Personal Information by a Data Subject

A data subject may at any time object to the processing of his / her / its personal information in the prescribed form attached to this manual as Annexure 4, subject to exceptions contained in POPIA.

11.7. Request for Correction or Deletion of Personal Information

A Data Subject may request that his / her / its personal information be corrected or in the prescribed form attached as Annexure 5.

ANNEXURE 1

Request for Access to Record [Regulation 7]

Note:

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

TO: The Information Officer

(Address)

E-mail address:

Fax: number:

Mark with an "X"

- ☐ Request is made in my own name
☐ Request is made on behalf of another person.

PERSONAL INFORMATION		
Full names:		
Identity number:		
Capacity in which request is made (when made on behalf of another person):		
Postal Address:		
Street Address:		
E-mail Address:		
Contact numbers:	Tel. (B):	
	Facsimile:	
	Cellular:	
Full names of person on whose behalf request is made (if applicable):		
Identity number:		
Postal Address:		

Street Address:		
E-mail Address:		
Contact numbers:	Tel. (B):	
	Facsimile:	
	Cellular:	

PARTICULARS OF RECORD REQUESTED	
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.)	
Description of record or relevant part of the record	
Reference number, if available:	
Any further particulars of record:	

TYPE OF RECORD	
(Mark the applicable box with an "X")	
Record is in written or printed form	☐
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	☐
Record consists of recorded words or information which can be reproduced in sound	☐
Record is held on a computer or in an electronic or machine-readable form	☐

FORM OF ACCESS	
(Mark the applicable box with an "X")	
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 <i>(including virtual images and soundtracks)</i>	☐
Copy of record saved on cloud storage server	☐

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

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

FEES	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.
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 at any fee please state the reason for exemption.
Reason:	

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

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20____.

Signature of requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number: _____

Request received by: _____

(state rank, name and surname of
information officer)

Date received: _____

Access fees: _____

Deposit (if any): _____

Signature of Information Officer

Outcome of Request and of Fees Payable
[Regulation 8]

Note:

1. If your request is granted the-
 - a. amount of the deposit, (if any), is payable before your request is processed; and
 - b. requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

You requested:

Personal inspection of information at the registered address of AFT (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you are liable for the fees prescribed in Annexure B.	
OR	
You requested:	
Printed copies of the information (including copies of an virtual images, transcriptions and information held on computer or in an electronic or machine readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	
To be submitted:	

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language:	
(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)	

Kindly note that your request has been:

- ☐ Approved
☐ Denied for the following reasons:

--

Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof / item	Number of pages / items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(a) Flash drive (to be provided by requestor)	R40.00		
(b) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size page	R24.00		

Copy of an audio record on:			
(a) Flash drive (to be provided by requestor)	R40.00		
(b) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer	Actual costs		
TOTAL			

Deposit payable (if search exceeds six hours):

☐ Yes

☐ No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the following Bank account:

Name of bank:

Name of account holder:

Type of account:

Account number:

Branch code:

Reference number:

Submit proof of payment to:

Signed at _____ on this _____ day of _____ 20_____

Signature of Information Officer

ANNEXURE 2
PRESCRIBED FEES IN TERMS OF REGULATION 11

Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy / printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disk	
	- If provided by requestor	R40.00
	- If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by the requestor)	R40.00
	(ii) Compact disk	
	- If provided by requestor	R40.00
	- If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of the hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed the total cost of	R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any

ANNEXURE 3

RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION

Records are available in terms of the following legislation, as amended from time to time:

Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006

Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (and Amendment Bill)

Advertising on Roads and Ribbon Development Act 21 of 1940

Basic Conditions of Employment Act 75 of 1997 (and Amendment Act)

Broad-Based Black Economic Empowerment Act 53 of 2003 (and Amendment Act and Regulations)

Broad-Based Black Economic Empowerment Revised Codes of Good Practice 2014

Companies Act 71 of 2008

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Competition Act 89 of 1998

Consumer Protection Act 68 of 2008

Copyright Act 98 of 1978

Counterfeit Goods Act 37 of 1997

Currency and Exchanges Act 9 of 1933

Customs and Excise Act 91 of 1964

Customs and Excise Amendment Act 32 of 2014

Customs Control Act 31 of 2014

Customs Duty Act 30 of 2014

Designs Act 195 of 1993

Drugs and Drug Trafficking Act 140 of 1992

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act 55 of 1998

Employment Services Act 4 of 2014

Employment Tax Incentive Act 26 of 2013

Environment Conservation Act 73 of 1989

Environmental Legislation – Other:

- Atmospheric Pollution Prevention Act No. 45 of 1965
- National Environmental Management: Biodiversity Act No. 10 of 2004
- National Environmental Management: Protected Areas Act No. 57 of 2003
- National Heritage Resources Act No. 25 of 1999

Financial Intelligence Centre Act 38 of 2001 (and Amendment Act)

Financial Markets Act 19 of 2012

Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 (and Regulations Relating to Miscellaneous Additives in Foodstuffs)

Hazardous Substances Act 15 of 1973

Income Tax Act 58 of 1962

JSE Listings Requirements
King Report IV
Labour Relations Act 66 of 1995 (and Amendment Act)
Medicines and Related Substances Act 101 of 1965 (and Amendment Act and Regulations)
Merchandise Marks Act 17 of 1941
National Credit Act 34 of 2005
National Environmental Management Act 107 of 1998 (and Amendment Acts)
National Environmental Management: Air Quality Act 39 of 2004 (and Amendment Act)
National Environmental Management: Waste Act 59 of 2008 (and Amendment Act)
National Health Act 61 of 2003
National Minimum Wage Act 9 of 2018
National Water Act 36 of 1998 (and Amendment Act)
Occupational Health and Safety Act 85 of 1993
Patents Act 57 of 1978
Pension Funds Act 24 of 1956
Pharmacy Act 53 of 1974
Prevention and Combating of Corrupt Activities Act 12 of 2004
Prevention of Organised Crime Act 121 of 1998
Promotion of Access to Information Act 2 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Protected Disclosures Act 26 of 2000 (and Amendment Bill)
Protection of Personal Information Act 4 of 2013
Public Finance Management Act 1 of 1999
Regulations on Interception of Communications and the Provisions of Communication Related to Information Act 70 of 2002
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
State Tender Board Act 86 of 1999
Tax Administration Act 28 of 2011
Trade Marks Act 194 of 1993
Unemployment Insurance Contributions Act 4 of 2002
Value-Added Tax Act 89 of 1991

PLEASE NOTE:

Whilst all reasonable endeavours have been made to provide a complete list of applicable legislation above, it is possible that the above list may be incomplete. Wherever it comes to the Companies' attention that existing or new legislation allows a requester access on a basis other than that set out in PAIA, the above list will be updated.

ANNEXURE 4

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (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)*

Signed at _____ on this _____ day of _____ 20_____

Signature of Data Subject / Designated Person

ANNEXURE 5

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (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 request 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.

Mark the appropriate box with an "X".

Request for:

- ☐ Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- ☐ Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A. DETAILS OF THE DATA SUBJECT

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/ DESTRUCTED/ DESTROYED

D. 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
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.
(Please provide detailed reasons for the request)

Signed at _____ on this _____ day of _____ 20_____

Signature of Data Subject / Designated Person