

PROpulsion

Juacois Consulting and Technology (Pty) Ltd

PAIA Manual

*Prepared in terms of Section 51 of the
Promotion of Access to Information Act, 2 of 2000 (as amended)*

Version 1.0

Date of compilation: May 2026

Date of next review: May 2027

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1. Acronyms and Abbreviations

DIO	Deputy Information Officer
FAIS	Financial Advisory and Intermediary Services Act, 37 of 2002
FSCA	Financial Sector Conduct Authority
IO	Information Officer
PAIA	Promotion of Access to Information Act, 2 of 2000 (as amended)
PAYE	Pay-As-You-Earn
POPIA	Protection of Personal Information Act, 4 of 2013
PROpulsion	Juacois Consulting and Technology (Pty) Ltd, trading as PROpulsion
Regulations	Regulations relating to the Promotion of Access to Information, 2021 (Government Notice 757 in Government Gazette 45057 of 27 August 2021)
Regulator	The Information Regulator (South Africa)
Republic	Republic of South Africa
SDL	Skills Development Levy
UIF	Unemployment Insurance Fund
VAT	Value-Added Tax

2. Purpose of this Manual

This manual is published by Juacois Consulting and Technology (Pty) Ltd, trading as PROpulsion, in compliance with Section 51 of the Promotion of Access to Information Act, 2 of 2000, as amended (PAIA). In this manual, the terms "PROpulsion", "we", and "us" refer to Juacois Consulting and Technology (Pty) Ltd.

PAIA gives effect to the constitutional right of access to information held by another person where that information is required for the exercise or protection of any right.

The purpose of this manual is to assist any person who wishes to request access to records held by PROpulsion. It sets out the following information:

- The categories of records held by PROpulsion which are available without a person having to submit a formal PAIA request.
- How to make a request for access to a record of PROpulsion.
- The description of the records of PROpulsion which are available in accordance with other legislation.

- The contact details of the Information Officer and Deputy Information Officer.
- The description of the guide on how to use PAIA and how to obtain access to it.
- The purpose of processing personal information and the description of the categories of data subjects and of the information relating thereto.
- The recipients or categories of recipients to whom personal information may be supplied.
- Whether PROpulsion has planned transborder flows of personal information.
- The information security measures PROpulsion has in place to ensure the confidentiality, integrity, and availability of personal information.

3. Particulars of PROpulsion

In accordance with Section 51(1)(a) of PAIA, the particulars of PROpulsion are set out below.

Registered name	Juacois Consulting and Technology (Pty) Ltd
Trading as	PROpulsion
Type of entity	Private Company
Country of incorporation	Republic of South Africa
Nature of business	Professional education, community membership, events, content and media, and consulting services for financial planning and financial advisory professionals.
Physical address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Postal address	As per physical address
Telephone	0861 370 260
Email	info@propulsion.co.za
Website	www.propulsion.co.za

4. Head of the Private Body and Information Officer

In terms of PAIA, the head of a private body that is a juristic person is the chief executive officer or equivalent officer of the juristic person, or any person duly authorised by that officer. In terms of Section 1 of PAIA, read with Section 17 of PAIA and Section 56 of POPIA, the head of the private body is also the Information Officer of PROpulsion, unless another person is duly designated to that role.

Francois du Toit, the founder and director of PROpulsion, holds both roles as set out below. All requests for access to records, and all queries relating to this manual, must be directed to him at the contact details set out below.

Name	Francois du Toit
Designation	Founder and Director
Role under PAIA and POPIA	Head of the private body and Information Officer
Physical address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Postal address	As per physical address
Telephone	083 275 8368
Email	francois@propulsion.co.za

5. Deputy Information Officer

In accordance with Section 17 of PAIA, read with Section 56(a) of POPIA, PROpulsion has designated a Deputy Information Officer to render PROpulsion as accessible as reasonably possible for requesters of its records.

Name	Juanita du Toit
Designation	Finance
Role under PAIA and POPIA	Deputy Information Officer
Physical address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Postal address	As per physical address
Telephone	0861 370 260
Email	finance@propulsion.co.za

6. Guide on How to Use PAIA

The Information Regulator has, in terms of Section 10 of PAIA, updated and made available the revised guide on how to use PAIA (the Guide). The Guide is intended to assist any person who wishes to exercise any right contemplated in PAIA or POPIA.

The Guide contains a description of the following:

- The objects of PAIA and POPIA.
- The postal and street address, phone number, and electronic mail address of the Information Officer and every Deputy Information Officer of every public and private body.
- The manner and form of a request for access to a record of a public or private body.
- The assistance available from the Information Officer and the Information Regulator in terms of PAIA and POPIA.
- 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.
- The provisions requiring a public body and private body to compile a manual, and how to obtain access to a manual.
- The provisions for the voluntary disclosure of categories of records by a public and private body.
- The fees payable in relation to requests for access.
- The regulations made in terms of PAIA.

The Guide is available, free of charge, in each of the official languages and in braille from the Information Regulator. A copy of the Guide is also available in English at the registered office of PROpulsion for public inspection during normal business hours. Members of the public can also inspect or make copies of the Guide from the offices of the Information Regulator during normal working hours, or download it from the Information Regulator's website.

Body	The Information Regulator (South Africa)
Physical address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal address	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone	010 023 5200
Toll-free	0800 017 160
Email (general enquiries)	enquiries@infoeregulator.org.za
Email (PAIA complaints)	PAIAComplaints@infoeregulator.org.za
Email (PAIA compliance)	PAIACompliance@infoeregulator.org.za

Website	www.inforegulator.org.za
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7. Categories of Records Automatically Available

In accordance with Section 52 of PAIA, the following categories of records of PROpulsion are made available voluntarily, without a person having to submit a formal request in terms of PAIA. The current prescribed reproduction fee in Annexure B of this manual is payable for copies.

Category of records	Types of record	On website	On request
Membership and services information	Details of community membership, events, training programmes, masterclasses, and consulting services.	Yes	Yes
Published educational content	Articles, newsletters, webinars, podcast episodes, YouTube shows, and other educational content.	Yes	Yes
Public policies	Terms of service, membership terms, and privacy and POPIA notice.	Yes	Yes
Marketing collateral	Brochures, event programmes, and sponsorship packs.	Yes	Yes
Event proceedings	Speaker session summaries and event proceedings that PROpulsion has published in the public domain.	Partial	Yes
This PAIA manual	The current version of this manual.	Yes	Yes

8. Records Available in Accordance with Other Legislation

PROpulsion creates and holds, where applicable, records required by the legislation listed in the table below. The fact that a category of record is listed does not mean that access to it will automatically be granted. Access remains subject to the grounds for refusal set out in Chapter 4 of Part 3 of PAIA, and to any access rights or restrictions in the relevant legislation itself.

Category of records	Applicable legislation
Memorandum of incorporation, share register, director records, statutory registers, and records of meetings	Companies Act, 71 of 2008
Income tax returns and supporting records	Income Tax Act, 58 of 1962
VAT returns and supporting records	Value-Added Tax Act, 89 of 1991
PAYE, UIF, and SDL returns and supporting records	Income Tax Act, 58 of 1962; Unemployment Insurance Contributions Act, 4 of 2002; Skills Development Levies Act, 9 of 1999
Tax administration and record-keeping records	Tax Administration Act, 28 of 2011
Records relating to the processing of personal information	Protection of Personal Information Act, 4 of 2013
This PAIA manual and records of PAIA requests received	Promotion of Access to Information Act, 2 of 2000
Records relating to electronic communications, electronic transactions, and electronic signatures	Electronic Communications and Transactions Act, 25 of 2002
Records relating to consumer transactions with members and customers	Consumer Protection Act, 68 of 2008
Intellectual property records, course content, and original publications	Copyright Act, 98 of 1978
Employment contracts and conditions of employment	Basic Conditions of Employment Act, 75 of 1997
Records relating to employment relationships and disputes	Labour Relations Act, 66 of 1995
Records relating to employment equity, where applicable	Employment Equity Act, 55 of 1998
Skills development records	Skills Development Act, 97 of 1998
Unemployment insurance records	Unemployment Insurance Act, 63 of 2001

Category of records	Applicable legislation
Records relating to workplace injuries and occupational diseases	Compensation for Occupational Injuries and Diseases Act, 130 of 1993

9. Subjects on which PROpulsion Holds Records and Categories of Records Held

PROpulsion holds records on the following subjects. The fact that a category of record is listed does not mean that access to it will automatically be granted. Access remains subject to the grounds for refusal set out in Chapter 4 of Part 3 of PAIA.

Subject	Categories of records
Company governance and statutory records	Memorandum of incorporation, share register, director records, board and shareholder resolutions, statutory registers, and records of meetings.
Financial records	Annual financial statements, management accounts, accounting records, invoices, receipts, bank statements, budgets, forecasts, and internal financial reports.
Tax records	Income tax returns, VAT returns, PAYE, UIF, SDL returns, and supporting documentation.
Member, client, and customer records	Community membership records, signup data, contact information, engagement history, event registration records, attendance records, feedback records, and correspondence with members, clients, sponsors, and partners.
Supplier and contractor records	Contracts, service agreements, statements of work, supplier onboarding records, and supplier payment records.
Employment and personnel records	Employment contracts, personnel files, remuneration records, leave records, performance records, and disciplinary records.
Content and intellectual property records	Course content, lesson material, exercise material, frameworks, templates, recordings, transcripts, and notes from shows, podcasts, webinars, and events.
Operational records	Standard operating procedures, internal policies, business operational frameworks, and records relating to software tools and automations developed for internal or member use.
Marketing, partnership, and event records	Marketing campaigns, brand assets, content production records, sponsorship agreements, partnership records, event production files, mailing lists, and subscriber records.

10. Processing of Personal Information (POPIA)

This section is included in accordance with Section 51(1)(b) of PAIA, read with Section 17 of POPIA and the Regulator's PAIA Manual Template for a Private Body. It records the manner in which PROpulsion processes personal information.

10.1 Purpose of processing personal information

PROpulsion processes personal information for the following purposes:

- To administer community membership and to provide members with access to the community platform, content, and events.
- To register attendees for events, training programmes, and masterclasses, and to communicate event logistics.
- To deliver consulting services and to manage related client engagements.
- To distribute newsletters, educational content, and marketing communications, where the recipient has opted in to receive these.
- To process payments and to issue tax invoices and receipts.
- To manage supplier and contractor relationships.
- To manage the employment relationship with personnel of PROpulsion.
- To comply with legal, regulatory, tax, and accounting obligations.
- To analyse and improve PROpulsion's products, services, and communications.

10.2 Categories of data subjects and personal information processed

Categories of data subjects	Personal information that may be processed
Community members, event attendees, and learners	Name, contact details, email address, telephone number, employer, professional designations, FSCA registration details where applicable, payment details, engagement and attendance history.
Consulting clients	Name, contact details, employer or business name, registration numbers, billing details, and information relevant to the consulting engagement.
Newsletter subscribers and audience members	Name, email address, and engagement history with content.
Suppliers and contractors	Name, contact details, business name, registration number, VAT number, banking details, and contract details.
Personnel	Name, identity number, contact details, qualifications, employment history, remuneration details, banking details, tax details, and other employment records.

Categories of data subjects	Personal information that may be processed
Sponsors, partners, and speakers	Name, contact details, business name, biographical information, and engagement records.

10.3 Recipients and operators

In the course of the activities set out in section 10.1, PROpulsion engages operators (third parties that process personal information on PROpulsion's behalf, on the basis of written agreements) and supplies personal information to third party recipients (where required by law or as reasonably necessary for the purpose for which the information was collected).

Category of operator or recipient	Examples of personal information processed or supplied
Community platform provider (operator)	Member name, contact details, professional details, and engagement history.
Email service provider and marketing automation provider (operator)	Subscriber name, email address, and engagement history.
Customer relationship management provider (operator)	Member, client, and prospect contact details and interaction history.
Payment gateway and banking providers (operator)	Payer name, contact details, and payment information.
Accounting and bookkeeping software provider (operator)	Customer and supplier name, contact details, and transaction information.
Video, podcast, and webinar hosting providers (operator)	Attendee or viewer name, email address, and engagement history.
Cloud storage and productivity provider (operator)	Records of all categories listed in section 10.2, as required for business operations.
External accountants and auditors (operator)	Records required for accounting, tax, and audit purposes.
South African Revenue Service (recipient required by law)	Taxpayer information for income tax, VAT, PAYE, UIF, and SDL purposes.
Unemployment Insurance Fund and Compensation Fund (recipient required by law)	Personnel information required for statutory contributions and claims.
Professional bodies, where applicable and with consent (recipient)	Member or attendee name and continuing professional development records.
Legal advisors and regulators (recipient, as required)	Records reasonably required to obtain legal advice or to respond to a regulatory request.

Where personal information is processed by an operator, PROpulsion has in place a written agreement with the operator that requires the operator to process the personal information only with the knowledge or authorisation of PROpulsion, to treat the personal information as confidential, and to maintain appropriate security measures.

10.4 Planned transborder flows of personal information

Some of the operators listed in section 10.3 above store and process personal information outside the Republic, in jurisdictions including the United States of America, the European Union, and the United Kingdom. Where personal information is transferred outside the Republic, PROpulsion relies on the lawful bases set out in Section 72 of POPIA, including the following:

- The recipient is subject to a law, binding corporate rules, or a binding agreement which provides an adequate level of protection.
- The data subject has consented to the transfer.
- The transfer is necessary for the performance of a contract with the data subject, or for the implementation of pre-contractual measures taken in response to the data subject's request.
- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between PROpulsion and a third party.

10.5 Information security measures

PROpulsion implements appropriate, reasonable, technical, and organisational measures to ensure the confidentiality, integrity, and availability of personal information under its care. These measures include, without limitation, the following:

- Access controls, including the use of strong passwords and, where available, multi-factor authentication.
- Role-based access to systems and records, so that personnel only have access to the personal information they need to perform their duties.
- Use of reputable cloud service providers that maintain industry-standard security certifications and controls.
- Encryption of data in transit, and encryption of data at rest where supported by the relevant platform.
- Regular backups of critical systems and records.
- Anti-malware and endpoint protection on devices used to process personal information.
- Confidentiality obligations imposed on personnel and contractors.
- Operator agreements with third-party service providers that process personal information on behalf of PROpulsion.
- Periodic review of PROpulsion's information security measures and update of those measures as required.

11. Procedure for Requesting Access to Records

11.1 Substantive test for access

In terms of Section 50 of PAIA, a requester must be given access to a record of PROpulsion if all of the following requirements are met:

- The record is required for the exercise or protection of any right of the requester.
- The requester complies with all the procedural requirements set out in PAIA relating to a request for access to that record.
- Access to the record is not refused on any of the grounds for refusal contemplated in Chapter 4 of Part 3 of PAIA, as summarised in section 12 of this manual.

The requirement that the record must be required for the exercise or protection of a right is a substantive test. Authority interpreting Section 50 establishes that the requester must establish a substantial advantage or an element of need in exercising or protecting that right. The requester must identify the right concerned, state what record is sought, and explain how the record will assist in exercising or protecting that right. A request that does not articulate the right will not be valid.

11.2 Prescribed form

A request for access must be made on the prescribed Form 02, as set out in Annexure A of the Regulations. The Form 02 reproduced in Annexure A of this manual is provided for convenience. Where there is any conflict between the form in Annexure A of this manual and the form as gazetted by the Information Regulator, the gazetted form prevails. The latest version of the gazetted Form 02 is available from the Information Regulator at www.inforegulator.org.za.

The completed Form 02 must be submitted to the Information Officer at the contact details set out in section 4 of this manual.

11.3 Information to be provided by the requester

To enable PROpulsion to process the request, the requester must provide all of the following on the prescribed form:

- Sufficient particulars to enable the Information Officer to identify the record and the requester.
- Proof of identity of the requester.
- The form of access required.
- The postal, fax, or email address of the requester in the Republic.
- A clear description of the right that the requester is seeking to exercise or protect, together with an explanation of why the record is required for the exercise or protection of that right.
- If the request is made on behalf of another person, proof of the capacity in which the request is made.
- The manner in which the requester wishes to be informed of the decision on the request.

A request that does not contain the information set out above is incomplete. PROpulsion may, in its discretion, give the requester an opportunity to provide the missing information, but is not obliged to do so.

11.4 Fees

PAIA provides for two types of fees, a request fee and an access fee.

The request fee is a flat fee payable by every requester, other than a personal requester, on submission of the request. A personal requester is a requester who is seeking access to a record that contains personal information about that requester. A personal requester is not required to pay a request fee.

The access fee is calculated on the basis of the time required to search for and prepare the record, and the form in which the record is provided.

The current prescribed fees are set out in Annexure B of the Regulations, and are reproduced in Annexure B of this manual. The Minister may update these fees from time to time.

Where the search and preparation of a record will exceed six hours, the Information Officer will, by written notice, require the requester to pay a deposit equal to one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit will be refunded to the requester.

All applicable fees must be paid before PROpulsion releases the record. Payment details will be set out in the written notice of fees provided to the requester.

12. Grounds for Refusal

PROpulsion may, and in certain cases must, refuse a request for access to a record on the grounds set out in Chapter 4 of Part 3 of PAIA. The grounds include the following:

- Mandatory protection of the privacy of a third party who is a natural person, where access would involve the unreasonable disclosure of personal information about that third party (Section 63).
- Mandatory protection of the commercial information of a third party, including trade secrets, financial or commercial information, and information supplied in confidence (Section 64).
- Mandatory protection of certain confidential information of a third party (Section 65).
- Mandatory protection of the safety of individuals and the protection of property (Section 66).
- Mandatory protection of records that are privileged from production in legal proceedings (Section 67).
- Protection of the commercial activities of PROpulsion, including trade secrets, financial, commercial, scientific or technical information, and information that could put PROpulsion at a disadvantage in negotiations or commercial competition (Section 68).
- Protection of research information of PROpulsion or a third party (Section 69).
- Requests that are manifestly frivolous or vexatious, or that would require an unreasonable diversion of resources to process (Section 45).

Despite the grounds for refusal listed above, access must be granted to a record in the circumstances contemplated in Section 70 of PAIA, where the public interest in disclosure outweighs the harm contemplated by the relevant ground for refusal.

13. Decision and Notice

In terms of Section 56 of PAIA, the Information Officer will, as soon as reasonably possible, but in any event within thirty days of receipt of a request, decide whether to grant the request and notify the requester of the decision in the manner indicated by the requester on the request form.

Where the request is granted, the notice will state the following:

- The access fee, if any, to be paid on access.
- The form in which access will be given.
- The right of the requester to lodge a complaint with the Information Regulator, and the procedure (including the period) for doing so.

Where the request is refused, the notice will state the following:

- Adequate reasons for the refusal, including the provisions of PAIA relied upon.

- That the requester may lodge a complaint with the Information Regulator, and the procedure (including the period) for doing so.

In terms of Section 57 of PAIA, the thirty day period may be extended by a further thirty days in the limited circumstances set out in that section. The requester will be notified in writing of any such extension and the reasons for it.

In terms of Section 58 of PAIA, if the Information Officer fails to give a decision on a request for access within the period set out above, the Information Officer is regarded as having refused the request. This is referred to as a deemed refusal.

14. Remedies Available to a Requester

A requester who is dissatisfied with a decision of the Information Officer, including a deemed refusal, has the following remedies:

14.1 Complaint to the Information Regulator

In terms of Section 77A of PAIA, the requester may lodge a complaint with the Information Regulator. The complaint must be lodged in writing on the prescribed Form 05, which is available from the Information Regulator at www.inforegulator.org.za, and must be submitted to PAIAComplaints@inforegulator.org.za.

In terms of Section 77B of PAIA, a complaint to the Information Regulator must be lodged within 180 days from the date on which the requester became aware, or might reasonably have become aware, of the act or omission complained of. The Information Regulator may, on good cause shown, extend this period.

14.2 Application to court

In terms of Section 78 of PAIA, the requester may apply to a court for appropriate relief only after the requester has exhausted the complaints procedure with the Information Regulator referred to in section 14.1 above. A direct application to court, before the complaint procedure has been exhausted, is not permitted under PAIA.

15. Record Retention

PROpulsion retains records in line with the retention requirements set out in the legislation listed in section 8 of this manual, including the Companies Act, the Tax Administration Act, the Value-Added Tax Act, the Basic Conditions of Employment Act, and POPIA. Where no specific statutory retention period applies, records are retained for as long as is reasonably necessary to achieve the purpose for which they were created or collected, after which they are securely destroyed, deleted, or de-identified.

16. Availability of this Manual

In accordance with Section 51(3) of PAIA, this manual is available, free of charge, in the following ways:

- On the PROpulsion website at www.propulsion.co.za.
- On request from the Information Officer at francois@propulsion.co.za.
- At the registered office of PROpulsion in Somerset West, for public inspection during normal business hours, by prior arrangement with the Information Officer.
- To the Information Regulator, on request.

A fee for a copy of this manual, as contemplated in Annexure B of the Regulations, may be payable per A4-size photocopy made.

17. Updating of this Manual

The Information Officer will review this manual at least once every twelve months, and as soon as reasonably practicable after any material change to the information in it. Updates will be reflected in the version number and effective date on the cover of the manual.

18. Approval

This manual has been approved by the head of the private body of Juacois Consulting and Technology (Pty) Ltd, trading as PROpulsion.

Signed at Somerset West on this _____ day of _____ 2026.

Francois du Toit

Head of the Private Body and Information Officer
Juacois Consulting and Technology (Pty) Ltd t/a PROpulsion

Annexure A: Request for Access to Record (Form 02)

This Annexure reproduces Form 02 for convenience. The current gazetted version, as published by the Information Regulator, prevails over this reproduction in the event of any conflict. The current gazetted Form 02 is available at www.inforegulator.org.za.

FORM 02

REQUEST FOR ACCESS TO RECORD

[Section 53(1) of PAIA and Regulation 7 of the Regulations]

Notes:

- Proof of identity must be attached by the requester.
- If the request is made on behalf of another person, proof of such authorisation must be attached to this form.

To	The Information Officer, Juacois Consulting and Technology (Pty) Ltd t/a PROpulsion
Physical address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Email address	francois@propulsion.co.za

A. Personal Information of Requester

Mark with an "X": [] Request is made in my own name [] Request is made on behalf of another person

Full names and surname	_____
Identity number	_____
Capacity (if on behalf of another)	_____
Postal address	_____
Street address	_____
Email address	_____
Telephone (work)	_____
Cellular	_____

B. Particulars of Person on Whose Behalf the Request is Made

Complete this section only if the request is made on behalf of another person.

Full names and surname	_____
Identity number	_____
Postal address	_____
Street address	_____
Email address	_____
Telephone (work)	_____
Cellular	_____

C. 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 space provided 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	_____

D. Type of Record

Mark the applicable box with an "X".

- Record is in written or printed form.
- Record comprises visual images (photographs, slides, video recordings, computer-generated images, sketches, etc.).
- 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.

E. Form of Access

Mark the applicable box with an "X".

- Printed copy of record (including copies of any visual images, transcriptions, and information held on computer or in electronic or machine-readable form).
- Written or printed transcription of visual images.
- Transcription of soundtrack (written or printed document).
- Copy of record on flash drive (including visual images and soundtracks).
- Copy of record on compact disc (including visual images and soundtracks).
- Copy of record saved on cloud storage server.

F. Manner of Access

Mark the applicable box with an "X".

- Personal inspection of record at registered address of the private body.
- Postal services to postal address.
- Postal services to street address.

- [] Courier service to street address.
- [] Email of information (including soundtracks if possible).
- [] Cloud share or file transfer.

Preferred language: _____

Note: If the record is not available in the language you prefer, access may be granted in the language in which the record is available.

G. Particulars of Right to be Exercised or Protected

The requester must identify the right concerned, and explain how the record will assist in exercising or protecting that right. A request that does not articulate the right will not be valid. If the space provided is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.

Indicate which right is to be exercised or protected	_____ _____ _____
Explain why the record requested is required for the exercise or protection of the right	_____ _____ _____ _____

H. Fees

- A request fee must be paid before the request will be considered, unless the requester is a personal requester.
- The requester will be notified of the amount of any access fee to be paid.
- 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 the record.
- If the requester qualifies for exemption from the payment of any fee, the requester must state the reason for the exemption below.

Reason for exemption from payment of fees	_____ _____
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I. Notification of Decision

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

- Postal address.
- Email.
- Other electronic communication:

Signed at _____ on this _____ day of _____ 20____.

Signature of Requester / Person on Whose Behalf the Request is Made

Annexure B: Schedule of Fees

The fees set out below are the prescribed fees in respect of private bodies, as contained in Annexure B to the Regulations. The Minister of Justice and Correctional Services may update these fees from time to time. Requesters are advised to confirm the current prescribed fees with the Information Regulator before submitting a request.

Item	Description	Amount
1	The request fee payable by every requester (other than a personal requester).	R140.00
2	Photocopy of A4-size page or part thereof.	R2.00 per page
3	Printed copy of A4-size page or part thereof.	R2.00 per page
4(a)	For a copy in a computer-readable form on a flash drive (to be provided by the requester).	R40.00
4(b)	For a copy in a computer-readable form on a compact disc, if provided by the requester.	R40.00
4(c)	For a copy in a computer-readable form on a compact disc, if provided to the requester.	R60.00
5	For a transcription of visual images per A4-size page.	Outsourced; per quotation
6	Copy of visual images.	Outsourced; per quotation
7	Transcription of an audio record, per A4-size page.	R24.00
8(a)	Copy of an audio record on a flash drive (to be provided by the requester).	R40.00
8(b)	Copy of an audio record on a compact disc, if provided by the requester.	R40.00
8(c)	Copy of an audio record on a compact disc, if provided to the requester.	R60.00
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. Capped at R435.00 in total.	R145.00 per hour
10	Deposit, if the search exceeds six hours. Calculated as one third of the access fee that would be payable if the request is granted.	One third of access fee
11	Postage, email, or any other electronic transfer.	Actual expense, if any

Notes:

- A personal requester is not required to pay the request fee in item 1.
- Where the Information Officer is of the opinion that the search for and preparation of the record will exceed six hours, the requester will be required to pay the deposit referred to in item 10 before the request is processed.
- All fees must be paid before PROpulsion releases the record. Payment details will be provided in the written notice of fees.

Annexure C: Outcome of Request and of Fees Payable (Form 3)

This Annexure reproduces Form 3 for convenience. The current gazetted version, as published by the Information Regulator, prevails over this reproduction in the event of any conflict. The current gazetted Form 3 is available at www.inforegulator.org.za.

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8 of the Regulations]

Notes:

- If the request is granted, the amount of the deposit (if any) is payable before the request is processed.
- The requested record, or portion of the record, will only be released once proof of full payment is received.
- Please use the reference number set out below in all future correspondence.

Reference number	_____
To	_____
Your request dated	_____ refers.

A. You requested

Personal inspection of record at the registered address of PROpulsion. This is free of charge. You will be required to make an appointment and to bring this form with you. If you then require any form of reproduction, you will be liable for the fees in Annexure B.	[]
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OR

Printed copy of record (including copies of any visual images, transcriptions, and information held on computer or in electronic or machine-readable form).	[]
Written or printed transcription of visual images.	[]
Transcription of soundtrack (written or printed document).	[]

Copy of record on flash drive (including visual images and soundtracks).	[]
Copy of record on compact disc (including visual images and soundtracks).	[]
Copy of record saved on cloud storage server.	[]

B. Manner of access

Postal services to postal address.	[]
Postal services to street address.	[]
Courier service to street address.	[]
Email of information (including soundtracks if possible).	[]
Cloud share or file transfer.	[]
Preferred language	_____

Note: If the record is not available in the language you prefer, access may be granted in the language in which the record is available.

C. Decision

Kindly note that your request has been:

Approved	[]
Denied, for the reasons stated below	[]

Reasons for refusal (if applicable), including the provisions of PAIA relied upon:

_____ _____ _____ _____

D. Fees payable in respect of your request

Item	Cost per A4-size page or part thereof / item	Number of pages / items	Total
Photocopy of A4-size page or part thereof.	R2.00 per page		
Printed copy of A4-size page or part thereof.	R2.00 per page		

Copy on flash drive (to be provided by requester).	R40.00		
Copy on compact disc (provided by requester).	R40.00		
Copy on compact disc (provided to requester).	R60.00		
Transcription of visual images, per A4-size page.	Outsourced; per quotation		
Copy of visual images.	Outsourced; per quotation		
Transcription of an audio record, per A4-size page.	R24.00		
Copy of an audio record on flash drive (to be provided by requester).	R40.00		
Copy of an audio record on compact disc (provided by requester).	R40.00		
Copy of an audio record on compact disc (provided to requester).	R60.00		
Search and preparation, per hour or part of an hour, excluding the first hour (capped at R435.00).	R145.00 per hour		
Postage, email, or other electronic transfer.	Actual expense, if any		
Total			

E. Deposit (if search exceeds six hours)

A deposit equal to one third of the access fee that would be payable if the request is granted is required where the search for and preparation of the record will exceed six hours. If the request is declined, the deposit will be refunded.

Deposit required	Yes [] No []
Hours of search	_____
Amount of deposit (one third of total access fee)	_____

F. Bank account details for payment

Name of bank	_____
Name of account holder	_____
Type of account	_____
Account number	_____
Branch code	_____
Reference	_____
Submit proof of payment to	_____

Signed at _____ on this _____ day of _____ 20____.

Information Officer

Annexure D: Request for Correction or Deletion of Personal Information

This form is for use by data subjects who wish to request the correction, deletion, or destruction of personal information held by PROpulsion in terms of Section 24(1) of POPIA. The current gazetted version of this form prevails over this reproduction in the event of any conflict.

FORM 1

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

[Section 24(1) of POPIA and Regulation 3 of the POPIA Regulations]

Mark with an "X". The request is for:

- [] Correction or deletion of the personal information about the data subject which is in possession or under the control of PROpulsion.
- [] Destruction or deletion of a record of personal information about the data subject which is in possession or under the control of PROpulsion, and which PROpulsion is no longer authorised to retain.

A. Details of the Data Subject

Full names and surname / registered name	_____
Identity number or unique identifier	_____
Residential, postal, or business address	_____ _____
Contact number(s)	_____
Email address	_____

B. Details of the Responsible Party

Name	Juacois Consulting and Technology (Pty) Ltd t/a PROpulsion
Address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Contact number	0861 370 260
Email address	francois@propulsion.co.za

C. Information to be Corrected, Deleted, or Destroyed

Provide full particulars of the personal information concerned. If the space provided is inadequate, please continue on a separate page and attach it to this form.

Description of the personal information	<hr/> <hr/> <hr/> <hr/>
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D. Reasons for the Request

Provide detailed reasons for the request, including, where applicable, why the information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully, or why PROpulsion is no longer authorised to retain it.

Reasons	<hr/> <hr/> <hr/> <hr/>
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Signed at _____ on this _____ day of _____ 20____.

Signature of data subject or designated person

Annexure E: Objection to the Processing of Personal Information

This form is for use by data subjects who wish to object to the processing of personal information by PROpulsion in terms of Section 11(3) of POPIA. The current gazetted version of this form prevails over this reproduction in the event of any conflict.

OBJECTION TO PROCESSING

[Section 11(3) of POPIA and Regulation 2 of the POPIA Regulations]

A. Details of the Data Subject

Full names and surname / registered name	_____
Identity number or unique identifier	_____
Residential, postal, or business address	_____ _____
Contact number(s)	_____
Email address	_____

B. Details of the Responsible Party

Name	Juacois Consulting and Technology (Pty) Ltd t/a PROpulsion
Address	Venture Workspace, Second Floor, The Sanctuary, c/o R44 & De Beers Avenue, Somerset West, 7130
Contact number	0861 370 260
Email address	francois@propulsion.co.za

C. Reasons for the Objection

Provide detailed reasons for the objection, in terms of Section 11(1)(d) to (f) of POPIA. If the space provided is inadequate, please continue on a separate page and attach it to this form. Any supporting affidavits or other documentary evidence may also be attached.

Reasons for the objection	_____ _____ _____ _____ _____
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Signed at _____ on this _____ day of _____ 20____.

Signature of data subject or designated person