

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 AND THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 FOR LEPAS INTERNATIONAL PROPRIETARY LIMITED (REGISTRATION NUMBER 2021/355670/07)

1. INTRODUCTION

- 1.1. This manual is published according to sections 14 and 51 of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**"), which was promulgated to nurture an ethos that promotes transparency, accountability and effective governance of all private and public bodies. PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information in a manner that affords persons a means/platform to obtain the records of private and public bodies as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2. PAIA requires organisations to compile a manual to guide requesters of information. The Manual also indicates the types of records held by Chery International Proprietary Limited trading as Lepas South Africa ("**Lepas**") and the availability of such records from Lepas.
- 1.3. In addition, the manual explains how to access, or object to, or request correction or deletion of personal information held by Lepas in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.4. This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requestors are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to Lepas in terms of these Acts. However, in terms of section 19 of PAIA and Regulations 2 and 3 of the POPIA, Lepas will provide such assistance as is required in completing the necessary forms by parties applying for access to information or personal information.

- 1.5. Lepas makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requestor is complete or accurate or that such information is fit for any purpose. All users of any such information use it entirely at their own risk, and Lepas will not be liable for any loss, expense, liability or claims, however arising, resulting from the use of this manual or any information provided by Lepas or from any error therein.

2. OVERVIEW OF LEPAS

- 2.1. Lepas is an automotive manufacturer and wholesaler who imports and retails automotive vehicles and components for onward sale to Dealerships and/or customers.

3. INFORMATION OFFICER AND CONTACT DETAILS OF LEPAS

- 3.1. The Information Officer of Lepas is Michelle Verwey-Watson, whose contact details are as follows

Name	Contact details
Michelle Verwey-Watson	Telephone no: 010 448 5388 Email: informationofficer@chery.co.za or legal@chery.co.za

- 3.2. The contact details for the Head Office of Lepas are as follows –

Physical address Head office	Ground Floor, Flushing Meadows, The Campus, 57 Sloane Street, Bryanston, Sandton, 2191.
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4. GUIDE ON HOW TO USE PAIA

- 4.1. The Information Regulator has developed a guide on how to use PAIA in fulfilment of its obligation under section 10 of PAIA, which requires the Information Regulator to update and make available the existing guide that the South African Human Rights Commission has compiled.
- 4.2. The guide has been designed to be a guiding, user-friendly and accessible tool for any person who wishes to exercise any right contemplated in PAIA and POPIA. The guide is available in all of the official languages at <https://www.justice.gov.za/inforeg/docs.html>.

5. NOTICE IN TERMS OF SECTION 51(1)(C)

- 5.1. At this stage, notices have yet to be published by the Information Regulator on the categories of records automatically available without a person having to request access to it in terms of PAIA.
- 5.2. The records that are located on the Lepas website are, however, automatically available to any person requesting this information, and it is therefore not necessary to apply for access to it in terms of PAIA. The website address is <https://www.lepas-sa.co.za/>.

6. RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION IN TERMS OF SECTION 51(1)(D)

Records are kept per legislation as applies to Lepas, which includes (but may not be limited to) the following legislation –

- 6.1. Administration of Estates Act 66 of 1965;
- 6.2. Administrative Adjudication of Road Traffic Offences Act 46 of 1998;
- 6.3. Basic Conditions of Employment Act 75 of 1997;
- 6.4. Broad-Based Black Economic Empowerment Act 53 of 2003;
- 6.5. Companies Act 61 of 1973;
- 6.6. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6.7. Consumer Protection Act 68 of 2008;
- 6.8. Currencies and Exchange Act 9 of 1933;
- 6.9. Electronic Communications and Transactions Act 25 of 2002;
- 6.10. Employment Equity Act 55 of 1998;
- 6.11. Employment Services Act 4 of 2014;
- 6.12. Financial Intelligence Centre Act 38 of 2001;
- 6.13. Income Tax Act 58 of 1962;
- 6.14. Labour Relations Act 66 of 1995;
- 6.15. Pension Funds Act 24 of 1956;
- 6.16. Prevention of Combating of Corrupt Activities Act 12 of 2004;
- 6.17. Prevention of Organised Crime Act 121 of 1998;
- 6.18. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000;
- 6.19. Protection of Personal Information Act 2 of 2000;
- 6.20. Skills Development Act 9 of 1999;
- 6.21. Skills Development Levies Act 66 of 1995;
- 6.22. Unemployment Insurance Act 63 of 2001;
- 6.23. Unemployment Insurance Act 63 of 2001;
- 6.24. Unemployment Insurance Contributions Act 4 of 2002;
- 6.25. Value Added Tax Act 89 of 1991.

Access to the record in terms of the above legislation (or other as designated from time to time) is subject to the classification thereof as set out hereunder.

7. COMPANY RECORD CLASSIFICATION KEY

Classification Item	Level of Access	Reason for Classification
1	It may be disclosed.	Public Access Document
2	It may not be disclosed.	Request after commencement of criminal or civil proceedings (Sec 7)
3	It may be disclosed.	Subject to Copyright
4	Limited Disclosure.	Personal Information that belongs to the requester of that information (Sec 61)
5	It may not be disclosed.	Unreasonable disclosure of personal information of a natural person (sec 63(1))
6	It may not be disclosed.	Likely harm the commercial or financial interest of a third party (Sec 64(a)(b))
7	It may not be disclosed.	Likely to harm the Company or third party in contract or other negotiations (Sec 64(c))
8	It may not be disclosed.	Breach of confidence owed to a third party in terms of an Agreement (Sec 65)
9	It may not be disclosed.	Likely to compromise the safety of individuals protection of property (Sec 66)
10	It may not be disclosed.	Legally privileged documents (Sec 67)
11	It may not be refused.	Environmental testing/investigation which reveals public safety/environmental risks (Sec 64(2); Sec 68(2))
12	It may not be disclosed.	Commercial Information of a Private Body (Sec 68)
13	It may not be disclosed.	Likely to prejudice research and development information of Lepas or a third party (Sec 69)
14	It may not be refused.	A disclosure that is in the public interest (Sec 70)

8. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Description of Record/Document	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
POPIA Manual	Protection of Personal Information Act 4 of 2013

9. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)

The following table contains a description of the types of records/subjects on which Lepas South Africa holds and the categories of records maintained on each subject –

Subject	Description of record	Classification Item
Finance	<ul style="list-style-type: none"> • All or any statutory compliance • Asset registers • Audited Financial Statements • Bank statements • Budgets • Customer Information and Database • Documents issued to employees for income tax purposes • Management accounts • Orders, quotes and invoices • Corporate Public Records • Receipts and payments • Records of payments made to South African Revenue Services on behalf of employees 	<ul style="list-style-type: none"> • 12 • 12 • 12 • 12 • 12 • 12 • 12 • 12 • 6, 7, 12 • 1 • 7, 12 • 12
Legal	<ul style="list-style-type: none"> • Contracts • Policies and procedures • Statutory Records 	<ul style="list-style-type: none"> • 6, 10, 12 • 12 • 10, 12
Sales, Aftersales, Fleet & Neighbouring Countries Marketing & Brand	<ul style="list-style-type: none"> • Current Product information • Customer Information and database • Market Information • Marketing and future product Strategies • Media Releases • Owner Manuals 	<ul style="list-style-type: none"> • 1, 4 • 12 • 12, 13 • 12 • 1 • 1

	<ul style="list-style-type: none"> • Performance Records • Product Brochures • Product sales record • Quality records • Sale Records 	<ul style="list-style-type: none"> • 12 • 1 • 1 • 12 • 12
Human Resources	<ul style="list-style-type: none"> • Address lists • Disciplinary code and/or procedures • Disciplinary records • Employment contracts • Internal telephone lists • Leave records • Medical aid records • Pension Fund records • Personnel documents and records • Salary records • Training manuals • Training records 	<ul style="list-style-type: none"> • 4, 5 • 12 • 4 • 4, 5 • 12 • 4, 5 • 4, 5 • 4, 5 • 4, 5, 9, 10, 12 • 4, 5, 10, 12 • 12 • 12
Deal Network	<ul style="list-style-type: none"> • Dealer Floor plans and layouts • Dealer Franchise Documents 	<ul style="list-style-type: none"> • 12 • 12
Logistics	<ul style="list-style-type: none"> • Logistic Record 	<ul style="list-style-type: none"> • 6, 7, 8, 12

This list is not all-inclusive and may be updated, amended or reviewed by Lepas from time to time.

10. PROCESSING OF PERSONAL INFORMATION

10.1. POPIA

10.1.1. Chapter 3 of POPIA provides the minimum conditions for the lawful processing of Personal Information. These conditions may only be derogated from if specific exclusions apply as outlined in POPIA.

10.1.2. Lepas processes personal information per POPIA. In terms of our privacy policy, Lepas will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. Lepas processes the personal information of both living and juristic persons.

10.2. Purpose for the processing of personal information by Lepas

As stated in our privacy policy, Lepas processes personal information for several reasons including, but not limited to, –

10.2.1. providing requested services;

10.2.2. managing the commercial relationship with you, including –

10.2.2.1. communications with you regarding purchase information;

10.2.2.2. sending you important information regarding changes to our terms and conditions;

- 10.2.2.3. sending you administrative information;
- 10.2.2.4. managing complaints; and
- 10.2.2.5. processing your payments.
- 10.2.3. manage dispute resolution and other commercial risks;
- 10.2.4. create and manage supplier relationships;
- 10.2.5. manage contracts, orders, deliveries, invoices and accounting;
- 10.2.6. sending quotation estimates;
- 10.2.7. collect statistical information and run analytics to improve services and understand customers better;
- 10.2.8. general human resource and finance functions, including those obligations imposed by legislation;
- 10.2.9. sending marketing communications and managing a list of customers who wish not to receive marketing material; and
- 10.2.10. to allow proper functioning of the website, which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

10.3. Categories of data subjects

Lepas processes personal information relating to the following categories of data subjects

- 10.3.1. customers/clients;
- 10.3.2. shareholders;
- 10.3.3. directors;
- 10.3.4. employees and job applicants;
- 10.3.5. juristic entities (i.e. service providers, contractors, consultants, franchisees)
- 10.3.6. complainants and enquirers;
- 10.3.7. visitors to premises;
- 10.3.8. individuals captured by CCTV images; and
- 10.3.9. individuals who have an interest in the products and services of Lepas.

10.4. Types of information (and special personal information) processed

- 10.4.1. As stated in our privacy policy, Lepas processes the following types of personal information, amongst others, –
 - 10.4.1.1. name and surname;
 - 10.4.1.2. email address and postal address (invoicing);
 - 10.4.1.3. phone number;
 - 10.4.1.4. transaction information (details regarding the service subscribed, transaction number);

- 10.4.1.5. medical information (of employees);
- 10.4.1.6. services history;
- 10.4.1.7. payment information;
- 10.4.1.8. data relating to the commercial relationship and details regarding the service subscribed (including duration and any correspondence);
- 10.4.1.9. billing data; and
- 10.4.1.10. information collected by cookies or similar technologies.
- 10.4.1.11. Please refer to our privacy policy for further information.

10.5. Disclosure of your personal information

- 10.5.1. We may disclose your personal information to third parties who are involved in the delivery of products and services to you or Lepas, such as the Lepas Group of Companies in South Africa and other countries, Lepas's authorised dealers and franchisees, trusted service providers, contractors and/or consultants who provide goods or services under one of Lepas's brands, and our service providers and agents who perform services on Lepas's behalf, the Lepas Group (sub-contractors).
- 10.5.2. Where Lepas discloses your personal information to any third party, the latter will be obliged to use it for the reasons and purposes it was disclosed. To this end, we have agreements with these third parties to ensure this and an adequate level of security and confidentiality for your personal information.
- 10.5.3. Lepas may disclose the listed personal information to third parties with your consent:
 - 10.5.3.1. We are obligated to provide such information for legal and regulatory purposes;
 - 10.5.3.2. We are required to do so for purposes of existing or future legal proceedings;
 - 10.5.3.3. We are selling one or more of our businesses to someone to whom we may transfer rights;
 - 10.5.3.4. For the prevention of fraud, loss, bribery or corruption.
 - 10.5.3.5. If required, provide or manage information, products, and services to data subjects.
 - 10.5.3.6. To improve the quality of our products or services.
- 10.5.4. If personal information is disclosed to Lepas by a third party on your behalf, we may require the third party to confirm the consent obtained from you and to inform you of the contents of this manual and any other privacy policy as implemented, updated, reviewed or amended by Lepas from time to time.

- 10.5.5. Lepas may be obliged to disclose your personal information that we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights.

10.6. Trans-border/Cross border flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. Lepas will comply with the conditions set out in section 72 of POPIA in respect of all cross-border transfers of personal information.

10.7. General description of information security measures

- 10.7.1. Lepas takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access. We contractually require that service providers who handle your personal information for us do the same.
- 10.7.2. Lepas regularly reviews the security controls and related processes to ensure that personal information is secure.

11. **HOW TO REQUEST ACCESS TO A RECORD**

- 11.1. To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the above addresses.
- 11.2. 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), attached to this Manual as **Annexure B**.
- 11.3. The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested. The requestor must indicate which form of access is required, identify the right they are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.
- 11.4. If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request to the reasonable satisfaction of the Information Officer.
- 11.5. PAIA provides certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether to grant a request for access to information.

12. PAYMENT OF FEES

- 12.1. PAIA provides for two types of fees, namely –
 - 12.1.1. a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and
 - 12.1.2. an access fee, payable when access is granted, must be calculated by taking into account reproduction costs, search and preparation time and cost, and postal costs.
- 12.2. After a request is made, the Information Officer shall, by notice, require the requester, excluding the personal requester, to pay the prescribed request fee (if any) before further processing the request.
- 12.3. If the search for and preparation for disclosure of the record has been made, including an arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Lepas will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 12.4. Lepas may withhold a record until the requester has paid the fees as indicated in **Annexure C**.
- 12.5. A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required over the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the request form.
- 12.6. In terms of POPIA, a data subject has the right to request Lepas to confirm, free of charge, whether or it holds personal information about the data subject and request from Lepas the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 12.7. POPIA further provides that where the data subject is required to pay a fee for services provided to them, Lepas must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

13. APPLICABLE TIME-PERIODS

- 13.1. Lepas will inform the requester within 30 days after receipt of the request of its decision on whether or not to grant the request.

- 13.2. The 30 days may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Lepas or the records are not located at Lepas.

14. **OUTCOME OF THE REQUEST (GRANTING OR REFUSING)**

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon, and that the requester may lodge an application with a Court against the refusal of the request.

15. **GROUNDINGS FOR REFUSAL OF ACCESS TO RECORDS**

- 15.1. In terms of Section 62 to 69 of PAIA, access granted to a record may be refused on one or more of the following grounds –

- 15.1.1. protection of privacy to a third party who is a natural person;
 - 15.1.2. protection of the commercial information of a third party;
 - 15.1.3. protection of certain confidential information of a third person;
 - 15.1.4. protection of the safety of individuals and the protection of property;
 - 15.1.5. protection of records privileged from production and legal proceedings;
 - 15.1.6. the commercial information of Lepas;
 - 15.1.7. the protection of research information of a third party.
- 15.2. Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

16. **REMEDIES FOR REFUSAL**

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may apply to a Court for the appropriate relief within 30 days after notification of the refusal.

17. **AVAILABILITY OF THE MANUAL**

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Lepas. The electronic version of this manual is available on the website of Lepas.

18. **UPDATING OF THIS MANUAL**

This manual will be reviewed and updated, if necessary, periodically or as determined by the Information Officer.

ANNEXURE A

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Act) [Regulation 10]**

A. Details of private bodies

The Head: _____

Company Name: _____

Company Registration Number: _____

B. Details of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

C. Details of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____
Telephonenumber: _____
E-mail address: _____

D. Details of record

- (a) 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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. 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.
You will be notified of the amount required to be paid as the request fee.
- (b) The **fee payable for access** to a record depends on the form in which access is required, and
- (c) the reasonable time required to search for and prepare a record.
If you qualify for exemption of the payment of any fee, please state the reason for
- (d) exemption.

Reason for exemption from payment of fees:

F. Access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	
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Mark the appropriate box with an X. NOTES:

(a) *Compliance with your request in the specified form may depend on the form in which the record is available.*

(b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record

2. If record consists of visual images			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (<u>stiffy</u> or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?		YES	NO
Postage is payable.			

G. Particulars: Right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the right:

H. Notice of decision regarding request for access

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.

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

Signed at _this _____ day of _____ 20____ Name

Signature of requestor /
person on whose behalf request is made

of requestor /
person on whose behalf request is made

Lepas

CHERY INTERNATIONAL (PTY) LTD TRADING AS LEPAS SOUTH AFRICA
Registration Number: 2021 / 355670 / 07. VAT 4780294940.
Managing Director/Chairman: CHUNQING CHEN.



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:

*Affidavits or other documentary evidence in support of the request must be attached.
 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 DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural person):	

Lepas (PTY) LTD
The Campus, Ground floor, Flushing Meadows,
57 Sloane Street, Bryanston, Sandton, 2191.
www.lepas-sa.co.za
lepasbrand@lepas-sa.co.za



Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	

Lepas (PTY) LTD

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**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:

*Affidavits or other documentary evidence in support of the request must be attached.
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 personal information about the data subject which is in possession or
under the control of the party responsible.

☐

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

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

The Campus, Ground floor, Flushing Meadows,
57 Sloane Street, Bryanston, Sandton, 2191.
www.lepas-sa.co.za
lepasbrand@lepas-sa.co.za

Lepas

[illegible]

Signed at this day of 20.....

Signature of Data subject

Lepas (PTY) LTD

The Campus, Ground floor, Flushing Meadows,

57 Sloane Street, Bryanston, Sandton, 2191.

www.lepas-sa.co.za

lepasbrand@lepas-sa.co.za

**ANNEXURE C – FEES**

FEES IN RESPECT OF PRIVATE BODIES		
Item	Description	Amount
1	The request fee is payable by every requester	R140.00
2	Photocopy/printed black and white copy of A4- size page	R2.00 per page or part thereof.
3	Printed copy of A4-size page	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on: <ul style="list-style-type: none"> • Flash drive (to be provided by requester) • Compact disc ○ if provided by the requester ○ if provided to the requester 	R40.00 R40.00 R60.00
5	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R24.00
8	Copy of an audio record, per A4-size page <ul style="list-style-type: none"> • Flash drive (to be provided by requestor) • Compact disc ○ if provided by the requester ○ if provided to the requester 	R40.00 R40.00 R60.00
	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.	R145.00
	To not exceed the cost of	R435.00
10	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.