

Annexure A

Application form to request access to a record of Customer Loyalty Consultants Proprietary Limited in terms of the Promotion of Access to Information Act, Act No. 2 of 2000 (as amended) and the Protection of Personal Information Act, Act No 4 of 2013 (as amended).

A. Particulars of person requesting access to the record:

- a) The particulars of the person who requests access to the record must be given below.
- b) The Address and/or fax number with the Republic of South Africa to which the information should be sent, must be given.
- c) Proof of capacity in which the request is made must be attached (if applicable).

Full Names and Surname: _____

Identity Number:

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Postal Address: _____

Telephone Number: (____)_____ Fax Number: (____)_____

Email Address: _____

Capacity in which request is made when made on behalf of another person:

B. Particulars of person on whose behalf request is made:

This section must ONLY be completed if a request for information is made on behalf of another person.

Full Names and Surname: _____

Identity Number:

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C. Particulars of record:

- a) Provide full details of the record to which access is requested.
- b) If the provide space is inadequate, please continue on a separate page/ annexure and attach it to this form. The requested must sign all additional pages/ annexures.

1. Description of record or portion of the record requested:

2. Reference Number/ Heading (if Applicable):

3. Any further particulars of record:

D. Fees:

- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- b) You will be notified of the amount required to be paid as the request fee.
- c) 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.

E. Notice of Decision regarding request for access to record:

How would you prefer to be informed of the decision regarding your request for access to the record?



You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Signed at _____ this day ____ of _____ year _____.

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

FOR INTERNAL USE

Request received from: _____

Acting on Behalf of: _____ (if applicable)

Fee Payable received: _____

Signature of Information Officer of the Customer Loyalty Consultants