



PROMOTION OF ACCESS TO INFORMATION MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Date of Revision: 24 October 2024

1 Introduction

- 1.1 This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2 of 2000 (“PAIA”) and to address requirements of the Protection of Personal Information Act, 4 of 2013 (“POPI”).
- 1.2 PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by any person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information (a) if the requester is able to show that the record is required for the exercise or protection of any rights; and (b) no grounds of refusal contained in PAIA are applicable.
- 1.3 This manual has been compiled in accordance with section 51 of PAIA, as amended by POPIA, which promotes the protection of personal information processed by both private and public bodies. This manual includes information regarding the lodging of objections to the processing of personal information and requests to destroy or delete personal information held by Truter Jones Incorporated (“Truter Jones”).
- 1.4 The objectives of this manual are to list of all records held by Truter Jones, set out the requirements with regard to who may request information in terms of PAIA and the grounds on which such a request may be denied, define the manner and form in which a request for information must be submitted and to comply with the additional requirements imposed by POPIA.

2 Information Regulator Guide

- 2.1 The Information Regulator (established in terms of POPIA) has compiled an official guide which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available from the Information Regulator free of charge.
- 2.2 The contact details of the Information Regulator are as follows:
 - 2.2.1 Physical address: The Information Regulator (South Africa) JD House, 27 Stiemens Street Braamfontein 2001
 - 2.2.2 Postal address: PO Box 31533, Braamfontein, 2017
 - 2.2.3 Telephone number: +27 10 023 5207
 - 2.2.4 Fax number: +27 11 403 0668
 - 2.2.5 PAIA Complaints email: PAIAComplaints@inforegulator.org.za
 - 2.2.6 POPIA Complaints email: POPIAComplaints@inforegulator.org.za
 - 2.2.7 General enquiries email: enquiries@inforegulator.org.za

3 Truter Jones Incorporated

- 3.1 Truter Jones is a personal liability company under registration number 2014/177992/21.
- 3.2 Truter Jones is a law firm incorporated in terms of the laws of South Africa, providing its clients with legal services in *inter alia* commercial, intellectual property, litigation and gambling and betting laws.

4 Contact Details and Information Officer

- 4.1 A director, Ms Amy Jones, is the duly appointed head of Truter Jones for the purposes of PAIA as well as Truter Jones' Information Officer for purposes of POPIA and is the person to whom requests for access to records should be addressed. Her contact details are as follows:

4.1.1 Physical Address: Sandton Close 2, Block A, 1st Floor
Corner Norwich Lane & 5th Street
Sandton, Johannesburg
2196

4.1.2 Postal Address: PO Box 1897
Fourways
2055

4.1.3 Telephone: 010 900 4477

4.1.4 Email: amyj@truterjones.com

4.1.5 Website Address: www.truterjones.com

4.1.6 Directors: Paul Truter and Amy Jones

- 4.2 Truter Jones has also appointed the following deputy information officer of Truter Jones for the purposes of PAIA and POPIA who is the person to whom requests for access to records can additionally be addressed to. Her contact details are as follows:

Name:	Diloshnie Gounder
Designation:	Practice Manager
Physical Address:	Sandton Close 2, Block A, First Floor, Cnr 5 th Street & Norwich Close, Sandton
Postal Address:	P O Box 1897, Fourways, 2055
Telephone:	010 900 4477
Email:	diloshnieg@truterjones.com

5 **Notice in terms of section 52(2) of PAIA**

As of the date of publication of this manual, no notice has been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

6 **Records available in terms of other legislation**

Records are kept by Truter Jones in accordance with the following legislation:

- 6.1 Basic Conditions of Employment Act, 75 of 1997;
- 6.2 Broad-Based Black Economic Empowerment Act 53 of 2003;
- 6.3 Companies Act, 71 of 2008;
- 6.4 Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- 6.5 Electronic Communications and Transactions Act, 25 of 2002;
- 6.6 Employment Equity Act, 55 of 1998;
- 6.7 Financial Intelligence Centre Act, 38 of 2001;
- 6.8 Income Tax Act; 58 of 1962;
- 6.9 Labour Relations Act, 66 of 1995;
- 6.10 Legal Practice Act 28 of 2014;
- 6.11 Occupational Health and Safety Act 85 of 1993;
- 6.12 Pension Funds Act 24 of 1956;
- 6.13 Skills Development Act, 97 of 1998;
- 6.14 Skills Development Levies Act, 9 of 1999;
- 6.15 Unemployment Insurance Act, 63 of 2001;
- 6.16 Value-Added Tax Act, 89 of 1991.

7 **Subjects and Categories of Records Held**

This section of the manual sets out the subjects and categories of records held by Truter Jones. The inclusion of any subject or category of records should not be construed as an indication that records falling within that subject or category shall be made available. In particular, certain grounds of refusal as set out in the PAIA may be applicable to such records.

7.1 **Statutory company documents**

- 7.1.1 Memorandum of incorporation and registration certificate of Truter Jones;
- 7.1.2 Share Register;
- 7.1.3 Records relating to the appointment of directors, auditors, and other officers; and
- 7.1.4 Minutes of meetings of the board of directors.
- 7.2 Finance and Income Tax
 - 7.2.1 Receipts and payments,
 - 7.2.2 Bank statements;
 - 7.2.3 A list of the company's debtors and creditors;
 - 7.2.4 Management Reports, Budgets and Asset Registers;
 - 7.2.5 Invoices;
 - 7.2.6 Salary information and correspondence;
 - 7.2.7 Pay-as-you-earn (PAYE) and Unemployment Insurance Fund (UIF) records;.
 - 7.2.8 Documents issued to employees for income tax purposes;
 - 7.2.9 All or any statutory compliance;
 - 7.2.10 Value-Added-Tax; and
 - 7.2.11 Skills development levies.
- 7.3 Labour Relation Records
 - 7.3.1 Personnel documents and records;
 - 7.3.2 Employment contracts;
 - 7.3.3 Medical Aid and Pension Fund records;
 - 7.3.4 Salary records;
 - 7.3.5 Disciplinary records and disciplinary code and/or procedures;
 - 7.3.6 Training Records and training manuals;
 - 7.3.7 Employee Leave records; and
 - 7.3.8 Address lists and internal telephone lists.
- 7.4 Risk and Compliance

- 7.4.1 Compliance records;
- 7.4.2 Policies and procedures;
- 7.4.3 Risk Assessment; and
- 7.4.4 Contracts.
- 7.5 Others
 - 7.5.1 Secretarial records;
 - 7.5.2 Supplier Lists;
 - 7.5.3 IT usage statistics and equipment details;
 - 7.5.4 Media releases and public relation events records.

8 Requests for Information

- 8.1 A request for information may only be made if the information is required for the exercise or protection of a legitimate right.
- 8.2 All requests for information must include sufficient particulars to enable Truter Jones to identify the right that the requester is seeking to protect together with an explanation as to why the information requested is required to exercise or protect such right.
- 8.3 Requests for information in terms of this manual may not be used to access a record for criminal or civil proceedings, nor should a record be requested after the commencement of such proceedings.

9 Records available in terms of POPIA

- 9.1 Personal information is collected and processed by Truter Jones in the ordinary course of the business of providing legal and related services. Truter Jones processes personal information for a number of reasons including:
 - 9.1.1 Onboarding of clients;
 - 9.1.2 Providing the requested services;
 - 9.1.3 Managing contracts, invoicing and accounting;
 - 9.1.4 General human resource and finance functions including those obligation imposed by legislation;
 - 9.1.5 Recruitment and procurement processes;
 - 9.1.6 Reviewing and collating information for purposes of determining legal issues and providing legal advice, preparing agreements, correspondence, opinions and documents relating to legal proceedings; and

- 9.1.7 To allow for proper functioning of the website which include but not limited to, proper display of content, interface personalisation and ensuring the safety and security of the website against misuse.
- 9.2 Categories of data subjects and types of personal information processed:
- 9.2.1 Truter Jones processes personal data/information of clients, service providers, employees, potential job candidates.
- 9.2.2 The types of personal information processed by Truter Jones is contained in our privacy policy relating to both living and juristic persons.
- 9.3 Disclosure of personal information to third parties
- 9.3.1 Truter Jones may disclose personal information to third parties such as associates for purposes of legal business, in accordance with applicable law and subject to the applicable professional and regulatory requirements relating to confidentiality.
- 9.3.2 Should Truter Jones disclose your information to third parties, it will be an obligation of the third party to ensure that your personal information is used for the purposes which the information was disclosed for. To this end, we have an agreement with relevant third parties to ensure the safety and security of your personal information is being properly adopted.
- 9.3.3 Truter Jones may be obliged to disclose your personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights.
- 9.4 Trans-border/Cross-border disclosure of personal information
- 9.4.1 Truter Jones may transfer your personal information to recipients outside of Republic of South Africa for purposes of providing requested legal services. We will ensure that the recipients of the personal information comply with POPIA and are subject to a law or binding agreement that provide a similar protection to POPIA.
- 9.5 Data Security
- 9.5.1 Truter Jones takes reasonable, appropriate and adequate technical and organisational measures to ensure the safety and protection of your personal information against unauthorised or unlawful processing, accidental loss, destruction, alteration, damage, disclosure or unauthorised access. We request any third party to which your information is disclosed, to do the same.
- 9.5.2 Truter Jones regularly reviews and updates its security controls and processes to ensure the safety of your personal information. However, where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorised person, we will notify the Regulator and you, unless the Regulator or a public body responsible for detection, prevention or investigation of offences, informs us that notifying you will impede a criminal investigation.

10 Right to Refuse Access to Information

- 10.1 Records of a public nature, typically those disclosed on Truter Jones' website, may be accessed without the need to submit a formal application.
- 10.2 Truter Jones has the right to refuse access to records where:
- 10.2.1 the record would unreasonably disclose personal information about a natural person, including a deceased individual (unless written permission for access is granted); and
 - 10.2.2 the record contains one of the following:
 - 10.2.2.1 financial, commercial, scientific or technical information whereby the disclosure thereof could likely cause harm to the financial or commercial interests of a third party or Truter Jones;
 - 10.2.2.2 information about research by a third party or Truter Jones which could put that third party or the entity at a disadvantage in a negotiation or prejudice him in competition, unless written consent is given;
 - 10.2.2.3 access would put the entity in breach of a duty of confidence which we owe a third party unless that third party gives written consent for access to be granted;
 - 10.2.2.4 access could be expected to endanger someone's life or physical safety, prejudice or impair the security of a building, structure, system, means of transport or other property;
 - 10.2.2.5 the record is privileged from being produced as evidence in legal proceeding, unless the person protected has waived that protection;
 - 10.2.2.6 if the request is for access to your personal information and you could not provide adequate proof of identity to Truter Jones; and
 - 10.2.2.7 requests for information that are frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

11 Procedure for Requesting Documents

- 11.1 Form of request
- 11.2 The requester is required to use the prescribed form annexed hereto as **Form 2** to submit a request for access to a record held by Truter Jones. The request is required to be made to the address or fax number or e-mail address of the information officer of Truter Jones and should be clearly addressed to the information officer.
- 11.2.1 The requester is required to provide sufficient particularity 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 to the record is required and if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
 - 11.2.2 The requester is required to state the right that he or she is seeking to exercise or

protect and provide a written explanation as to why the requested record is required for the exercise or protection of that right.

11.2.3 The requester will be informed whether or not the request has been granted in accordance with **Form 3** annexed hereto.

11.3 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1 (objection)** or **Form 2 (correction or deletion)**, annexed hereto.

11.4 Fees

11.4.1 The fee for a copy of this manual is R1.10 for every photocopy of an A4-size page or part thereof.

11.4.2 The request fee payable by a requester, other than a person seeking access to a record containing his or her personal information, is R50.00.

11.4.3 The access fees payable by a requester whose request for access to a record of Truter Jones has been granted are as follows:

11.4.3.1	For every photocopy of an A4-size page or part thereof	R1.10
11.4.3.2	For every printed copy of an A4- size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
11.4.3.3	For a copy in a computer-readable form on: <ul style="list-style-type: none"> (a) Flash drive <ul style="list-style-type: none"> • To be provided by requester (b) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R40.00 R60.00
11.4.3.4	For a transcription of visual images, for an A4-size page or part thereof	R40.00
11.4.3.5	For a copy of visual images	R60.00
11.4.3.6	For a transcription of an audio record, for an	R20.00



	A4-size page or part thereof	
11.4.3.7	For a copy of an audio record (a) Flash drive • To be provided by requester (b) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
11.4.3.8	Postage, e-mail or any other electronic transfer	Actual costs

11.4.4 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

11.4.5 For purposes of section 54(2) of PAIA, the following applies:

11.4.5.1 Six hours as the hours to be exceeded before a deposit is payable; and

11.4.5.2 One third of the access fee is payable as a deposit by the requester.

11.4.6 The actual postage is payable when a copy of a record must be posted to a requester.

11.5 Applicable time-periods

11.5.1 Truter Jones will inform the requester its decision of whether to grant the request or not within 30 days after receipt of the request.

11.5.2 The period provided in clause 11.4.1 above may be extended for a period of a further 30 days should the request be for a large number of records or requires an extensive search through a number of records which would unreasonably affect the day to day workings of Truter Jones.

11.6 Remedies for Refusal

11.6.1 Should the requester be dissatisfied with the Information Officer's decision, the requester may within 30 days after receiving the refusal notice apply to a court for the appropriate relief.

12 Availability of the Manual

The manual will be available for inspection at the offices of Truter Jones free of charge or on Truter Jones' website at <https://truterjones.com>.

13 **Updating of this Manual**

This manual will be reviewed and updated, if necessary, on a periodic basis.



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: <input type="text"/>
	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		
PARTICULARS OF RECORD REQUESTED			
<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>			
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 (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 record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
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 (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)	
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)	

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:	

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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
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 (<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:

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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			
• If provided to the requestor	R60.00		
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			
• 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 (calculated on one third of total amount per request)

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

FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN
TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL
INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL
INFORMATION, 2017
[Regulation 2(1)]**

Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party <i>(if the responsible party is a natural)</i> :		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....
Signature of data subject (applicant)

FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 3(2)]**

Note:

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

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

A		DETAILS OF THE DATA SUBJECT	
Surname:			
Full names:			
Identity number:			
Residential, postal or business address:			
			Code ()
Contact number(s):			
Fax number:			
E-mail address:			
B		DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>if the responsible party is a natural person</i>):			
Residential, postal or business address:			
			Code ()
Contact number(s):			
Fax number:			
E-mail address:			

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject