

PSG CAPITAL PROPRIETARY LIMITED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000

1. INTRODUCTION

- 1.1 This Manual, effective from 3 September 2025, has been prepared in accordance with section 51 of the Act and is aimed at assisting potential Requesters in requesting access to information (documents or records) from PSG Capital as contemplated under the Act.
- 1.2 The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be made available on PSG Capital's website and at its offices.
- 1.3 A Requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
- 1.4 The definitions provided in this Manual are solely for the purpose of this Manual and are not to be taken as applicable to the Act.

2. DEFINITIONS

- 2.1 The following words or expressions will bear the following meanings in this Manual –
 - 2.1.1 "**Act**" means the Promotion of Access to Information Act, No. 2 of 2000, as amended from time to time, together with any regulations published thereunder;
 - 2.1.2 "**Client**" means a natural or juristic person who or which receives services from PSG Capital;
 - 2.1.3 "**Correspondence**" means written and electronic communication exchanged between two or more parties;
 - 2.1.4 "**Data Subject**" means the natural or juristic person to whom Personal Information relates;
 - 2.1.5 "**Employee**" means any person who works for, or provides services to, or on behalf of PSG Capital, and receives or is entitled to receive remuneration;
 - 2.1.6 "**Information Officer**" means the designated information officer/s or the head of the body, as described in this Manual;
 - 2.1.7 "**Manual**" means this manual, together with all annexures thereto, as amended from time to time;
 - 2.1.8 "**Personal Information**" has the meaning ascribed thereto under POPIA;
 - 2.1.9 "**POPIA**" means the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, together with any regulations published thereunder;
 - 2.1.10 "**PSG Capital**" means PSG Capital Proprietary Limited (registration number: 2006/015817/07), a professional company which renders corporate finance-related services to individual Clients, businesses and organisations;
 - 2.1.11 "**Regulator**" means the Information Regulator of South Africa;
 - 2.1.12 "**Requester**" means any person or entity requesting access to a record that is under the control of PSG Capital; and

- 2.1.13 **"Third Party"** means any independent contractor, agent, consultant, sub-contractor, or other representative of PSG Capital.

3. HOW TO USE THE ACT TO ACCESS INFORMATION

- 3.1 The Act grants a Requester access to records of a private body if the record is required for the exercise or protection of any rights. If a public body lodges a request in terms of the Act, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, and at the prescribed fees.
- 3.3 A guide on how to use the Act (in various official languages) is available via the Regulator's website (<https://inforegulator.org.za/paia-guidelines/>). The guide may also be requested in writing from the Information Officer or be inspected at the offices of PSG Capital during normal business hours. Any queries relating to the guide should be directed to –

The Information Regulator of South Africa

Physical Address: Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191

Postal address: PO Box 31533, Braamfontein, Johannesburg, 2017

Complaints: PAIAComplaints@inforegulator.org.za / POPIAComplaints@inforegulator.org.za

T: +27 10 023 5200

E: enquiries@inforegulator.org.za

W: <https://inforegulator.org.za/>

4. OVERVIEW OF PSG CAPITAL

- 4.1 PSG Capital is incorporated and registered in the Republic of South Africa under registration number 2006/015817/07.
- 4.2 PSG Capital provides a complete suite of corporate finance and advisory services to a broad spectrum of Clients, including public and private companies, BEE and private equity houses, financial institutions, asset managers and hedge funds.
- 4.3 Our advisory services include mergers and acquisitions, equity advisory, debt advisory, BEE advisory, private equity, management buy-outs and buy-ins, leveraged buyouts, valuations, regulatory advisory, corporate recovery and restructuring, property and strategic advice. PSG Capital is an approved sponsor of companies listed on the JSE Limited ("**JSE**") Main Board, an approved designated advisor to companies listed on the JSE AltX, an approved debt sponsor to companies listed on the JSE Interest Rate Market, and an approved equity and debt issuer agent for companies listed on the Cape Town Stock Exchange ("**CTSE**").

4.4 PSG Capital's contact details

Name of body	PSG Capital Proprietary Limited
Physical and postal addresses	Stellenbosch Office – Physical: 1st Floor, Ou Kollege Building, 35 Kerk Street, Stellenbosch, 7600, South Africa Postal: PO Box 7403, Stellenbosch, 7599, South Africa Sandton Office – Physical: The Place, 1st Floor, 1 Sandton Drive, Sandhurst, Sandton, 2196, South Africa Postal: PO Box 650957, Benmore, 2010, South Africa
Head of body and designated Information Officer	Name Henning de Kock (CEO) T +27(0) 21 887 9602 E informationofficer@psgcapital.com

4.5 Information kept by PSG Capital in accordance with other legislation

Records are kept in accordance with relevant legislation applicable to PSG Capital, which includes, but is not limited to, the following –

Basic Conditions of Employment Act, No. 75 of 1997

- Employee details
- Employee next of kin or emergency contact details
- Conflict-of-interest declarations
- Education information
- Health and safety records
- Pension and provident fund records
- Leave records
- Internal evaluations and performance records
- Disciplinary records
- Training records

Broad-Based Black Economic Empowerment Act, No. 53 of 2003

- B-BBEE status
- B-BBEE status of suppliers
- Contractor and supplier agreements
- List of suppliers, products, services, and distributors

Companies Act, No. 71 of 2008

- Company registration records
- Corporate governance documents
- Meeting minutes / resolutions

Electronic Communications and Transactions Act, No. 25 of 2002

- Records of electronic communications and transactions

Employment Equity Act, No. 55 of 1998

- Employment equity records
- Recruitment and promotion records

Income Tax Act, No. 58 of 1962

- Tax returns and filings
- Records of income, expenses, and deductions
- Tax compliance certificates and correspondence

Labour Relations Act, No. 66 of 1995

- Disciplinary records and outcomes

Occupational Health and Safety Act, No. 85 of 1993

- Safety-related documents
- Incident reports, to the extent applicable
- Personal information for workmen's compensation
- Personal information of visitors
- CCTV footage

Promotion of Access to Information Act, No. 2 of 2000

- PAIA Manual
- PAIA guides and forms

Protection of Personal Information Act, No. 4 of 2013

- Data Retention Storage and Disposal Policy
- Internal Data Privacy Policy
- External Data Privacy Policy
- Incident Response Policy
- Website Privacy and Cookie Policy

Skills Development Act, No. 97 of 1998

- Sector Education and Training Authority reports
- Learning history reports
- Skills development levies

Unemployment Insurance Contributions Act, No. 4 of 2002 and Unemployment Insurance Act, No. 30 of 1996

- Employee details and employment contracts
- Employer registration and contribution records
- UIF claims records.

Value Added Tax Act, No. 89 of 1991

- VAT registration documents
- Tax invoices and credit notes
- VAT returns and filings
- VAT payment records
- Input VAT documentation
- Records for cross-border transactions
- VAT compliance records

4.6 Information held by PSG Capital in terms of the Act

NOTE: This section of the Manual sets out the categories and descriptions of records held by PSG Capital. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

CATEGORIES OF RECORDS	DESCRIPTION OF RECORDS
Financial Records	<ul style="list-style-type: none"> • Financial statements • Financial and tax records (company and Employees) • Asset register and insurance information • Banking details
Company Records	<ul style="list-style-type: none"> • Documents of incorporation • Statutory information • Share register • Minutes of meetings
Human Resources	<ul style="list-style-type: none"> • Employee records • Employment contracts • Personnel guidelines, policies and procedures • Training records • Payroll records
Operational Information	<ul style="list-style-type: none"> • Client documentation • Correspondence with Clients and third parties • Mandates and agreements with Clients • Files relating to Client matters and other Client information • General contract documentation • General operational information
Immovable and Movable Property	<ul style="list-style-type: none"> • Agreements for the lease of immovable property by PSG Capital • Agreements for the lease or sale of movable property by PSG Capital • Insurance records in respect of immovable and movable property • Asset register
Intellectual Property	<ul style="list-style-type: none"> • Trademarks and other intellectual property • Software and other licences
Information Technology	<ul style="list-style-type: none"> • Domain names • Records regarding computer systems and programmes held by PSG Capital
Library Information	<ul style="list-style-type: none"> • Electronic and hard copy publications of books, periodicals, circulars, notices and legislation • Precedent database
Website	<ul style="list-style-type: none"> • PSG Capital's website address is www.psgcapital.com and contains information regarding the company, including areas of expertise; Clients; news; Employee profiles and contact details

Miscellaneous	<ul style="list-style-type: none"> • Security agreements, guarantees and indemnities • Marketing agreements • Internal Correspondence • Agreements with service providers of PSG Capital • Correspondence of PSG Capital, including internal and external memoranda • Correspondence with the JSE, the Takeover Regulation Panel, the Competition Commission and other regulatory authorities
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4.7 **Records available without a person having to request access**

4.7.1 Publicly available information about PSG Capital on PSG Capital's website including, *inter alia*:

- PSG Capital's profile;
- areas of expertise;
- Employee profiles;
- publications and press releases; and
- latest B-BBEE score.

4.7.2 The categories of records are automatically available:

- to the Information Regulator;
- on PSG Capital's website; and
- for inspection, at PSG Capital's Stellenbosch and Sandton offices during normal office hours.

4.8 **Request Procedures**

Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of the Act. The Requester must comply with all the procedural requirements as set out in Act relating to requesting a record held by PSG Capital.

4.8.1 **Form of request**

The Requester must use the prescribed form to make the request for access to a record, which form is attached hereto as "**Annexure A**". This must be made to the Information Officer at the physical address, postal address, fax number or electronic mail address of the body concerned.

The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed.

The Requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the private body.

Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

4.8.2 Fees

The Information Officer must by notice require the Requester to pay the prescribed request fee (if any) before further processing the request. The forms and fee structure prescribed under the Act are set out in Annexure B of the regulations to the Act, which may be amended from time to time. The regulations are accessible via the Regulator's website (<https://inforegulator.org.za/acts/>).

If access to a record/s is granted by PSG Capital, the Requester may be required to pay an access fee for the search for and preparation of the records and for re-production of the record/s. PSG Capital can withhold a record/s until such access fees have been paid.

4.8.3 Timelines for consideration of a request

Requests for access by a requestor will be processed within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is necessary. Such considerations include:

- where the request is for a large number of records, or requires a search through a large number of records (including where records that have been archived electronically need to be restored);
- where the request requires a search for records in, or collection of such records from, an office of PSG Capital located far away from Stellenbosch or Sandton (as the case may be) or at a secure, external storage facility;
- consultation among divisions of PSG Capital or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original 30-day period;
- more than one of the circumstances contemplated above exist in respect of the request making compliance with the original period not reasonably possible; or
- the Requester consents in writing to such extension.

If an extension is necessary, you will be notified with reasons for the extension. If the Information Officer fails to communicate a decision on a request, such a request is then deemed to have been refused.

4.8.4 Decision on request

After the Information Officer has made a decision on the request, the Requester will be notified using the required form. If the request is granted then a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure.

4.8.5 Grounds of refusal of access

In terms of Part 3, Chapter 4 of the Act, PSG Capital may and in certain instances must refuse access to records on the grounds set out in the Act. The grounds include:

- that the record constitutes privileged information for the purposes of legal proceedings;
- that it is necessary to protect the commercial information or the confidential information of a Third Party;
- that it is necessary to protect the commercial information of PSG Capital;
- that it is necessary to protect the safety of individuals or property;
- that it is necessary to protect the research information of a Third Party or of PSG Capital; and

- that granting access would result in the unreasonable disclosure of Personal Information about a Third Party.

4.8.6 Remedies available to a requestor on refusal of access

PSG Capital does not have any internal appeal procedures that may be followed once a request to access information has been refused.

The decision of the Information Officer is final.

If you are not satisfied with the outcome of your request, you are entitled to approach the Information Regulator, and alternatively to a court of competent jurisdiction to take the matter further.

5. RECORDS OR INFORMATION NOT FOUND

- 5.1 If, after all reasonable steps to locate a record have been taken, and no record is found, then the Information Officer will notify the Requester, by way of an affirmation or affidavit that access to the requested and titled document cannot be provided. The affirmation or affidavit will include detailed account of the steps taken to try to locate the record.
- 5.2 Should a record be found at a later stage, the Information Officer shall provide the Requester access to such record, unless access to the record is refused on the grounds permitted by the Act (Part 3, Chapter 4).

6. AVAILABILITY OF THE MANUAL

This Manual is available on PSG Capital's website (www.psgcapital.com) and may be inspected, during business hours and free of charge, at the offices of PSG Capital. Copies of the Manual may be made, subject to the prescribed fees.

7. PROCESSING OF PERSONAL INFORMATION

- 7.1 **PSG Capital processes Personal Information of Data Subjects for one or more of the following non-exhaustive purposes:**
 - Fulfilling its obligations in terms of applicable legislation, as well as obligations imposed by the JSE, CTSE and other regulatory authorities;
 - Verifying information provided to PSG Capital;
 - Obtaining information necessary to provide contractually agreed services to Clients;
 - Monitoring, maintaining and managing PSG Capital's contractual obligations to Clients, suppliers, service providers, Employees, directors and other third parties;
 - Conducting due diligence processes on prospective Clients;
 - Marketing and advertising;
 - Historical record keeping, research and recording statistics necessary for fulfilling PSG Capital's business objectives;
 - Responding to any correspondence that the Data Subject may send to PSG Capital, including via email, telephone or PSG Capital's website or Client portal;
 - Executing payment processing functions;

- For such other purposes to which the Data Subject may consent from time to time; and
- For such other purposes as permitted in terms of applicable law.

7.2 PSG Capital may process all types of Personal Information, including Special Personal Information, of the following (non-exhaustive) categories of Data Subjects, which includes current, past and prospective Data Subjects:

- Clients and Employees, representatives, agents, contractors and service providers of such Clients;
- Regulatory, commercial, financial and other institutions and organisations with which PSG Capital engages in connection with its Clients, as well as their employees, representatives, agents, contractors and service providers;
- Suppliers, service providers to and vendors of PSG Capital and employees, representatives, agents, contractors and service providers of such suppliers and service providers;
- Directors and officers of PSG Capital;
- Shareholders;
- Job applicants;
- Existing and former Employees (including contractors, agents, temporary and casual Employees);
- Visitors to any premises of PSG Capital; and
- Correspondents.

7.3 The nature of Personal Information processed in respect of the above Data Subjects may include, as may be applicable:

- Name, identifying number, symbol, email address, physical address, postal address, telephone number, fax number, tax identification number, driving license number, company registration number, location, preferences, online identifier or other particular assignment to the Data Subject;
- Biometric information of the Data Subject;
- Education, medical, financial, criminal or employment history of the Data Subject;
- Information relating to the race, gender, marital status, national origin, age, disability, language and birth of the Data Subject;
- The personal opinions, views or preferences of the Data Subject;
- Confidential Correspondence sent by the Data Subject; and
- The views of opinions of another individual about the Data Subject.

7.4 **PSG Capital may supply Personal Information to the following recipients:**

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

7.5 **Planned or prospective transborder flow of Personal Information processed by PSG Capital in respect of the above categories of Data Subjects:**

Personal Information of Data Subjects may be transferred across borders, should any of PSG Capital's information technology infrastructure be hosted in foreign jurisdictions, or should this be required in the course of performing Client mandates or other contractual obligations.

7.6 **Security measures implemented or to be implemented by PSG Capital to ensure the confidentiality, integrity and availability for the Personal Information which may be or is being processed by PSG Capital:**

7.6.1 The security and confidentiality of Personal Information is important to PSG Capital. PSG Capital has established and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the Personal Information in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access, having regard to applicable legal requirements, industry practice and generally accepted information security practices and procedures relevant to PSG Capital.

7.6.2 In processing any Personal Information, PSG Capital endeavours to maintain the following security measures to help ensure the confidentiality, integrity and availability of information:

- **Physical Access** – Access to Personal Information is restricted in our offices and only to those Employees who need the Personal Information to perform a specific job / task.
- **Employee Training** – All Employees with access to Personal Information are kept up to date on our security and privacy practices.
- **Unique User Identification** – Employees each have a unique user ID assigned to them.
- **Passwords** – Where appropriate, PSG Capital shall ensure that there are passwords required for any access to Personal Information.
- **Physical access and privileges** – PSG Capital ensures that access to Personal Information is limited to Employees on a "need to know" basis.
- **Back-ups** – PSG Capital ensures that all Personal Information is backed-up regularly, based on operational or legal requirements, and that back up testing is conducted regularly in order to ensure that Personal Information can be recovered in the event that such Personal Information is lost, damaged, or destroyed.

- **Malware protection** – PSG Capital ensures that its environment has comprehensive malware protection software employed, which software is specifically designed to protect PSG Capital from the most recent malware infections.
- **Vulnerability scanning** – PSG Capital frequently conducts vulnerability scanning in order to assess whether Personal Information is adequately protected from external threats.
- **Systems Review** – PSG Capital conducts regular reviews of its technical and organisational security measure system in order to ensure that all of the above security measures are functioning effectively and applied consistently.

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 is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <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			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
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 <i>(Mark the applicable box with an "X")</i>	
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 disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
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)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
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

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 (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 will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (including copies of any 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	

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 (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:

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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	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
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 (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 Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer