

The Acorn Agri & Food Group and its Subsidiaries

MANUAL

**Published in terms of Section 51 of the
Promotion of Access to Information Act 2
of 2000**

(Applicable provisions of the Protection of Personal Information Act 4 of 2013 are included in this Manual)

Contents

1. Preamble	3
2. Contact Details of AAF	3
3. Introduction	3
3.1 Objectives of Manual	4
3.2 Availability of the AAF PAIA manual	5
3.3 Who may Request Access to Information	5
3.4 Guidance to Requesters on how to Use the Act	5
4. Classes of records	6
4.1 Records automatically available to the Public - Section 51 (1) (b) (ii)	6
4.2 Records available in accordance with other legislation - Section 51 (1) (b) (iii)	7
4.3 Records held by AAF/ Categories of Information	8
4.4 Other Information	9
5. Processing of personal information	9
6. Access procedure and access	10
6.1 Data Subject rights	10
6.2 Special Personal Information	11
6.3 Personal Information of children	11
6.4 Guidance on Completion of Prescribed Access Form	12
6.5 Submission of Prescribed Access Form	12
6.6 Applicable time periods	12
7. Refusal of Access to Records	12
7.1 Grounds for refusal	12
7.2 Remedies available when AAF refuses a request for information	13
7.3 External remedies	13
7.4 Payment of Prescribed Fees	14
8. Records that cannot be found or do not exist	15
9. Revision history	15
10. Useful Terms	16
Annexure 1	17
Annexure 2	18
Annexure 3	19
Annexure 4	22
Annexure 5	23
Annexure 6	24

1. Preamble

The Promotion of Access to Information Act 2 of 2000 (“the Act”) came into operation on 23 November 2001. The Act was put in place to actively promote a society in which the people of South Africa have effective access to information, which enables them to fully exercise and protect their rights.

This Manual has been prepared in terms of section 51 of PAIA and regulation 4(1)(c) of the Regulations relating to the Protection of Personal Information, 2018 of POPIA, for the Acorn Agri and Food Group (“AAF”). The intention is to ensure that AAF complies with PAIA and POPIA and also instils the principles of other relevant privacy legislation of South Africa by fostering the culture of transparency and accountability and giving effect to the right to information.

2. Contact Details of AAF

Any requestor is advised to contact the Information Officer should he/she require any assistance in respect of the utilisation of this Manual and/or the requesting of documents/information from AAF.

Company details: Acorn Agri and Food Limited Registration number: 1998/001018/06 Address: Unit 2C The Beachhead, 10 Niblick Way, Somerset West, Western Cape, South Africa	
Group CEO: Andre Uys Physical Address: Unit 2C The Beachhead, 10 Niblick Way, Somerset West Postal Address: PO Box 3360, Somerset West, 7129 Tel: (021) 852 2887 E-mail: andre@acorn.co.za	Information Officer: Annmarie Steyn Physical Address: 11 Donkin Street, Caledon, 7230 Postal Address: PO Box 50, Caledon, 7230 Tel: (028) 214 3800 E-mail: annmarie@acorn.co.za

3. Introduction

Acorn Agri & Foods Limited was established in 2018 through the merger between Overberg Agri Limited and Acorn Agri (Pty) Ltd.

The list of subsidiaries covered in this manual is available in Annexure 1.

The Promotion of Access to Information Act 2 of 2000 (“PAIA” or “the Act”) fosters a corporate culture of transparency and accountability, within the context of the protection of personal information. AAF is a “private body”, as described in PAIA.

PAIA provides that a person, other than a government department or agency, may only request information in terms of the Act, if the information is required for the exercise or protection of a right. Information will therefore not be furnished unless a person clearly provides sufficient particulars on the request form to enable

AAF's Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or to protect as well as an explanation of why the requested information is required for the exercise of protection of that right.

In addition to this, such information may only be provided if:

- the person requesting the information complied with the procedural requirements of AAF relating to such requests for information; and
- there is no ground on which to refuse access to such information.

3.1 Objectives of Manual

With the above provisions in mind, AAF compiled this Promotion of Access to Information and Protection of Personal Information Manual ("Manual") to assist potential requestors as to the procedure to be followed when requesting access to information/documents from AAF as contemplated in terms of PAIA, as well as to set out the protection that AAF provide to any personal information that the company keeps in terms of both PAIA and the Protection of Personal Information Act 4 of 2013 ("POPIA").

AAF compiled this Access to and Protection of Information Manual ("Manual") to assist the public to:

- check the categories of Records held by AAF which are available without a person having to submit a formal PAIA request;
- have a sufficient understanding of how to make a request for access to a Record of AAF, by providing a description of the subjects on which AAF holds Records and the categories of Records held on each subject;
- know the description of the Records of AAF which are available in accordance with any other legislation;
- access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the Records they intend to access;
- know the description of the guide on how to use PAIA ("Section 10 Guide"), as updated by the Regulator and how to obtain access to it;
- know if AAF will process Personal Information, the purpose of Processing of Personal Information and the description of the categories of Data Subjects and of the Personal Information or categories of Personal Information relating thereto;
- know the description of the categories of Data Subjects and of the Personal Information or categories of Personal Information relating thereto;
- know the recipients or categories of recipients to whom the Personal Information may be supplied;
- know if AAF has planned to transfer or Process Personal Information outside the Republic of South Africa and the recipients or categories of recipients to whom the Personal Information may be supplied;
- know whether AAF has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed; and
- request the correction, deletion or destroying of Personal Information.

This Manual has been prepared in terms of section 51 of PAIA and regulation 4(1)(c) of the Regulations relating to the Protection of Personal Information, 2018 of POPIA, for AAF only. The intention is to ensure that AAF complies with PAIA and POPIA and instils the principles of other relevant privacy legislation of South Africa by fostering the culture of transparency and accountability and giving effect to the right to information.

Please note: This Manual is not exhaustive, nor does it comprehensively deal with, every procedure provided for in POPIA and PAIA. Requesters are advised to familiarise themselves with the provisions of these Acts before making any requests to AAF in terms of these Acts.

3.2 Availability of the AAF PAIA manual

This Manual is published on AAF's website at www.acornagri.com or alternatively, a copy can be requested from the Information Officer (see contact details in section 1.4).

This Manual may be amended from time to time and the final/latest version of the Manual will be made public.

3.3 Who may Request Access to Information

In terms of section 1 of PAIA, a "requester", in relation to a private body, means:

- any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body; or
- a person acting on behalf of the person contemplated in subparagraph (i).

The above means that a requester may act on behalf of a person in making a request for a record.

In terms of section 53(2)(d) of PAIA, a request for access must at least require the requestor concerned to identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

In essence, PAIA provides that a requestor will be entitled to access to a record if the record is required for the exercise or protection of a right.

Requests can be made:

- as a personal request;
- as an agent of a requester on behalf of someone else; and
- as a third-party seeking information.

All AAF clients are allowed to access their own information without having to go through the formal information request process provided that the information is not to be used in any legal action.

The process only applies to information that exist at the time of the request and it does not require AAF to create a Record which does not exist at the time of the request.

3.4 Guidance to Requesters on how to Use the Act

The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The guide to the Act can be obtained below:

Postal Address:

Information Regulator of South Africa
P.O Box 31533,
Braamfontein,
Johannesburg,
2017

Physical Address

JD House,
27 Stiemens Street,
Braamfontein,
Johannesburg,
2001

Queries can be directed to:

General enquiries: enquiries@infoeregulator.org.za.

Complaints (complete POPIA/PAIA form 5):

PAIAComplaints@infoeregulator.org.za - should your PAIA request be denied or there is no response from a public or private bodies for access to records you may use this email address to lodge a complaint.

POPIAComplaints@infoeregulator.org.za – should you feel that your personal information has been violated, you may use this e-mail address to lodge a complaint.

The Guide can also be obtained-

- upon request to the Information Officer of AAF;
- from the website of the Regulator (<https://infoeregulator.org.za/>).

4. Classes of records

4.1 Records automatically available to the Public - Section 51 (1) (b) (ii)

Please note that no description of category of records have been submitted to the Minister in terms of section 52(1) of the Act for publication.

The following Records of AAF available without a person having to request access by completing Form 2 as attached:

- Product and promotional brochures;
- Marketing information;
- Newsletters;
- Booklets;
- Pamphlets and brochures;
- Posters;
- Reports;
- Other literature intended for public viewing; and

- Documents and information relating to AAF which is held by the Companies and Intellectual Properties Commission in accordance with the provisions of the Companies Act 71 of 2008;

Some of the information is freely available on AAF's website at www.acornagri.com.

If the above Records are not available on AAF's website, where a person may download it, he/ she may request a copy telephonically or by sending an email or a letter to the Information Officer.

If a copy is requested, a payment of the prescribed fee as set out in this Manual for reproduction is required.

If a person only wants to inspect the Records, it can be arranged with the Information Officer/ Deputy Information Officer at the head office of AAF during normal office hours.

4.2 Records available in accordance with other legislation - Section 51 (1) (b) (iii)

Where applicable to its operation, AAF also retains records and documents in terms of legislation listed below for the relevant periods as provided in the applicable legislation. Please note that the records referred to on the listed legislation below are not exhaustive and as such, each request for access to record will be treated uniquely with consideration of applicable legislation, procedure and policy.

Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of this legislation shall be made available for inspection by interested parties (stakeholders) in terms of the requirements and conditions of the Act.

Records kept in accordance with such other legislation as applicable to AAF which includes, but is not limited to:

Topic	Applicable legislation
Employee-Employer Relationship	Basic Conditions of Employment Act 75 of 1997
	Compensation of Occupational Injuries and Diseases Act 13 of 1993
	Disaster Management Act 57 of 2002
	Employment Equity Act 55 of 1998
	Labour Relations Act 66 of 1995
	Occupational Health and Safety Act 85 of 1993
	Unemployment Insurance Act 30 of 1966
	Skills Development Act 97 of 1998
	Pension Funds Act 24 of 1956
	Mine Health and Safety Act 29 of 1996
Revenue/ Income	Value Added Tax Act 89 of 2001
	Income Tax Act 58 of 1962
	Skills Development Levies Act 9 of 1999
	Taxation Laws Amendment Acts
	Unemployment Contributions Act 63 of 2001
General	National Credit Act 34 of 2005
	Promotion of Access to Information Act 2 of 2000
	Protection of Personal Information Act 4 of 2013
	Broad-Based Black Empowerment Act 46 of 2003
	Companies Act 71 of 2008
	Constitution of the Republic of South Africa Act 108 of 1996
Copyright Act 98 of 1978	

	Competition Act 89 of 1998
	Electronic Communications and Transaction Act 25 of 2002
	Consumer Protection Act 68 of 2008
	Financial Intelligence Centre Act 31 of 2001

4.3 Records held by AAF/ Categories of Information

This clause serves as a reference to the records that AAF holds. The information is classified and grouped according to records relating to the following subjects and categories.¹

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter:

Subject on which AAF holds records	Categories of records
Statutory Company Information	Records of Incorporation
	Certificates to Commence Business
	Copies of forms lodged with the Companies and Intellectual Properties Commission
	Minutes of Meetings
	Resolutions
	Company Register
	Share Register
Retirement Fund Records	Fund Rules
	Fund Account Records
	Minutes of Meetings of Pension Fund Trustees
	Actuarial Valuation Report
	Contribution Reports
	Annual Accounts
Fixed Property	Title Deeds
	Lease
	Building Plans
	Mortgage Bonds or other encumbrances to fixed property
Operational And Transactional Records	Products
	Market
	Customers
	Brochures, Newsletters and Advertising Material
	Sales
	Policies and Procedures
	Domestic and Export orders
Legal Records	Documentation pertaining to Litigation or Arbitration
	Agreements
	Licenses and Permits
Insurance Records	Claims

¹ Section 51(1)(e) of PAIA

	Insurance Policies
	Correspondence
Marketing, Suppliers and Products	Marketing and Advertising Records
	Brochures and other Promotional Information
	Supplier details, including Terms and Conditions
	Product Orders and - Specifications
Customer Records and Credit Services	Application Forms
	Customer details, including Payments
	Transaction Records
	Statutory Records
	Records provided by a Third Party
	Correspondence
Information Technology	Business and Data Information
	Domain Name Registrations
	IT Technology Capabilities
Intellectual Property	Trademarks, Trade Names, Designs and Protected Name
	Agreements and Patents pertaining to Intellectual Property
Human Resources and Financial Division	Employee Records
	Employment Contracts
	Employee Policies, Procedures and Guidelines
	Employee Disability Records
	Recruitment Records
	Audited Financial Statements
	Tax records (Company & Employees)
	Management Accounts
	Asset Register

4.4 Other Information

AAF may possess information and records pertaining to other parties, including and without limitation: suppliers, holding- and subsidiary companies, joint venture companies and service providers.

All AAF clients and employees are allowed to access their own information without having to go through this formal information request process provided that the information is not to be used in any legal action.

The process only applies to information that exist at the time of the request and it does not require the AAF to create a record which does not exist.

5. Processing of personal information

AAF will only process Personal Information in accordance with the current South African privacy legislation such as POPIA. Accordingly, the relevant privacy conditions and requirements relating to the processing

thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any Personal Information processed by AAF.

This applies to personal information relating to employees and third parties, as well as information received from third parties.

Description of the categories of Data Subjects and of the information or categories of information relating thereto- PAIA Sec 51 (1)(c)(ii):

AAF may Process Personal Information of the following categories of Data Subjects and of the information or categories of information relating thereto:

Categories of Data Subjects	Description	Personal Information that may be Processed
Employees	Employees of AAF and may include directors, fixed term consultants, and prospective employees.	Record of employee life cycle, e.g., name, surname, identity number/ passport number, address, qualifications, employment history, medical history, financial history, marital status, dependents, nationality, pregnancy. Social origin, well-being, disability, culture, language, gender, race, personal opinions, preferences and views, salary, etc.
Clients	Juristic persons or natural persons who pay for AAF's services or products.	Record of client life cycle, e.g., name, registration number or identity number, trade secrets, financial and criminal history, ownership, governance, risk and compliance management frameworks, structures and Records, statutory records, directors, management and staff's Personal Information, employment status, symbol, e-mail address, physical address, telephone number, location information and/ or online identifier, relevant management Records, organograms, whistle blower reports, minutes of meetings, audit findings and reports, Personal Information impact assessments, policies and procedures, confidential correspondence, etc.
Suppliers and Service Providers (Natural or juristic persons)	Providers of services and/or their products to AAF.	Record of supplier or service provider life cycle, e.g., name, products, services, registration number or identity number, trade secrets, financial and criminal history, ownership, governing body, employment status, bank details, symbol, e-mail address, physical address, telephone number, location information and/ or online identifier, etc.

6. Access procedure and access

6.1 Data Subject rights

A Data Subject has the right to:

- request AAF to confirm, free of charge, whether AAF holds Personal Information about such Data Subject;

- request from AAF the Record or a description of the Personal Information about him/ her or it, held by AAF, including information about the identity of all Third Parties, or categories of Third Parties, who have, or have had, access to the information, within a reasonable time, at a prescribed fee, if any, in a reasonable manner and format and in a form that is generally understandable;
- request AAF to correct or delete Personal Information about him/ her or it in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully;
- request AAF to destroy or delete a Record of Personal Information about him/ her or it that AAF is no longer authorised to retain; or
- object to the Processing of their Personal Information.

AAF will take all reasonable steps to confirm a Data Subject's identity before providing details of their Personal Information or making changes to their Personal Information.

If a Data Subject is required by AAF to pay a fee for services provided to the Data Subject to enable AAF to respond to a request, AAF -

- will give the Personal Requester a written estimate of the fee before providing the services and may require the Personal Requester to pay a deposit for all or part of the fee.
- may or must refuse to disclose any information requested on the same grounds for refusal of access to Records as set out in this Manual.

6.2 Special Personal Information

The following Special Personal Information concerning a Data Subject will not be supplied to Third Parties without the consent of the Data Subject:

- religious or philosophical beliefs;
- trade union membership; and
- political persuasion.

AAF will, in circumstances when it is not subjected to an obligation of confidentiality by virtue of office, profession or legal provision, treat the information relating to its Employees' health or sex life as confidential, unless it is required by law or in connection with its duties to communicate the information to other parties who are authorised to process such information in accordance with Section 32(1) of POPIA.

The Processing of information regarding the criminal behaviour or biometric information concerning personnel in the service of AAF will take place in accordance with the rules established in compliance with labour legislation.

6.3 Personal Information of children

AAF will only Process the Personal Information of its Employees children for purposes of the Employees' employment benefits, e.g. if the Processing is in the public interest and appropriate safeguards have been put in place to protect the Personal Information of the child.

If the Information Regulator has granted authorisation, AAF will comply with the conditions imposed on it with regard to how it will, upon request of a Competent Person provide a reasonable means for that person to-

- review the Personal Information Processed; and

- refuse to permit its further Processing.

6.4 Guidance on Completion of Prescribed Access Form

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in paragraph 7.4 below. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested.

To facilitate the processing of your request, kindly:

- Use the prescribed Access Request Form and its annexures (Annexure B) below.
- Type or print in block letters.
- If a question is not applicable, answer as “N/A”.
- Proof of identity is required to identify the requester.
- Provide sufficient details to enable an efficient processing of your request e.g. dates, ID or reference numbers.
- Provide sufficient details of the record requested.
- Address the prescribed form to the contact person in section 2.
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof should be indicated.

6.5 Submission of Prescribed Access Form

The completed Access Request Form and its annexures, if applicable, must be submitted via registered mail or email and must be addressed to the Information Officer.

6.6 Applicable time periods

AAF will inform the requester within 30 (thirty) days after receipt of the request of its decision whether or not to grant the request. The 30 (thirty)-day period may be extended by a further period of not more than 30 (thirty) 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 AAF or the records are not located at AAF, or consultations with another private body is required.

7. Refusal of Access to Records

7.1 Grounds for refusal

The Information Officer is obliged to refuse access to a record if:

- the disclosure would be an unreasonable disclosure of Personal Information about a Third Party, including a deceased individual;²
- the request for access will be refused if the record contains trade secrets, financial, commercial, scientific or technical information of the body or a Third Party that is likely to harm AAF or Third Party;³
- information supplied in confidence by a third party;⁴
- if disclosure would constitute an action for breach of the duty of confidence owed to a Third Party in terms of an agreement;⁵
- disclosure could reasonably be expected to endanger the life or physical safety of the individual;
- disclosure would involve the unreasonable disclosure of Personal Information of that natural person's privacy (Section 63(1));
- violates the protection and safety of individuals and protection of property (Section 66);
- it is for the protection of records which would be regarded as privileged in any legal proceedings, unless the person so entitled to privilege waives the privilege (Section 67);
- the disclosure of research information of AAF or a Third Party on behalf of AAF would expose the Third Party, AAF, the researcher or the subject matter of the research to serious disadvantage; and
- the Information Officer is of the opinion that processing requests will be unreasonably time consuming and lead to waste of resources. In addition, the Information Officer may refuse access to a record if the request is seen to be made by a requester to unnecessarily annoy or provoke.

The requester must pay the Prescribed Fees (if applicable) before any further processing can take place.

7.2 Remedies available when AAF refuses a request for information

The requester may appeal to the Chairperson of the relevant board of directors regarding a decision by the authorised person(s). The requestor is also entitled to apply to a court with appropriate jurisdiction, or the Information Regulator for relief.

The appeal to the Chairperson of the relevant board of directors must be lodged in writing within 30 (thirty) days of being informed of the outcome by the Information Officer. Reasons for the appeal must be clearly noted.

The Chairperson will inform the requester within 30 (thirty) days of his/her decision in writing.

7.3 External remedies

Subject to the provisions of PAIA, a requester that is dissatisfied with the refusal to disclose information, may within 180 (one hundred and eighty) days of notification of the decision, apply to a Court or to the Information Regulator for relief.

Likewise, a third party dissatisfied with the Information Officer's decision to grant a request for information, may within 180 (one hundred and eighty) days of notification of the decision, apply to the Information Regulator or to a Court with appropriate jurisdiction, for relief. For purposes of the Act, courts that have

² See section 63 of POPIA

³ Section 68 of PAIA Act

⁴ Section 64 of PAIA

⁵ Section 65 of PAIA Act

jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

Notice of Appeal, Form B, in terms of Section 75 of PAIA [Regulation 8], can be found on the website of the Information Regulator www.justice.gov.za/infoereg.

7.4 Payment of Prescribed Fees

The Information Officer will, if a request for access to a record of AAF, which was made in the correct manner, is granted or refused, inform the requester of his/ her decision and of the fees payable.

PAIA and POPIA provides for two types of fees, namely:

- A Request Fee, which will be a standard fee; and
- An Access Fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs (if applicable).

Prescribed Fees as published under Annexure B of the Regulations Relating to the Promotion of Access to Information are found in Annexure 4.

When the request is received by the Information Officer/ Deputy Information Officer, such officer shall by Notice require the Requester to pay the prescribed Request Fee (if any) before further processing of the request.

If the search for a Record of AAF in respect of which a request for access has been made and the preparation of the record for disclosure, including any arrangements to provide it in the required form would, in the opinion of the Information Officer, require more than six hours, the Information Officer/ Deputy Information Officer shall Notify the Requester to pay a deposit as set out in Annexure 4.

This Notice will state-

- the amount of the deposit payable, if applicable;
- that the Requester may lodge a complaint to the Information Regulator or an application with a court against the tender or payment of the Request Fee, or the tender or payment of a deposit, as the case may be; and
- the procedure (including the period) for lodging the complaint to the Information Regulator or the application.

If a deposit has been paid in respect of a request for access which is refused, the Information Officer/ Deputy Information Officer will repay the deposit to the Requester.

The Information Officer/ Deputy Information Officer shall withhold a Record until the Requester has paid the required fees.

A Requester whose request for access to a Record of AAF has been granted must pay an Access Fee for reproduction and for search and preparation, respectively, for any time reasonably required in excess of six hours to search for and prepare (including making any arrangements to provide it in the requested form) the record for disclosure.

The actual postage is payable when a copy of a Record must be posted to a Requester.

8. Records that cannot be found or do not exist

If all reasonable steps have been taken to find a Record requested and there are reasonable grounds for believing that the Record is in AAF's possession but cannot be found or it does not exist, the Managing Executive shall, by way of affidavit or affirmation, notify the requester that it is not possible to give access to that record. (This will be regarded as a decision to refuse a request for access to the Record concerned.)

This affidavit or affirmation will give a full account of all steps taken to find the record in question or to determine whether the record exists including all communications with every person who conducted the search on behalf of the Managing Executive.

If, after notice is given, the Record in question is found, the Information Officer/ Deputy Information Officer will give access to the Requester concerned to the record unless access is refused on a ground for refusal contemplated in this Manual.

9. Revision history

Approved date	Approved by and resolution reference	Revision no	Description of change
		1	Initial creation
26/04/2022	Social and Ethics Committee	2	Annual review

10. Useful Terms

Access Fee	This is the fee paid by the requester to the public or private body from which you are seeking the information, to cover the costs of finding and copying the records you require.
Information Officer	For purposes of this Manual, the Information Officer (sometimes referred to as IO) is the person authorised to handle PAIA and POPIA requests on behalf of AAF.
Personal Information	<p>For purposes of this Manual, Personal Information shall be Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—</p> <ul style="list-style-type: none"> • information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; • information relating to the education or the medical, financial, criminal or employment history of the person; • any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; • the biometric information of the person; • the personal opinions, views or preferences of the person, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual; • correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; • the views or opinions of another individual about the person; • the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person, but excludes information about a person who has been dead for more than 20 (twenty) years.
Personal Requester	means a requester seeking access to a record containing personal information about the requester.
Record	Any recorded information regardless of the form, including, for example, written documents, video materials etc. A record requested from AAF refers to a record that is in AAF's possession regardless of whether AAF created the record.
Requester	The natural or juristic person requesting access to information. A requester also refers to the person making a request on behalf of somebody else.
Third Party	Any natural or juristic person who is not the requester of the information, nor the body to whom the information request is made.

Annexure 1

- Overberg Agri Bedrywe (Pty) Ltd
- Overberg Wealth and Risk Management (Pty) Ltd
- Bontebok Lime Works (Pty) Ltd
- Overberg Meat (Pty) Ltd
- Boltfast (Pty) Ltd
- The Health Food Group (Pty) Ltd
- Health Food Services (Pty) Ltd
- Moov Holdings (Pty) Ltd
- ACG Fruit (Pty) Ltd
- Moov Fuel (Pty) Ltd
- Montagu Dried Fruit and Nuts (Pty) Ltd
- Grassroots Group Holdings (Pty) Ltd
- AAF Invest (Pty) Ltd
- AAF Services (Pty) Ltd
- Agventures (Pty) Ltd
- Kyron Holdings (Pty) Ltd

**REQUEST FOR A COPY OF THE PAIA SECTION 10 GUIDE
REQUEST FOR A COPY OF THE GUIDE
(Regulation 3)**

TO: The Information Officer
11 Donkin Street, Caledon, 7230
annmarie@acorn.co.za

I,

Full Names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of *Public/Private Body (If Applicable)				
Postal Address:				
Street Address:				
E-Mail Address:				
Facsimile:				
Contact Numbers:	Tel.(B):		Cellular:	

Hereby request the following copy (ies) of the Guide:

Language (mark with "x")		No of copies	Language (mark with "x")		No of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Manner of collection (mark with "x" and include the specific contact numbers/ address):

Personal collection	Postal address	Facsimile	Electronic communication(Please specify)

Signed at _____ on this _____ day of _____ 20 ____

Signature of requester

**REQUEST FOR ACCESS TO RECORD
REQUEST FOR ACCESS TO A RECORD OF AAF
(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
11 Donkin Street, Caledon, 7230
annmarie@acorn.co.za

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person

PERSONAL INFORMATION ⁶			
Full Name and surname			
Identity Number/ Passport Number			
Capacity in which request is made (when made on behalf of another person)⁷			
Postal Address⁸			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full name and surname of person on whose behalf request is made (if applicable):⁹			
Identity Number/ Passport Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
PARTICULARS OF RECORD REQUESTED			

⁶ The particulars of the person who requests access to the record must be recorded.

⁷ Proof of the capacity in which the request is made (Letter of Authorisation), if applicable, must be attached.

⁸ Furnish an address in the Republic to which information must be sent.

⁹ This section must be completed only if a request for information is made on behalf of another person

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.)

Description of record or relevant part of the record:	
Reference Number, if available:	
Any further particulars of record:	
TYPE OF RECORD (Mark the applicable box with an "X")	
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 (<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 (written or printed document)	
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 (Mark the applicable box with an "X")	
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 (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) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- 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.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

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 _____ on this _____ day of _____ 20 ____

Signature of requester/ person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(Rank, Name and Surname of IO/ DIO)</i>	
Date received:	
Access fees:	
Deposit (if any)	

Signature of Information Officer/ Deputy Information Officer

Annexure 4

PRESCRIBED FEES

Item	Description	Amount
1.	The Request Fee payable by every Requester	R140.00
2.	Photocopy/ printed black & white copy of A4-size page <i>(This applies to Records as well as a copy of this Manual)</i>	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: (i) Flash drive (to be provided by requester) (ii) Compact disc - If provided by requester - If provided to the requestor	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.	A copy of an audio Record on: (i) Flash drive (to be provided by requester) (ii) Compact disc - If provided by requester - If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the Record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

OBJECTION TO PROCESSING OF PERSONAL INFORMATION

Please submit the completed form to the Information Officer/ Deputy Information Officer:
 annmarie@acorn.co.za

Details of Data Subject

Name & Surname	
Identity Number	
Residential Address	
Contact Number	
Email Address	
Details Responsible Party	
Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	

Reasons for Objection in Terms of Section 11(1)(d) to (f) of POPIA

(Please provide detailed reasons for the object)

Signature of Data Subject

Signed on	
Signature	

Please Note:

1. The Information Officer/ Deputy Information Officer may require you to provide an affidavits or other documentary evidence as applicable in support of the objection prior to processing your request.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION**Please Note:**

1. The Information Officer/ Deputy Information Officer may require you to provide an affidavits or other documentary evidence as applicable in support of the objection prior to processing your request.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".	
Request for:	
<input type="checkbox"/>	Correction or deletion of the Personal Information about the data subject which is in possession or under the control of the responsible party
<input type="checkbox"/>	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

Please submit the completed form to the Information Officer/ Deputy Information Officer: annmarie@acorn.co.za	
Details of Data Subject	
Name & Surname	
Identity Number	
Residential Address	
Contact Number	
Email Address	
Details Responsible Party	
Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	
Information to be Corrected/ Deleted/ Destructed/ Destroyed	

Reasons for Correction or Deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) of POPIA which is in Possession or Under the Control of the Responsible Party; and or

Reasons for Destruction or Deletion of a Record of Personal Information about the Data Subject in terms of Section 24(1)(b) of POPIA which the Responsible Party is no Longer Authorised to Retain.

(please provide detailed reasons for the request)

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

Signature of the Data Subject