

ANNEXURE A

INFORMATION ACCESS REQUEST FORM

PART 1: DETAILS OF THE DATA SUBJECT

| | |
|---|--|
| Full name | |
| Any other name (which may assist with the search) | |
| Contact details and address (if applicable) | |

PART 2: PROOF OF IDENTITY

Please enclose a copy of **one** of the following as proof of identity:

1. a valid and current identity document;
2. a valid and current passport;
3. a valid and current driver's license; or
4. a valid and current birth certificate.

If you are acting on behalf of the data subject, enclose the data subject's written and signed authority and proof of the data subject's identity and your own identity.

If you are not sure what proof of identity to provide, contact the Information Officer.

PART 3: INFORMATION REQUESTED

Please describe the information you are requesting. Please provide any relevant details you think will help us to identify the information you require.

PART 4: DECLARATION AND COMMUNICATION

I wish to receive the requested information –

| | |
|--------------------------|--|
| <input type="checkbox"/> | in electronic format (some files may be too large to transmit electronically and we may have to supply in another format) |
| <input type="checkbox"/> | by post (Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect |

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delivery may cause you embarrassment or harm if the information is 'sensitive'.

collect the information in person from your offices

view a copy of the information only.

I declare that the information provided herein is true and correct

SIGNED at _____ on _____ 20 _____

Full Name: _____