



**INFORMATION PAIA MANUAL OF KELVIN PROGRESSIVE SUPPLIES t/A HOT TOOLS PTY LTD
PREPARED IN ACCORDANCE WITH SECION 51 OF THE PROMOTIONOF ACCESS TO INFORMATION
ACT
2/2000 AND TO ADDRESS THE REQUIRMENTS OF THE PROTECTION OF PERSONAL INFORMATION
ACT 4/2014**

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1. Definitions

- 1.1 “Client”** refer to any natural or juristic person that received or receives services from the Kelvin Progressive Supplies t/a Hot Tools.
- 1.2 “The Company”** shall mean a legal entity formed by a group or individual to engage in and operate a business.
- 1.3 “Conditions of Lawful Processing”** the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 11 of this manual.
- 1.4 “Data subject”** as described thereto in section 1 of POPI.
- 1.5 “Information Officer”** the duly authorised head as defined in section 1 of PAIA.
- 1.6 “Manual”** this manual prepared in accordance with section 51 of PAIA and regulation 4(1) (d) of the POPI regulation.
- 1.7 “PAIA”** the promotion of Access to Information Act 2 of 2000
- 1.8 “Personal Information”** as ascribed thereto in section 1 of POPI
- 1.9 “Personnel”** Any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (Executive and non – Executive), all permanent, temporary, and part-time staff as well as contract workers.
- 10.1 “POPI”** the protection of Personal Information Act 4 of 2013.
- 1.11 “POPI” Regulations”** the regulations promulgated in terms of Section 112 (2) of POPI.
- 1.12 “Private Body”** as ascribed thereto in Section 1 of both PAIA and POPI
- 1.13 “Processing”** as ascribed thereto in section 1 of POPI.
- 1.14 “Requestor”** as ascribed thereto in section 1 of POPI.
- 1.15 “Request for Access”** as ascribed thereto in section 1 of PAIA.
- 1.16 “SAHRC”** the South African Human Rights Commission.
- 1.17** Any other terms not described herein will have the meaning as subscribed to in terms of PAIA and or POPI.

2 INDUCTION

- 2.1** For the POPI and PAIA, the Company is defined as a private body. In accordance with the Company's obligations in terms of POPI and PAIA, the Company has produced this manual.
- 2.2** this manual sets out all information required by both PAIA and POPI.
- 2.3** This Manual also deals with how requests are to be made in terms of PAIA.
- 2.4** This Manual also establishes how compliance with POPI is to be achieved.

3. CONTACT DETAILS

BUSINESS NAME	KELVIN PROGRESSIVE SUPPLIES t/a HOT TOOLS
REGISTRATION NUMBER	2017/098459/07
REGISTERED OFFICE	KELVIN PROGRESSIVE SUPPLIES t/a HOT TOOLS
POSTAL ADDRESS	103 7TH AVE CNR DE WET STREET, EDENVALE 1609
CONTACT NUMBER	0114524446
EMAIL ADDRESS	jscholtz@hottools.co.za
DIRECTOR(S)	JACQUES SCHOLTZ
INFORMATION OFFICER	
NAME	JACQUES SCHOLTZ
POSTAL ADDRESS	103 7TH AVE CNR DE WET STREET, EDENVALE 1609
CONTACT NUMBER	0114524446
EMAIL ADDRESS	jscholtz@hottools.co.za
DEPUTY INFORMATION OFFICER	
NAME	RENETTE TAYLOR
POSTAL ADDRESS	103 7TH AVE CNR DE WET STREET, EDENVALE 1609
CONTACT NUMBER	0114524446
EMAIL ADDRESS	renette@hottools.co.za

Background information can be found at www.hottools.co.za

4. GUIDER OF SAHRC

- 4.1** A guide to PAIA has been published pursuant to section 10 of PAIA
- 4.2** The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.
- 4.3** Should you wish to access the guide you may contact the SAHRC at the following details:

PAIA UNIT

Postal address: Private Bag 2700, Houghton, 2041

Telephone: (011) 877 3600

Facsimile: (011) 403 0625

Website: <http://www.sahrc.org.za>

Email: PAIA@sahrc.org.za

5. LATEST NOTICES IN TERMS OF SECTION 52 (2) OF PAIA.

At this stage, no Notice(s) has/have been published on the categories of records that are available without having to request access to them in terms of PAIA.

6. AVAILABILITY AND PUBLICATION OF CERTAIN RECORDS IN TERMS OF PAIA

6.1 The Company hold and/or process the following records for purposes of PAIA and POPI.

Information pertaining to products and/or services	Freely available on website at www.hottools.co.za
Employment contracts	On request in terms of PAIA
Personal records provided by personal and third parties	On Request in terms of PAIA
Internal Records, including internal evaluation of personal information	On Request in terms of PAIA
Correspondence relation to personal information	On Request in terms of PAIA
Training records	On Request in terms of PAIA
Records relating to the Company's clients	On Request in terms of PAIA
Records generated by the company for its clients	On Request in terms of PAIA
Operational records	On Request in terms of PAIA
Database	On Request in terms of PAIA.
Information technology	On Request in terms of PAIA.
Marketing Records	On Request in terms of PAIA.
Internal Correspondence	On Request in terms of PAIA.
Internal Policies	On Request in terms of PAIA.
Financial records	On Request in terms of PAIA.
Trade Secrets	On Request in terms of PAIA.
Domain name Registration	On Request in terms of PAIA.
Tradename Registration	On Request in terms of PAIA.
Trademark Registration	On Request in terms of PAIA.
Company Documentation	On Request in terms of PAIA.
Agreements with Suppliers	On Request in terms of PAIA.
Customer Agreements	On Request in terms of PAIA.
Website Information	On Request in terms of PAIA.

6.2 Where applicable to its operations, Kelvin Progressive Supplies t/a Hot Tools also retains records and documents in terms of the legislation listed below. A request to access must be done in accordance with the prescriptions of the Act.

6.2.1 Basic Conditions of Employment Act, No75 of 1997

6.2.2 Companies Act, No 71 of 2008

6.2.3 Compensation of Occupational Injuries and Diseases Act, No 130 of 1993.

6.2.4 Competition Act, No 89 of 1998.

6.2.5 Constitution of the Republic of South Africa Act, No 108 of 1996.

6.2.6 Credit Agreement Act, No 75 of 1980

6.2.7 The Criminal Procedure Act, No 51 of 1977

6.2.8 Debt Collectors Act, No 114 of 1998

6.2.9 Deed Register Act, No 47 of 1937

6.2.10 Employment Equity Act, No 55 of 1998

6.2.11 Financial Intelligence Centre Act, No 38 of 2001

6.2.12 Identification Act, No 68 of 1997

6.2.13 National Credit Act, No 34 of 2005

6.2.14 Insolvency Act, 24 of 1936

6.2.15 Inspection of Financial Institutions Act, No 18 of 1998

6.2.16 The Labour relations Act, No 66 of 1995

6.2.17 The Long-Term Insurance Act, No 52 of 1998

6.2.18 Pension Funds Act, No 24 of 1956

6.2.19 Short Term Insurance Act. No 53 of 1998

6.2.20 Skills Development Levies Act, No.9 of 1999

6.2.21 Unemployment Insurance Act, No. 63 of 2001

6.2.22 Unit Trust Control Act, No. 54 of 1981

6.2.23 Value Added Tax Act, No. 89 of 1991

6.2.24 Electronic Communication and Transactions Act, No.25 of 2002

6.2.25 Financial Advisory and Intermediary Service Act, No. 37 of 2002

6.2.26 Patents, Designs and Copyright Merchandise Marks Act, No.17 of 1941

6.2.27 Income Tax Act, No. 58 of 1962

6.2.28 Occupational Health and Safety Act No. 85 of 1993

6.2.29 Co-Operatives Act No. 14 of 2005

6.2.30 Customs and Excise Act No. 91 of 1964

6.2.31 Insider Trading Act No. 135 of 1998

6.2.32 Prevention of Organized Crime Act No.121 of 1998

6.2.33 Road Transportation Act No. 74 of 1977

6.2.34 Stock Exchange Control Act No. 54 of 1995

6.2.35 Transfer Duty Act No. 40 of 1949

6.2.36 Machinery and Occupational Safety Amendment Act No. 181 of 1993

6.2.37 National Payment Systems Act no.78 of 1998

- 6.2.38** National Water Act No. 36 of 1998
- 6.2.39** Prescription Act No. 68 of 1969
- 6.2.40** Trademark Act No. 194 of 1993
- 6.2.41** Intellectual Property Laws Amendment Act No. 38 of 1997
- 6.2.42** Financial Markets Act No.19 of 2012

7 REGISTERS AND RECORDS

- 7.1** Inspection of the Company registers and records pertaining to:
- 7.2** Directors and officers
- 7.3** Interest of directors
- 7.4** Shareholders
- 7.5** Allotments
- 7.6** Minutes of meetings of members (only Shareholders)
- 7.7** Licences and permits
- 7.8** Stock remedies and poisonous materials
- 7.9** Weapons and ammunition
- 7.10** Trademarks and commodity brochures and relevant information
- 7.11** Annual Reports
- 7.12** Interim Reports

8. SUBJECTS AND RECORDS HELD BY THE COMPANY

- 8.1** Incorporation documents
- 8.2** The Company's registration forms
- 8.3** Secretarial records:
 - 8.3.1** The Shares register of the Company
 - 8.3.2** Shareholders agreements of the Company, including pre-emption, option, and Nominee agreements
 - 8.3.3** Minutes of general meetings of the shareholders of the Company
 - 8.3.4** Register of list of directors of the Company
 - 8.3.5** Minute books of internal resolutions of the Company
 - 8.3.6** Power of attorney agreements and a list of persons authorised to bind the Company

8.3.7 Statutory registers of the Company.

8.4 Financial records of the Company:

8.4.1 Accounting Records, books, and document of the Company

8.4.2 Interim and annual financial reports of the Company

8.4.3 Details of the auditors of the Company

8.4.4 Auditors' reports in respect of audits conducted on the Company

8.4.5 Tax returns of the Company

8.4.6 Other documents and agreements pertaining to tax

8.4.7 Financial records of the Company

8.5 Human Resources / employment records:

8.5.1 List of employees

8.5.2 Employee Benefits

8.5.3 Documents in respect of share incentive scheme or trust

8.5.4 Information in respect of share options share incentives, bonus, or profit-sharing agreements of each employee.

8.5.5 Arbitration orders and agreements

8.5.6 Attendance registers at working stations and head office

8.5.7 Any other information pertaining to employees of the Company

8.6 Pension and provident funds.:

8.6.1 A manual regarding the processes and rules of the pension fund

8.6.2 List of employees who belong to the respective funds

8.6.3 Minutes of meetings of trustees

8.6.4 Financial records of the pension and provident funds

8.7 Insurance records:

8.7.1 Family insurance

8.7.2 Group life insurance

8.7.3 Spouse insurance

8.7.4 Disability insurance

8.7.5 Retirement insurance

8.8 Immovable and moveable property:

8.8.1 Asset Register

8.8.2 Title deeds of any land owned by the Company

8.8.3 Agreements for the lease or sale of land and/or other immovable property by the Company

8.8.4 Agreements for the lease of movable property by the Company

8.8.5 Mortgage bonds, loans, notarial bonds, or security interests on property

8.8.6 Other agreements for the purchase, ordinary sales, conditional sale, or hire of assets

8.9 Client Agreements:

8.9.1 Agreements for the supply of production and / or trading credit

8.9.2 Security agreements, deeds, guarantees cession, and bonds for Credit

8.9.3 Details of Clients and correspondence

8.9.4 Invoices, receipts, credit, and debit notes

8.10 Miscellaneous agreements of the Company

8.10.1 Suretyship agreements

8.10.2 Agreements for the trading activities of the Company

8.10.3 Agency, management, and distribution agreements

8.10.4 Agreements with Suppliers of the Company

8.10.5 Agreements with clients of the Company

8.10.6 Credit facilities and letter of credit

8.11 Correspondence

8.11.1 Correspondence with clients of the Company

9. REQUEST PROCESS

9.1 Procedural requirements:

9.1.1 An individual who wishes to place a request must comply with all the procedures laid down in PAIA. The requester must complete the prescribed form. Which is attached hereto as annexure "A." The prescribed form must be submitted as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail as is stated herein.

9.1.2 The prescribed form must be completed with enough particularity to enable the information officer to determine:

9.1.2.1 *the records requested,*

9.1.2.2 *the identity of the requester*

9.1.2.3 *what form of access is required, and*

9.1.2.4 *the postal address or fax number of the requester*

9.3.1 The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. An explanation of why the records requested to exercise or protect the right.

9.1.4 Kelvin Progressive Supplies t/a Hot Tools will process the request within 30 days from date of receipt, unless the requestor has set out special grounds that satisfy the information officer that the request be dealt with sooner.

9.1.5 The Period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company and the information cannot be reasonably obtained within 30 days. The information officer will notify the requestor in writing should an extension be necessary.

9.1.6 The Requestor will be informed in writing whether access to the records have been granted or denied. If the requestor requires a reason for the decision the request must be expressed in the prescribed form, the requestor must be further state what particulars of the reasoning the requestor requires.

9.1.7 If a requestor has requested the records of another individual's behalf, the requestor must submit proof of the capacity the requestor submits the request in, to the satisfaction of the information officer.

9.1.8 If the requestor is unable to complete the prescribed form due to illiteracy or disability, the requestor may request it orally from the information officer.

10. REFUSAL OF ACCESS TO RECORDS

10.1 Grounds of refusal

The following are grounds upon which Kelvin Progressive supplies t/a Hot Tools may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:

10.1.1 Mandatory protection of the privacy of a third party who is a natural person including a deceased person, where such disclosure of Personal Information would be unreasonable

10.1.2 Mandatory protection of the commercial information of a third party, if the Records contain:

10.1.2.1 *trade secrets of that third party*

10.1.2.2 *financial, commercial, scientific, or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and /or*

10.1.2.3 *information disclosed in confidence by a third party to The Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.*

10.1.3 Mandatory protection of confidential information of third parties if it is protected in terms of this agreement.

10.1.4 Mandatory protection of the safety of individuals and the protection of property

10.1.5 Mandatory protection of Records that would be regarded as privileged in legal proceedings.

10.1.6 Protection of the commercial information of the company, which may include:

10.1.6.1 *trade secrets*

10.1.6.2 *financial/commercial, scientific, or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the company.*

10.1.6.3 *information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and / or*

10.1.6.4 *Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws.*

10.1.7 Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and

10.1.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

11. REMEDIES AVAILABLE WHEN KELVIN PROGRESSIVE SUPPLIES t/a HOT TOOLS REFUSES A REQUEST

11.1 The Company does not have an internal appeal procedure in light of denial of a request, decisions made by the information officer is final.

11.2 Requestor may in accordance with section 56 (3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

12. FEES

The Fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.

12.1 The fees for reproduction referred to in regulation 11 (1) are as follows:

- For every photocopy of an A4-sized page or part thereof: R1.10
- For Every Printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R0.75.

12.2 For a copy in a computer-readable form on:

- Stiffy disc R7.50
- Compact disc R70.00

12.3 For Visual images:

- a transcript of visual images, for an A4-size page or part thereof R40.00
- for a copy of visual images R60.00

12.4 For Audio record:

- for a transcription of an audio record, for an A4-size page or part thereof R20.00
- For a copy of an audio record R30.00

12.5 The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50.00

12.6 The access fees payable by a requester referred to in regulation 11 (3) are as follows:

Fees are:

- For every photocopy of an A4-size page or part thereof R1.10
- For every Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine -readable form R0.75

12.7 For a copy in a compute readable form on:

- Stiffy Disc R7.50
- Compact Disc R70.00

12.8 For a transcription of visual images.

- For an A4-size page or part thereof R40.00
- For a copy of visual images R60.00

12.9 For a transcription of an audio record:

- For an A4- size page or part thereof R20.00
- For a copy of an audio record R30.00

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

- For purpose of section 54 (2) of the Act, the following applies:
- Six hours as the hours to be exceeded before a deposit is payable, and
- One third of the access fee is payable as a deposit by the requester.
- the actual postage is payable when a copy of a record must be posted to requester

13. POPI

13.1 Conditions for lawful processing

- POPI has eight conditions for lawful processing and include:
- Accountability
- Processing limitation

- Purpose specification
- Further Processing limitation
- Information quality
- Openness
- Security Safeguards
- Data Subject participation

13.2 The Company is involved in the following types of processing:

- Collection
- Recording
- Organization
- Structuring
- Storage
- Adaption or alteration
- Retrieval
- Consultation
- Use
- Disclosure by transmission
- Dissemination or otherwise making available
- Alignment or combination
- Restriction
- Erasure
- Destruction

13.3 The Company processes information for the following purposes:

- To provide services to its clients in accordance with terms agreed to by the Clients
- To undertake activities related to the provision of services, such as:
 - **To fulfil domestic legal, regulatory and compliance requirements**
 - **To verify the identity of Customer representatives who contact the Company or may be contracted by the Company**
- For risk assessment, information security management, statistical, trend analysis and planning purposes.
- To monitor and record calls and electronic communications with the client for quality, training, investigation, and fraud prevention purposes.
- To enforce or defend the Company or the Company affiliates' rights.
- To Manage the Company's relationship with its clients, which may include providing information to its clients and its clients affiliates about the Company's and the Company's affiliates' product and services.
- The purposes related to any authorised disclosure made in terms of agreement, law, or regulation.
- Any additional purposes expressly authorised by the Companies Client.
- Any Additional purposes as may be notified to the Client of Data Subjects in any notice provided by the Company

13.4 The Company processes personal information the following categories of data subjects:

- Juristic persons
- Corporate Clients
- Suppliers
- Natural Persons
- Individuals
- Staff

13.5 The Company process the following categories personal information:

- Client profile information
- Bank Account Details
- Payment information
- Client Representatives
- Names
- Email Addresses
- Telephone numbers
- Facsimile numbers
- Physical Address
- Tax Numbers
- Identity Numbers
- Passport Numbers

13.6 Recipients of Personal Information:

- The Company, the Company's affiliates, their respective representatives

13.7 When making authorised disclosures or transfers of personal information in terms of section 72 of POPI, personal information may be disclosed to recipients in countries that do not have the same level of protection for personal information as South Africa does.

13.8 The following security measures are implemented by the Company:

- The Company implements numerous security measures to protect personal information that is stored electronically or physically.
- Comply with all the applicable laws, regulations, and Contractual obligations.
- Implement continual improvement initiatives, including risk assessments and risk treatment strategies, while making the best use of its management resources to better information security requirements.
- Communicate our information security objectives, and its performance in achieving their objectives, throughout the organization and to interested parties.
- Adopt an information security management system comprising organizational policies and procedures which provide direction and guidance on information on security matters relating to employees, customers, suppliers and interested parties who come in contact with its work.
- Work closely with our customers, business partners and suppliers in seeking to establish appropriate information security standards

- Adopt a forward-looking view on future business decisions, including the continual review of risk evaluation criteria, which may have an impact on information security.
- Train all members of staff in the needs and responsibilities of information security management.
- Constantly strive to meet, and where possible exceed, our Customer's, Staff, and partners expectations.

13.9 The Company have also implemented various policies and procedures for additional security.

13.10 The Personal information that is stored physically is protected as follow:

- Where physical records of the data exist, such records will be stored in a secure area that can be locked away as to avoid a breach of the personal information.
- Such physical data records will be locked away and secured when not in use.

13.11 The Company may share personal information with third parties and in certain instances this may result in cross border flow of the personal information. The personal information will always be subject to protection, not less than the protection it is afforded under the protection of Personal information Act no 4 of 2013.

13.12 Objection to the processing of personal information by a data subject:

- Section 11 (3) of POPI and regulation 2 of the POPI regulations provides that a data subject may request for their personal information to be corrected and/or deleted in the prescribed form attached hereto as annexure "C".

14. AVAILABILITY AND UPDATING OF THE PAIA MANUAL.

14.1 This PAIA manual for Kelvin Progressive Supplies t/a Hot Tools is available to view during office hours at its premises.

Kelvin Progressive Supplies t/a Hot Tools, 103 7th Ave, Cur De Wet Street, Edenvale, as well on the website hottools.co.za

14.2 Kelvin Progressive Supplies t/a Hot Tools will update this PAIA manual at such intervals as it may be deemed necessary.

Information officer Name: Jacques Scholtz

ACCESS REQUEST FORM

Request can be submitted via post or email: renette@hottools.co.za and should be addressed to the deputy information officer.

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY

Section 53 (1) of the promotion of access to information act,2000 (Act no. 2 of 2000)

[REGULATION 10]

A. Particulars of private body

The head:

B. Particulars of person requesting access to the record

- The particulars of the person who requests access to the record must be given below
- The address in the Republic to which the information is to be sent.
- Proof of capacity in which the request is made, if applicable, must be attached.

Full Names and Surname:

Identity number:

Postal Address:

Telephone:

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

Full Name:

Identity Number:

D. Particular of record:

- 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 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 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.
- 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 the record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of 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 to here under, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for Access for the record, if any will be determined partly by the form in which access is required.

1. If the record is in written or in printed form:

☐

Copy of Record*

☐

Inspection of record.

2. If Records consists of visual Images

View Images	Copy of the Images*	Transcription of Images
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3. If Records consist of recorded words of information which can be reproduced in sound:

Listen to the Soundtrack (CD)	Transcript of the sound tract*
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4. If record is held on a computer in a machine-readable form:

Printed copy of record*	Printed copy of information derived from record*	Copy in computer readable from* (CD)
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*** IF YOU REQUESTED A COPY OR TRANSCRIPT OF A RECORD (ABOVE), DO YOU WISH THE COPY OR TRANSCRIPT TO BE POSTED TO YOUR (POSTAGE IS PAYABLE BY REQUESTER)**

YES	NO
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G. Particulars of right to be exercised or protected

(If the provided space is inadequate, please continue 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 aforementioned right:
