



PAIA MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, 2 OF 2000 [AS AMENDED]

TABLE OF CONTENTS

1	DOCUMENT VERSION CONTROL AND DOCUMENT OWNERS	3
2	LIST OF ACRONYMS AND ABBREVIATIONS.....	3
3	PURPOSE	3
4	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION AT CPB	4
4.1	INFORMATION OFFICER.....	5
4.2	DEPUTY INFORMATION OFFICER	5
4.3	GENERAL CONTACT DETAILS FOR ACCESS TO INFORMATION.....	5
4.4	COMPANY DETAILS.....	5
5	KEY CONTACT DETAILS OF THE INFORMATION REGULATOR	6
5.1	INFORMATION REGULATOR.....	6
6	GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE	6
7	REASONS FOR ACCESS REFUSAL.....	9
8	CATEGORIES OF RECORDS OF CONSUMER PROFILE BUREAU (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS	12
9	DESCRIPTION OF THE RECORDS OF CONSUMER PROFILE BUREAU (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION	13
10	DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CONSUMER PROFILE BUREAU (PTY) LTD	14
11	PROCESSING OF PERSONAL INFORMATION	16
11.1	PURPOSE OF PROCESSING PERSONAL INFORMATION	17
11.2	DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO	17
11.3	THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED	19
11.4	PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION	20
11.5	GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES TO BE IMPLEMENTED BY THE RESPONSIBLE PARTY TO ENSURE THE CONFIDENTIALITY, INTEGRITY AND AVAILABILITY OF THE INFORMATION	21
12	INFORMATION WE HOLD TO COMPLY WITH THE LAW	22
13	BUREAU DATA SOURCES.....	23
14	HOW MUCH WILL IT COST YOU?.....	24
15	AVAILABILITY OF THE MANUAL	24
16	UPDATING OF THE MANUAL.....	24
17	NEXT REVISION DATE.....	25
18	ANNEXURES.....	25
	ANNEXURE B – FEES SCHEDULE	28
	ANNEXURE D – FORM 4 – INTERNAL APPEAL FORM.....	32

1 DOCUMENT VERSION CONTROL AND DOCUMENT OWNERS

Information not published on the website.

2 LIST OF ACRONYMS AND ABBREVIATIONS

	Acronym / Abbreviation:	Description:
2.1	“CEO”	Chief Executive Officer
2.2	“IO”	Information Officer
2.3	“Minister”	Minister of Justice and Correctional Services
2.4	“NCA”	National Credit Act, 34 of 2005
2.5	“PAIA”	Promotion of Access to Information Act, 2 of 2000 and regulations as amended
2.6	“POPIA”	Protection of Personal Information Act, 4 of 2013 and regulations as amended.
2.7	“Regulator”	Information Regulator
2.8	“Republic”	Republic of South Africa
2.9	“CPB”	Consumer Profile Bureau (Pty) Ltd

3 PURPOSE

This PAIA Manual is useful for the public to:

- 3.1. check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 3.2. have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;

- 3.3. know the description of the records of the body which are available in accordance with any other legislation;
- 3.4. access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 3.5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.6. know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.8. know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9. know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is processed.

4 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION AT CPB

4.1 Information Officer

Name and Surname	Alain Craven
Postal Address	PO Box 491, Randburg, 2194
Telephone number	010 590 9505
Email	info.officerCPB@cpbonline.co.za

4.2 Deputy Information Officer

Name and Surname	N/A
Postal Address	N/A
Telephone number	N/A
Email	N/A

4.3 General contact details for Access to Information

Email	info.officerCPB@cpbonline.co.za
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4.4 Company details

Organisation's name	Consumer Profile Bureau (Pty) Ltd
Registration number	1981/007624/07
Postal Address	PO Box 491, Randburg, 2194
Physical Address	Bureau Place, Turnberry Office Park, 48 Grosvenor Road, Bryanston, 2021
Telephone number	010 590 9505

Email	info@cpbonline.co.za
Website	https://www.consumerprofilebureau.com

5 KEY CONTACT DETAILS OF THE INFORMATION REGULATOR

5.1 Information Regulator

The Information Regulator has taken over the function to regulate PAIA from the South African Human Rights Commission from the 30th of June 2021. The Information Regulator also regulates POPIA.

Contact details of the Information Regulator:

Postal Address	PO Box 3153, Braamfontein, Johannesburg, 2017
Physical Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg 2001
Telephone	+27 (0) 10 023 5200
Email	enquiries@info regulator.org.za
Website	https://www.info regulator.org.za

6 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

6.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

6.2. The aforesaid Guide contains the description of-

6.2.1. the objects of PAIA and POPIA;

6.2.2. access to the postal and street address, phone and fax number and, if available, electronic mail address of-

6.2.2.1. the Information Officer of every public body, and

6.2.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

6.2.3. the manner and form of a request for-

6.2.3.1. access to a record of a public body contemplated in section 11³;
and

6.2.3.2. access to a record of a private body contemplated in section 50⁴;

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 6.2.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 6.2.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 6.2.6. 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-
 - 6.2.6.1. an internal appeal;
 - 6.2.6.2. a complaint to the Regulator; and
 - 6.2.6.3. 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;
- 6.2.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 6.2.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 5 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

6.2.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

6.2.10. the regulations made in terms of section 92¹¹.

6.3. 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.

6.4. The Guide can also be obtained–

6.4.1. upon request to the Information Officer;

6.5. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

7 REASONS FOR ACCESS REFUSAL

A private body such as Consumer Profile Bureau is entitled to refuse a request for information.

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

7.1 The main grounds for Consumer Profile Bureau to refuse a request for information relates to the:

7.1.1 mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63 of PAIA) or a juristic person, as included in the POPIA which would involve the unreasonable disclosure of personal information of that natural or juristic person;

7.1.2 mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory, or contractual agreements, comply with the provisions of the POPIA;

7.1.3 mandatory protection of the commercial information of a third party (section 64 of PAIA) if the record contains:

7.1.3.1 trade secrets of the third party;

7.1.3.2 financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;

7.1.3.3 information disclosed in confidence by a third party to Consumer Profile Bureau if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.

7.1.4 mandatory protection of confidential information of third parties (section 65 of PAIA) if it is protected in terms of any agreement;

7.1.5 mandatory protection of the safety of individuals and the protection of property (section 66 of PAIA); and/or

7.1.6 mandatory protection of records which would be regarded as privileged in legal proceedings (section 67 of PAIA).

7.2 The commercial activities (section 68 of PAIA) of a private body, such as Consumer Profile Bureau, which may include:

7.2.1 trade secrets of Consumer Profile Bureau;

7.2.2 financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of Consumer Profile Bureau;

7.2.3 information which, if disclosed could put Consumer Profile Bureau at a disadvantage in negotiations or commercial competition;

7.2.4 a computer program which is owned by Consumer Profile Bureau and which is protected by copyright; and/or

7.2.5 the research information (section 69 of PAIA) of Consumer Profile Bureau or a third party, if its disclosure would disclose the identity of Consumer Profile Bureau, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

7.3 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

7.4 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.

If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of PAIA. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

You will be notified in writing on Form 3 as required by PAIA as to whether your request for information has been approved or denied within 30 (Thirty) calendar days after receipt of a completed request refer Form 2 as per Annexure A.

8 CATEGORIES OF RECORDS OF CONSUMER PROFILE BUREAU (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The categories of records held by Consumer Profile Bureau which are available without a person having to request access by completing Form 2 as per the PAIA regulations (27 August 2021). These are records that are available on the website (as indicated) and a person may download or request telephonically or by sending an e-mail or a letter.

Refer **Table 1** for documents which are available as described above.

Table 1			
Types of the Record			

Category of records		Available on Website	Available upon request
Compliance	Terms of use for the website	X	
Compliance	Privacy policy for the website	X	
Compliance	PAIA Manual	X	
Compliance	BBBEE certificate	X	
Compliance	Company registration document (CIPC) This includes names of Directors		X
Compliance	SARS Tax Compliance Status (TCS)		X
Compliance	VAT registration		X
Commercial	Free Credit Report Note: One free annual credit report can be obtained by contacting myfreecreditreport@cpbonline.co.za		X
Marketing	Company Profile		X
Marketing	Public Product Information		X
Marketing	Newsletters		X

9 DESCRIPTION OF THE RECORDS OF CONSUMER PROFILE BUREAU (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

These are the records which are created and available in accordance with any of the South African legislation. These are records that are available by request telephonically or by sending an e-mail or a letter.

Refer to **Table 2**:

Table 2	
Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act number 71 of 2008
PAIA Manual	Promotion of Access to Information Act number 2 of 2000
PAIA Guides (Issued by Information Regulator and available on request)	Promotion of Access to Information Act number 2 of 2000

10 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CONSUMER PROFILE BUREAU (PTY) LTD

The subjects in respect of which Consumer Profile Bureau holds records and the categories of records held on each subject is depicted in **Table 3** below and a person can request access by completing Form 2 as per the PAIA regulations (27 August 2021) (Refer Annexure A for example of Form 2).

Table 3	
Subjects on which the body holds records	Categories of records
Compliance	<ul style="list-style-type: none"> ○ Policies and procedures ○ Minutes of Board of Directors meetings ○ Register of Board of Directors ○ Form 44 (NCA) – Quarterly Synoptic Report ○ Form 43 (NCA) – Annual Compliance Review and Report ○ Personal Information Impact Assessment
Sales and Marketing	<ul style="list-style-type: none"> ○ Marketing Strategy ○ List of clients and prospects ○ CRM System with details of clients ○ Client agreements ○ Client files ○ Client correspondence ○ Sales Records
Human Resources	<ul style="list-style-type: none"> ○ HR policies and procedures ○ Advertised posts ○ Employment contracts ○ Employees records (including personal information) ○ Employment equity plan ○ Medical aid records ○ Pension fund records ○ Performance management records ○ Employee benefit records

Table 3	
Subjects on which the body holds records	Categories of records
	<ul style="list-style-type: none"> ○ Payroll records (including PAYE) ○ Employee leave records ○ SARS records (e.g. IRP5's) ○ UIF records ○ Reporting (Employment Equity and Workplace skills plan) ○ Training attendance register ○ Disciplinary and grievance records
Technology	<ul style="list-style-type: none"> ○ Information Security Policies ○ Register of hardware ○ Register of software ○ Record of Access to systems
Operations	<ul style="list-style-type: none"> ○ Rental agreements ○ Non-disclosure agreements ○ Supplier agreements ○ Internal correspondence (emails/memos) ○ Credit Bureau information (Natural as well as Juristic persons information) ○ Dispute information ○ Correspondence with consumers

11 PROCESSING OF PERSONAL INFORMATION

11.1 Purpose of Processing Personal Information

There are various types of personal information that Consumer Profile Bureau deal with. Refer to **Table 4** for the purpose per category of data subjects.

11.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

The categories of data subjects in respect of whom Consumer Profile Bureau processes personal information and the nature or categories of the personal information being processed are depicted in **Table 4**.

Table 4		
Categories of Data Subjects	Personal Information that may be processed	Purpose
Clients and prospective clients	<u>Natural People</u> Names, ID numbers, date of birth, email address, physical address, postal address and contact numbers <u>Juristic People</u> (such as companies) Name, company registration numbers Names, registration number, VAT numbers,	To service our clients and to invoice them for the products sold or services rendered.

Table 4		
Categories of Data Subjects	Personal Information that may be processed	Purpose
	physical address, e-mail address, postal address, contact numbers, company registration information and financial data.	
Service Providers (including Suppliers/Vendors/Creditors)	Names, registration number, VAT numbers, physical address, e-mail address, postal address, contact numbers, company registration information, BEE status documents, SARS Tax Clearance, bank details, financial data.	To engage and pay service providers for products received or services that they have performed.
Consumers	<u>Natural People</u> Consumer Credit Information as per Section 70 (1) of the National Credit Act no 34 of 2005. <u>Juristic People (such as companies)</u>	To provide consumer reports that might also include consumer credit reports to our clients.

Table 4		
Categories of Data Subjects	Personal Information that may be processed	Purpose
	Consumer Credit Information as per Section 70 (1) of the National Credit Act no 34 of 2005.	
Employees and Contractors	Name and surname, ID numbers, passport, date of birth, marital status, next of kin and family details, email address, physical address, postal address, education and qualifications, gender and race, contact numbers, bank details, salary/remuneration amount, tax details and reference checks.	<p>To employ staff and contractors.</p> <p>To maintain employee records.</p> <p>To pay the employees and contractors.</p> <p>To comply with the necessary legislation and with company policies and procedures.</p>

11.3 The recipients or categories of recipients to whom the personal information may be supplied

The person or category of persons to whom Consumer Profile Bureau may disseminate personal information is depicted in **Table 5**.

Table 5	
Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Names and Surname, Identity number for criminal checks	South African Police Services
Names and Surname, Identity number, qualifications for qualification verifications	South African Qualifications Authority

11.4 Planned transborder flows of personal information

Consumer Profile Bureau does not intend to transfer Personal Information outside of South Africa, but if it does, it will only do so to secure or back up such Personal Information or for technical reasons. If Personal Information is transferred outside of South Africa, Consumer Profile Bureau will only transfer such Personal Information to other countries who have similar privacy and data protection laws as those in South Africa that provides an adequate level of protection, as required by section 72 of POPIA.

11.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

Consumer Profile Bureau is committed to ensuring that personal and sensitive Information is secure. In order to prevent unauthorised access or disclosure to any Personal Information, Consumer Profile Bureau has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information it collects.

Consumer Profile Bureau makes use of secure data transmission and storage technologies to reasonably protect personal and sensitive Information from unauthorised disclosure and to maintain the integrity of personal and sensitive Information. Consumer Profile Bureau organisation takes all reasonable technical and organisational measures to ensure the security of Personal and sensitive Information.

Consumer Profile Bureau have comprehensive information security policies and procedures and have implemented security measures the cover the following areas:

1. **Physical** – Personal and sensitive information processed onsite and at reputable data centres in South Africa with the necessary physical measures in place;
2. **Logical** – Only people that must have access to information/data to perform their tasks have the required access. Strong passwords are used to protect information/data that is classified as restricted/confidential;

3. **Operational** – Anti-malware and anti-virus solutions are used; vulnerability tests are done and backups are made on a regular basis;
4. **Employees** – Prospective employees have been screened before appointment. This includes reference checks and criminal checks. Employees are also trained in relation to policies and procedures as and when required.

12 INFORMATION WE HOLD TO COMPLY WITH THE LAW

Where applicable to its operations, Consumer Profile Bureau also retains records and documents in terms of the legislation described below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the specific Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A person can request access by completing Form 2 as per the PAIA regulations (27 August 2021) (Refer Annexure A for example of Form 2).

It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in paragraph 6 of this Manual.

Consumer Profile Bureau hold information in accordance with the following legislation:

- Basic Conditions of Employment Act, 75 of 1997;
- Broad – Based Black Economic Empowerment Act, 53 of 2003;
- Companies Act, 71 of 2008;
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- Competition Act, 89 of 1998;
- Constitution of the Republic of South Africa 1996;

- Consumer Protection Act, 68 of 2008;
- Copyright Act, 98 of 1978;
- Customs and Excise Act, 91 of 1964;
- Electronic Communications and Transactions Act, 25 of 2002;
- Employment Equity Act, 55 of 1998;
- Estate Agencies Affairs Act, 112 of 1976;
- Financial Intelligence Act, 38 of 2001;
- Income Tax Act, 58 of 1962
- Intellectual Property Laws Amendment Act, 38 of 1997 as amended;
- Labour Relations Act, 66 of 1995;
- National Credit Act, 34 of 2005;
- Occupational Health and Safety Act, 85 of 1993;
- Pension Funds Act, 24 of 1956;
- Prescription Act, 68 of 1969;
- Promotions of Access to Information Act, 2 of 2000;
- Protection of Personal Information Act, 4 of 2013;
- Short Term Insurance Act, 53 of 1998;
- Skills Development Act, 97 of 1998;
- Skills Development Levies Act, 9 of 1999;
- Unemployment Insurance Act, 63 of 2001;
- Unemployment Insurance Contributions Act, 4 of 2002;
- Value Added Tax Act, 89 of 1991.

13 BUREAU DATA SOURCES

To fulfil our duties as a credit bureau we are entitled, by law, to collect your personal information from the following data providers:

1. Credit providers and other registered data contributors, whose information we are obliged by the NCA to accept;
2. Government departments, courts and judicial offices;
3. Providers of long term and short-term insurance;
4. Fraud investigators;
5. Educational institutions;
6. Debt Collectors;
7. Other registered credit bureaus.

14 HOW MUCH WILL IT COST YOU?

14.1. Section 52(3) of PAIA states that fees payable for access to records are to be prescribed.

14.2. Refer to Annexure B for the fees schedule in respect of private body's that was published in the PAIA regulation dated 27 August 2021.

15 AVAILABILITY OF THE MANUAL

15.1. A copy of the Manual is available-

- 15.1.1. on website of Consumer Profile Bureau (www.consumerprofilebureau.com);
- 15.1.2. head office of Consumer Profile Bureau (Pty) Ltd for public inspection during normal business hours;
- 15.1.3. to any person upon request; and
- 15.1.4. to the Information Regulator upon request.

16 UPDATING OF THE MANUAL

The Information Officer in unification with the Legal & Compliance Team of Consumer Profile Bureau (Pty) Ltd will on an annual basis update this manual.

17 NEXT REVISION DATE

The document will be reviewed on an annual basis.

18 ANNEXURES

See attached:

Annexure:	Form Number:	Description of Form:	Regulation:
A	2	Request for Access to Record	7
B	N/A	Fees Schedule	11
C	3	Outcome of Request and of Fees Payable	8
D	4	Internal Appeal Form	9

ANNEXURE A - FORM 2 - 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 (<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 are made (<i>if applicable</i>):		
Identity Number		

Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><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></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD			
<i>(Mark the applicable box with an "X")</i>			
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, videorecordings, 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 disc drive <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

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.

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:

ANNEXURE B – FEES SCHEDULE

The fees schedule for private body's as per the PAIA regulation dated 27 August 2021 is depicted below.

<i>Nr</i>	<i>Item</i>	Cost per A4 Size page or part thereof/item	Number of pages/items	Total
1	The requester fee payable by every requestor		140.00	R
2	Photocopy	R2.00 per page or part thereof	To be advised	To be advised
3	Printed copy	R2.00 per page or part thereof	To be advised	To be advised
4	For a 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	R 40.00 R 40.00 R 60.00	To be advised	To be advised
5	For a transcription of visual images per A4 size-page	Service to be outsourced. Will depend on the quotation of the service provider	To be advised	To be advised
6	Copy of visual images		To be advised	To be advised
7	Transcription of an audio record, per A4-size	R24.00	To be advised	To be advised
8	Copy of an audio record (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	To be advised	To be advised
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed the total cost of	R145.00 R435.00	To be advised	To be advised
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.	To be advised	To be advised
11	Postage, email or any other electronic transfer.	Actual costs	To be advised	To be advised

TOTAL	To be advised
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ANNEXURE C – FORM 3 – 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.

1. You requested:

Personal inspection of information 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> 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 will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information <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 information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

3. 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 <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>	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. 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:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		

Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) 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:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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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 Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

ANNEXURE D – FORM 4 – INTERNAL APPEAL FORM
[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY			
Name of Public Body			
Name and Surname of Information Officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
Is the internal appeal lodged on behalf of another person?	Yes		No

If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>	
Refusal of request for access	<input type="checkbox"/>
Decision regarding fees prescribed in terms of section 22 of the Act	<input type="checkbox"/>
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	<input type="checkbox"/>
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	<input type="checkbox"/>
Decision to grant request for access	<input type="checkbox"/>
GROUND FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	

<p>State the grounds on which the internal appeal is based:</p>	
<p>State any other information that may be relevant in considering the appeal:</p>	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

**FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received by: <i>(State rank, name and surname of Information Officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			Yes	
			No	
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Fees (Sec 22). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Extension (Sec 26(1)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Access (Sec 29(3)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Request for access granted. Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			

Signed at _____ this _____ day of _____ 20 ____

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