

Information Manual

In terms of the Promotion
of Access to Information
Act, No 2 of 2000 (PAIA)



Contents

1. Introduction	3
2. Definitions	3
3. Human Rights Commission Guide on How to Use the Act	4
4. National Empowerment Fund Manual	4
5. Information Officer, Deputy Information Officer	4
6. Structure and Functions of the National Empowerment Fund	5
7. The Section 10 Guide	7
8. Obligations of the Information Officer – Regulation 3	7
9. National Empowerment Fund Records	8
10. Request Procedure	10
11. Grounds For Refusal of Access to Records	13
12. Remedies Available Against Decisions of the Information Officer	14
13. Remedies In Respect of the Provisions of PAIA Applications to Court	15
14. Other Information as May Be Prescribed	15
15. Offences and Penalties	15
16. Availability of the Manual	15
17. Requirements Pertaining to the Processing of Personal Information	15
18. Review of the PAIA Manual	17
19. Annex A	18
20. Annex B	22
21. Annex C	25

Introduction

The Promotion of Access to Information Act (PAIA), Act 2 of 2000 (“the Act”) came into effect on 9 March 2001, which recognises the importance of access to information for an open, democratic, transparent society. The Act gives effect to section 32 of the Bill of Rights of the Constitution, which states:



Access to information

32 (1) Everyone has the right of access to:

- (a) any information held by the state; and
- (b) any information that is held by another person and that is required for the exercise of any rights.

(2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.

The **NATIONAL EMPOWERMENT FUND** would like to encourage a culture of transparency and accountability by providing information that is required for the exercise or protection of rights and to promote a society which has effective access to information.

In addition, requests for information in terms of this PAIA Manual will be considered in line with the Protection of Personal Information Act 4 of 2013 (‘POPIA’).

Definitions

- **‘personal information’** means information relating to an identifiable, living, natural person and, where it is applicable, an identifiable, existing juristic person, but excludes information about an individual who has been dead for more than 20 years.
- **‘processing’** means any operation or activity concerning personal information, including the collection, receipt, recording, organisation, collation, storage, updating, retrieval, alteration, dissemination, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure or destruction of information.
- **‘record’** of, means any recorded information, regardless of form or medium, in the possession or under the control the responsible party.
- **‘responsible party’** means the party that processes personal information, determines the purpose for which the personal information is needed and can even outsource a part or all the processing of the personal information to a third party.
- **‘Information Regulator’** means the Information Regulator established in terms of section 39 of POPIA.

Human Rights Commission Guide on How to Use the Act



The manual does not replace the Act and must be read in conjunction with the Act and Regulations.

It is the responsibility of the South African Human Rights Commission to compile a guide, in an easily comprehensible form and manner, as required by a person who wishes to exercise any right contemplated in the Act. This guide is made available in all the official languages by the South African Human Rights Commission.

Any enquiries regarding this guide should be directed to:



The South African Human Rights Commission

Telephone Nr:	+27 011 877 3645 +27 011 877 3600 (Switchboard)
Fax Nr:	+27 11 484 1360
E-Mail Address:	PAIA@sahrc.org.za
Postal Address:	PAIA Unit 27 Stiemens Street, Braamfontein
Street Address:	PAIA Unit: The Research and Documentation Department 27 Stiemens Street, Braamfontein
Website:	www.sahrc.org.za

National Empowerment Fund Manual

The purpose of this manual is to inform a person how to obtain access to records held by the NATIONAL EMPOWERMENT FUND.

Information Officer, Deputy Information Officer

In terms of the Act the NATIONAL EMPOWERMENT FUND has designated the following personnel to act as the Information Officer and Deputy Information Officers respectively:

Information Officer	Mr Mziwabantu Dayimani
Deputy Information Officer	Ms Zandi Mhlongo Ms Zimasa Mabuse

All PAIA matters will be dealt with by the Deputy Information Officer.

Contact Detail

Telephone:	+27 11 305 8205
Fax:	+27 11 305 8001
E-Mail address:	Mhlongoz@nefcorp.co.za
Postal Address:	The Deputy Information Officer: NATIONAL EMPOWERMENT FUND PO Box 31 Melrose Arch Melrose North 2076
Street Address:	The Deputy Information Officer: NATIONAL EMPOWERMENT FUND West Block 187 Rivonia Road Morningside Johannesburg
Office Hours:	08:00 to 16:00
Website:	www.nefcorp.co.za

In terms of POPIA, the duties of the Information Officer are as follows:

- (a) encouraging compliance within the organisation with the conditions for the lawful processing of personal information;
- (b) dealing with requests made to the organisation pursuant to POPIA;
- (c) working with the Information Regulator in relation to investigations carried out pursuant to POPIA; and
- (d) otherwise ensuring compliance with POPIA.

Structure and Functions of the National Empowerment Fund

Functions of the NATIONAL EMPOWERMENT FUND

The vision and mission of the NATIONAL EMPOWERMENT FUND



Vision

Our vision is to become the leading provider of innovative transformation solutions for an economically inclusive South Africa.



Mission

The National Empowerment Fund is a catalyst of Broad-Based Black Economic Empowerment in South Africa. We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black economic participation, in the economy.

The roles and functions of the NATIONAL EMPOWERMENT FUND

The NATIONAL EMPOWERMENT FUND implements its mandate in three ways:

Asset Management	Fund Management	Strategic Projects	Investor Education
By structuring accessible retail products for black people through the Asset Management Division, which is the custodian of certain equity allocations in State-Allocated Investments (SAls), the NEF aims to foster a culture of savings and investment among its beneficiaries	As facilitator of the codes of good practice of the Broad Based Black Economic Empowerment Act (the Codes) to support the pillars of black enterprise by providing finance and financial solutions across a range of sectors through its Fund Management Division	As a provider of project finance which allows black entrepreneurs to participate in high growth strategic projects at an early stage without paying a premium for equity.	Further information relating to the NATIONAL EMPOWERMENT FUND can be found at the following website: http://www.nefcorp.co.za

NATIONAL EMPOWERMENT FUND services available to members of the public

Nature of products and services

The NATIONAL EMPOWERMENT FUND provides the following products and services:



Imbewu Fund

- Entrepreneurship Finance
- Procurement Finance
- Franchise Finance
- Rural & Community Development
- Corporate Fund
- Acquisition Finance
- Project Finance
- Expansion Capital
- Capital Markets
- Liquidity & Warehousing
- Strategic Projects
- Non-Financial Business Support



How to gain access to products and services

To gain access to the services of the **NATIONAL EMPOWERMENT FUND**, requests must be made to:

Postal Address:	The Deputy Information Officer: NATIONAL EMPOWERMENT FUND PO Box 31 Melrose Arch Melrose North 2076
Street Address:	The Deputy Information Officer: NATIONAL EMPOWERMENT FUND West Block 187 Rivonia Road Morningside Johannesburg

Members of the public may also contact the NEF call centre, at 0861 843 633.

Information may be available:

- Free of charge in certain instances, e.g. via the NATIONAL EMPOWERMENT FUND website: <http://www.nefcorp.co.za>.
- For inspection in terms of legislation other than this Act;
- For purchase;
- For copying - There is a fee payable for the copies;

The Section 10 Guide

In terms of section 14 of PAIA, the Information Guide has been compiled by the Regulator. Copies of the guide are available from the Regulator in the manner prescribed. The Regulator's contact details are set out below:

Tel: 010 023 5200
Email: enquiries@infoeregulator.org.za
Website: <https://infoeregulator.org.za> | [Home - Information Regulator \(infoeregulator.org.za\)](#)

Obligations of the Information Officer – Regulation 3

- An Information Officer must have a copy of the guide, in at least two of the official languages, at his/her registered head office, for public inspection during normal office hours.
- An Information Officer must make available, upon written request of any person, on a form which corresponds with Form 1 of Annexure A to the Regulations, the number of copies of the guide in the official languages, as requested.
- An Information Officer may not charge a fee for –
 - (a) copy of the guide made available in terms of subregulation (2) or
 - (b) inspection of a copy of the guide at the office of the information officer.

National Empowerment Fund Records

Automatic disclosure of records

The records listed below are automatically available without a person having to request access in terms of the Act.

- Annual Financial Statements; and
- Brochures and documents describing NEF and its products and services.



Categories of records available for inspection in terms of other legislation

As a statutory body and an employer, the NATIONAL EMPOWERMENT FUND holds records required by a range of laws, including records required or provided for by the following laws:

- Basic Conditions of Employment Act, No 75 of 1997
- Broad Based Black Economic Empowerment Act, No 53 of 2003
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Consumer Protection Act, No 68 of 2008
- Employment Equity Act, No 55 of 1998
- Financial Advisory and Intermediary Services Act, No 37 of 2002
- Financial Intelligence Centre Act, No 38 of 2001
- Income Tax Act, No 58 of 1962
- Labour Relations Act, No 66 of 1995
- National Empowerment Fund Act, No 105 of 1998
- Preferential Procurement Policy Framework Act, No 5 of 2000
- Prevention and Combating of Corrupt Activities Act, No 12 of 2004
- Prevention of Organised Crime Act, No 121 of 1998
- Promotion of Access to Information Act, No 2 of 2000
- Promotion of Equality & Prevention of unfair discrimination Amendment Act, No 52 of 2002
- Protected Disclosures Act, No 26 of 2000
- Public Finance Management Act, No 1 of 1999
- Trust Property Control Act, No 57 of 1988
- Unemployment Insurance Act, No 63 of 2001
- Value Added Tax Act, No 89 of 1991

Categories of records available that may be requested via PAIA

This section addresses records that can be requested in terms of PAIA.

Access to the records listed here are those that must be requested in terms of the Act. These records can be requested from the NATIONAL EMPOWERMENT FUND Deputy Information Officer(s) according to the request procedures as described below.

The NATIONAL EMPOWERMENT FUND holds records in general subjects and categories, including the following:

Institutional Records

- Minutes of Committee meetings
- Internal NATIONAL EMPOWERMENT FUND correspondence
- External NATIONAL EMPOWERMENT FUND correspondence
- Internal policies and procedures
- Contracts with third parties
- Reports, brochures, publications and newsletters

Financial Records

- General accounting records
- Annual budgets
- Annual financial reports
- Annual financial statements
- Asset registers
- Internal financial policies and procedures ,

Human Resource Records

- Staff employment contracts
- Internal policies and procedures
- Staff benefits records
- Medical aid records
- Personnel records

Other Records



Request Procedure

English will be the formal communication language regarding this Act.

Steps to be taken by the Requester

The requester must comply with all the procedural requirements as prescribed in the Act (summarised below), i.e. all requests, complying with the procedures as set out below, will be considered and processed.

Access to a record may only be refused on the grounds of refusal mentioned in the Act.

It is recommended that the requester determine what kind of requester he/she is, the implications of which are briefly described below:

Type of Requester	Description/Definition	Implication
Personal Requester	Seeking access to a record containing personal information about the requester	No Request fee and no deposit on access fee(s) payable
Requester	Any person making a request for access to a record of the NATIONAL EMPOWERMENT FUND. or Only those public bodies that are exercising a public power or performing a public function in terms of legislation	Request fee payable and deposit on access fee(s) payable
Requester on behalf of someone	A person acting on behalf of another person and making a request on behalf of that person	Proof of the capacity in which the requester is acting on behalf of the other person must be provided Request fee payable

A request for access must be made by completing the prescribed NATIONAL EMPOWERMENT FUND request form, paying the request fee and sending it to the Deputy Information Officer.

- The request form is available:
 - (a) As Annexure A to this manual (for completion by hand);
 - (b) Downloadable from the NATIONAL EMPOWERMENT FUND website (<http://www.nefcorp.co.za>) as part of the NATIONAL EMPOWERMENT FUND PAIA Manual;
 - (c) By requesting it to be forwarded via fax, letter, or e-mail from the Deputy Information Officer;
 - (d) By collecting the form at the NATIONAL EMPOWERMENT FUND reception or PAIA Centre.

- The request form can be completed by hand or electronically when it is downloaded from the website;
- A requester with reading/ writing or other disabilities may make the request verbally. The verbal request will be written on the prescribed form and the requester will be provided with a copy thereof;
- The form must be signed by the requester;
- The requester must sign all additional pages of documentation added to the request form; and
- The personnel from the PAIA Centre can also be contacted and will assist in making the request.

To cut down on administration it is recommended that the payment of the Request fee, where applicable, be attached or included with the request. The NATIONAL EMPOWERMENT FUND will accept payment by means of electronic funds transfers.

Dispatch the completed request form to the Deputy Information Officer of the NATIONAL EMPOWERMENT


FUND by:

- Email
- Posting it to the postal address provided;
- Delivering it to the PAIA centre at the physical address; or

It is recommended that the requester keep a copy of the request for his/her own records.

The NATIONAL EMPOWERMENT FUND Deputy Information Officer:

- Will only process the request for access once both the:
 - (a) The request form has been correctly completed, and
 - (b) The request fee (where applicable) has been paid;



NOTE:

The Deputy Information Officer may not refuse a request for access if the prescribed request form has not been completed correctly or completely,

- unless the requester has been notified of the intention to refuse the request stating the reasons for the contemplated refusal, and
- he/ she volunteers to assist the requester in order to make the request in a form that would remove the grounds for refusal.

- Has 30 days (where applicable) to make a decision. An additional
- 30 days may be added to the original period to make the decision. The requester will be informed in writing by post, within 30 days, of the decision to extend the period; (PAIA-REQ- 12)

Can decide and notify the requester on the following:

- (c) to **grant** the request;
- (d) to **partially grant/refuse** the request;
- (e) notice of fees payable (if applicable). The record(s) will only be made available if the Deputy Information Officer has received the applicable fees;
- (f) to refuse the request;



NOTE:

If a Deputy Information Officer fails to respond within 60 days (including the extended period) to the request it should be regarded as a refusal and the requester may lodge an Internal Appeal.

- (g) to transfer/forward the request to the applicable public body or other government department;
- (h) that a third party/parties must first be consulted; that the record(s) cannot be found.

Prescribed Fees (Public Bodies)

In terms of the Act there are two types of fees payable, i.e.:

- The **request fee**, which is a standard once-off fee. This fee must be paid before a request can be processed and the Deputy Information Officer must notify the requester (in writing) that this fee is payable.



NOTE:

The request fee is not applicable in the case of a personal requester.

- The **access fees** include reproduction, search, preparation and postal costs where applicable.



NOTE:

If the search and preparation time exceed six hours, a deposit of one third of the access fee would be payable by the requester, excluding a personal requester. The Deputy Information Officer will notify the requester in writing of the deposit payable. Should the request for access be refused the Deputy Information Officer must refund/repay the deposit to the requester.

The prescribed fees are summarised in accordance with Part II of the Government Notice (R187) published in the Government Gazette.

Grounds For Refusal of Access to Records

The Deputy Information Officer shall, subject to other provisions of PAIA, refuse a request for information or record of that information or record relates to:

- Mandatory protection of the privacy of a third party who is a natural person, which involves the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - (a) Trade secrets of that third party
 - (b) Financial, commercial, scientific or technical information which the disclosure could likely cause harm to the financial or commercial interests of that third party;
 - (c) Information supplied in confidence by a third party to NEF, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which would be regarded as privileged in legal proceedings;
- The information about research being or to be carried out by or on behalf of a third party where disclosure would likely expose that third party or the person that is or will be carrying on the research on behalf of that third party or the subject matter of the research to serious disadvantage.
- The Deputy Information Officer may refuse a request for information or record if that information or record relates to:
 - (a) information that was supplied by a third party, in confidence, the disclosure of which could reasonably be expected to prejudice the future supply of similar information, or information from the same source and it is in the public interest that such information, or information from the same source should continue to be supplied;
 - (b) mandatory protection of safety of individuals and protection of property;
 - (c) mandatory protection of law enforcement and legal proceedings;
 - (d) the commercial activities of the NEF, which may include:



- (i) Trade secrets of the NEF
 - (ii) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the NEF
 - (iii) information which, if disclosed could put the NEF at a disadvantage in negotiations or commercial competition;
 - (iv) a computer program which is owned by the NEF and which is protected by copyright laws.
- information about research being or to be carried out by or on behalf of the NEF, the disclosure of which would likely to expose the NEF or the person that is or will be carrying out the research on behalf of the NEF or the subject matter of the research, to serious disadvantage.
 - an opinion, advice, report or recommendation obtained or prepared, or an account of a consultation, discussion or deliberation that has occurred, including but not limited to, minutes of a meeting, for the purpose of assisting to formulate a policy or to take a decision in the exercise of a power or performance of a duty conferred or imposed by law.
 - requests that are frivolous or vexatious or involve an unreasonable diversion of the NEF resources.

Remedies Available Against Decisions of the Information Officer

Internal Appeals and Applications to Court

The remedies available against decisions of the Information Officer or Deputy Information Officer on a request for access are:

- an Internal Appeal; or
- an application to court.

NOTE:

NOTE: Applications to/with a court may only be done after a requester, personal requester or third party has exhausted the Internal Appeal procedures.

‘Internal appeal’ means an Internal Appeal to the ‘Relevant Authority’ in terms of section 74 of the Act. In the case of the **NATIONAL EMPOWERMENT FUND**, the ‘Relevant Authority’ is the **NATIONAL EMPOWERMENT FUND Information Committee**.

A requester, personal requester or third party may lodge an Internal Appeal if he/she is not satisfied with the decision made by the Information Officer or Deputy Information Officer about a request for access.

For an Internal Appeal to be lodged, a requester, personal requester or third party should/must lodge it within a specific time frame after being notified/informed of the decision of the Deputy Information Officer. The time frames are as follows:

- A **requester** (i.e. personal requester, requester, requester on behalf of someone), within 60 days that the requester has been informed of a decision.
- A **third party/parties**, within 30 days after the third party has been notified that access has been granted.

Currently no fees are applicable with regard to Internal Appeals.

Internal Appeal Procedures

To lodge an Internal Appeal the requester or third party needs to complete the prescribed NATIONAL EMPOWERMENT FUND “Notice of Internal Appeal” form.

Remedies In Respect of the Provisions of PAIA Applications to Court

Any requester dissatisfied with any decision in respect of a request for access to a record of the NEF can approach the High Court or another court of similar status to seek relief.

Other Information as May Be Prescribed

No information has been prescribed in terms of this section.

Offences and Penalties

An Information Officer who wilfully or in a grossly negligent manner charges a fee other than the fee prescribed in terms of the Regulations, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

Availability of the Manual

This Manual is available in English and two other official languages. A copy will be available

- On the NEF website (www.nefcorp.co.za)
- At the NEF head offices for public inspection during normal business hours
- To any person upon request and upon the payment of a reasonable amount
- A fee for a copy of the Manual shall be payable per each A4 size photocopy made.

Requirements Pertaining to the Processing of Personal Information

(A) Purpose of processing

In terms of POPIA, data must be processed for a specified purpose. The purpose for which data is processed by the NEF will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.



(B) Access to personal information

POPIA provides that a data subject may, upon proof of identity, request the NEF to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information. A data subject that wishes to request access to his personal information must submit a request to the Deputy Information Officer at the postal physical or electronic mail address set out above on the form attached hereto as part of Annexure A.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, the NEF must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee. Grounds for refusal of the data subject's request are set out in PAIA and discussed above.

A data subject may request the NEF to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that the NEF is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Deputy Information Officer at the postal, physical or electronic mail address set out above on Form 2 attached hereto as part of Annexure A.

(C) Categories of data subjects

The NEF holds information and records on the following categories of data subjects:

- Employees / personnel of the NEF;
- Clients of the NEF;
- Any third party with whom the NEF conducts its business services;
- Contractors of the NEF;
- Suppliers of the NEF; and
- Service providers of the NEF.
- (This list of categories of data subjects is non-exhaustive.)

(D) The categories of recipients to whom the information is supplied

Depending on the nature of the data, the NEF may supply information or records to the following categories of recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules;
- South African Revenue Services, or another similar authority;
- Anyone making a successful application for access in terms of PAIA or POPIA; and
- Subject to the provisions of POPIA and the National Credit Act, 2005, the NEF may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which the NEF operates.

(E) Security measures implemented to ensure the confidentiality and privacy of the information which is to be processed

The NEF is committed to implementing leading data security safeguards. The NEF has a dedicated Compliance & Legal Services Unit that constantly reviews and improves the NEF's measures to protect data subject's personal information from unauthorised access, accidental loss, disclosure or destruction.

If the NEF has a contract with another organisation to provide the NEF with services or a service on the NEF's behalf to process a data subject's personal information, the NEF will make sure they have appropriate security measures and only process the information in the way the NEF has authorised them to. These organisation's will not be entitled to use a data subjects' personal information for their own purposes. If necessary, the NEF's Compliance and Legal Services Unit will check them to make sure they meet the security requirements the NEF has set.

Communication over the internet (such as emails) are not secure unless they have been encrypted. A data subject's communication may go through several countries before being delivered as this is the nature of the internet that is beyond the NEF's control.

Review of the PAIA Manual

This Manual shall be reviewed annually or earlier, as required by changes in the regulatory environment.



Annex A

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY In Terms of Section 18(1) of the PAIA Act, 2000 (Act No 2 of 2000)

(A) Particulars of public body

The name and postal or street address, telefax number or e-mail address of the Information Officer must be stated below.

(B) Particulars of person requesting access to the record

1. The particulars of the person who requests access to the record must be recorded below.
2. Furnish an address and/or telefax number in the Republic to which information must be sent.
3. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal Address:

Contact telephone number:

Telefax number:

Cell number:

Email address:

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

Annex A (continued)

(C) Particulars of person on whose behalf request is made

This section must only be completed if a request for information

Full names and surname:

Identity number:

(D) Particulars of record

1. 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.
2. If the space provided for is insufficient to complete this section, 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

1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for access to the record depends on the form in which access is required.
4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.

Reason for exemption from payment of fees:

Annex A (continued)

(F) Form of access to record

Mark the appropriate box with an "X".

1. Your indication as to the required form of access depends on the form in which the record is available.
2. 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.
3. The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.

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

copy of record *

inspection of record

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer generated images, sketches etc)

view the images

copy the images*

copy the images*

3. If records consists of recorded words or information which can be reproduced in sound

listen to the soundtrack (audio cassette)

transcription of soundtrack * (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form

printed copy of record*

printed copy of information delivered*

copy in computer readable form*
(stiffy or compact disc)

5. If record is held on computer or in an electronic or machine-readable form

* 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

6. 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

In which language would you prefer the record?

Annex A (continued)

(G) Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. If you wish to be informed thereof 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 _____ on this _____ day of _____ 20 _____

**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**

FOR DEPARTMENTAL USE

Request received by _____

(state rank, name and surname of deputy information officer) on _____ at _____ (place)

Annex B

INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS

In terms of section 75(1) of the Promotion of Access to Information Act, No 2 of 2000

- (a) Please insert the PAIA reference number below as supplied by the NATIONAL EMPOWERMENT FUND originally.
- (b) Complete the form in as detailed a manner as possible, in print and in black ink, please.
- (c) Please attach a copy of your identification document to prevent wrongful disclosure of personal information (compulsory).
- (d) A requester lodging an internal appeal against the refusal of his or her request for access must pay the prescribed fee (if any). The NATIONAL EMPOWERMENT FUND will notify you if the prescribed fee is payable. The decision on the internal appeal may be deferred until the fee is paid.

PAIA Reference No (original):

(A) Particulars of public body

The name and postal or street address, telefax number or e-mail address of the Information Officer must be stated below.

(B) Particulars of person lodging internal appeal

- 1. The particulars of the person who is lodging the internal appeal must be recorded below.
- 2. Furnish an address and/or telefax number in the Republic to which information must be sent.
- 3. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal Address:

Contact telephone number:

Telefax number:

Cell number:

Email address:

Annex B (continued)

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

(C) Particulars of person on whose behalf request is made

This section must only be completed if a request for information

Full names and surname:

Identity number:

(D) Subject of Internal Appeal

This section must only be completed if a request for information

Deemed refusal to grant request for access (If the Deputy Information Officer failed to give the decision within the prescribed period of 30 days)	
Refusal to grant request for access	
Decision regarding request fee prescribed in terms of 22.	
Decision regarding deposit fee prescribed in terms of 22.	
Decision regarding access fee (reproduction, search and preparation) prescribed in terms of 22.	
Decision regarding the extension of the period within which the request must be dealt with in terms of 26(1).	
Decision in terms of 29(3) to refuse access in the form requested by the requester.	
Decision to grant request for access.	

(E) Reason/s for lodging an Internal Appeal

Note: Please continue on separate folios if the space provided below is inadequate, but **sign each page** and attach to this form.

(a) State the reason/s for the internal appeal:

(b) State any other information known to the appellant that may be relevant in considering the appeal:

Annex B (continued)

(F) Notice of decision on Internal Appeal

- 1. The National Empowerment Fund will notify you of the outcome in writing as soon as is reasonably possible, but in any event within 30 days after receipt of the internal appeal form.
- 2. If the appellant wishes to be informed of the outcome in any other manner (other than written reply), please state this preference below.

Preferred means of notification of outcome, other than a written reply:

Signed at _____ on this _____ day of _____ 20 _____

**SIGNATURE OF APPELLANT/PERSON
ON WHOSE BEHALF APPEAL IS LODGED**

Annex C

PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

The following fees have been prescribed in the Regulations promulgated in terms of PAIA and must be paid by a requester before the NEF can make any records requested available to the requester.

	DESCRIPTION	FEE
1.	The request fee payable by every requester	R100
2.	Photocopy of A4-size page	R1.20 per page or part thereof
3.	Printed copy of A4-size page	R1.20 per page or part thereof
4.	For a copy in a computer-readable form on Flash drive (to be provided by requester) Compact disk If provided by 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 in 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 on: Flash drive (to be provided by requester) Compact disc If provided by requester If provided to the requester	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	R100.00 R300.00
10.	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, email, or any other electronic transfer	Actual expense if any

How To Reach the National Empowerment Fund

Gauteng Province

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West Block, 187 Rivonia Road, Morningside 2057, PO Box 31, Melrose Arch, Melrose North 2076

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(THE NEF)applications@nefcorp.co.za (Funding) | info@nefcorp.co.za (General Enquiries)

Eastern Cape Province

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Western Cape Province

Western Cape: Suite 2404, 24th Floor, ABSA Centre, 2 Riebeek Street, Cape Town 8001

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National Empowerment Fund Trust

(established by Act 105 of 1998)



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Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA