

**PROMOTION OF ACCESS TO INFORMATION MANUAL  
(PAIA MANUAL)  
IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2000**

**NMI**

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## 1. THE ACT

The Promotion of Access to Information Act, 2000, PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately held information is required to exercise a right or to protect a right.

PAIA, provides that a person requesting information must be given access to any record of a private body, if that record is required for the exercise or the protection of a right. However, such request has to comply with the procedural requirements laid down by the Act.

This Promotion of Access to Information Manual (“the Manual”) has been compiled in accordance with section 51 of the Act. The aim of this Manual is to facilitate the requests for access to records from NMI as contemplated under the Act.

## 2. DEFINITIONS

- 2.1 **Company** means NMI Durban South Motors Proprietary Limited (registration number 1999/005078/07), a company duly registered and incorporated with limited liability in accordance with the company laws of the Republic of South Africa and having its principal place of business situated at 125 Dallas Avenue, Waterkloof Glen, 12<sup>th</sup> Floor, Menlyn Towers together with its subsidiaries as set out in Appendix B;
- 2.2 **Conditions for Lawful Processing** means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPIA;
- 2.3 **Constitution** means the Constitution of the Republic of South Africa, 1996;
- 2.4 **Customer** refers to any natural or juristic person that received or receives services from the Company;
- 2.5 **Data Subject** has the meaning ascribed thereto in section 1 of POPIA;
- 2.6 **Head of the Company** means the “head” as defined in section 1 of PAIA and referred to in clause 4;
- 2.7 **Information Officer** means the person as referred to in clause 4;
- 2.8 **Manual** means this manual prepared in accordance with section 51 of PAIA and regulation 4(1) (d) of the POPIA Regulations;
- 2.9 **PAIA** means the Promotion of Access to Information Act, 2000;
- 2.10 **Personal Information** has the meaning ascribed thereto in section 1 of POPIA;
- 2.11 **Personnel** refers to 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;
- 2.12 **POPIA** means the Protection of Personal Information Act, 2013;
- 2.13 **POPIA Regulations** mean the regulations promulgated in terms of section 112(2) of POPIA;
- 2.14 **Private Body** has the meaning ascribed thereto in sections 1 of both PAIA and POPIA;
- 2.15 **Processing** has the meaning ascribed thereto in section 1 of POPIA;
- 2.16 **Responsible Party** has the meaning ascribed thereto in section 1 of POPIA;
- 2.17 **Record** has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;
- 2.18 **Requester** has the meaning ascribed thereto in section 1 of PAIA;
- 2.19 **Request for Access** has the meaning ascribed thereto in section 1 of PAIA; and

Capitalised terms used in this Manual have the meanings ascribed thereto in section 1 of POPIA and PAIA as the context specifically requires, unless otherwise defined herein.

### 3. COMPANY INFORMATION AND CONTACT DETAILS

NMI Durban South Motors (Proprietary) Limited with registration number: 1999/005078/07 trading as NMI and its subsidiaries set out in Appendix B is part of the Automobile Dealers Industry. NMI has 2976 total employees across all of its South African locations.

#### 3.1 Information Officer

Name: Pieter Smit  
Tel: (011) 052 0100  
Email: pieter.smit@nmi.co.za

#### 3.2 Deputy Information Officers

Name: Tertia Strydom  
Tel: (011) 052 0100  
Email: tertia.strydom@nmi.co.za

Name: Justine Schubart  
Tel: (011) 052 0100  
Email: justine.schubart @nmi.co.za

#### 3.3 Access to information general contacts

The Legal Advisor of NMI has been duly appointed as the Information Officer to act as the person to whom requests for access to information must be made in terms of the Act.

ATTENTION: Legal Advisor ( Information Officer)

#### 3.4 Head Office

Postal address: Private Bag 2028  
Isando  
Gauteng  
1600  
South Africa

Physical address: Menlyn Towers (12th floor)  
125 Dallas Avenue  
Waterkloof Glen  
Pretoria  
0181  
South Africa

Telephone: (011) 052 0100

Website: As per Franchise websites

## 4. THE GUIDE

The guide is available at no cost, and any person may request a copy of the guide. An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPI. This Guide is made available by the Information Regulator (established in terms of POPI). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the guide should be directed to:

### **The Information Regulator**

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001

Telephone: +27 10 023 5207

Website: <https://www.justice.gov.za/inforeg/index.html>

## 5. APPLICABLE LEGISLATION

Where applicable to NMI's operations, information is available in accordance with the following legislation, including but not limited to:

- Administration of Adjudication of Road Traffic Offences Act 46 of 1998
- Advertising on Roads & Ribbon Development Act 21 of 1940
- Basic Conditions of Employment Act 75 of 1997
- Bills of Exchange Act 34 of 1964
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Broadcasting Act 4 of 1999
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of South Africa Act 108 of 1996
- Consumer Protection Act 68 of 2009
- Copyright Act 98 of 1987
- Criminal Procedure Act 51 of 1977
- Currency & Exchanges Act 9 of 1933
- Customs and Excise Act 91 of 1964
- Electronic Communications and Transactions Act 2 of 2000
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Financial Advisory & Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Firearms Control Act 60 of 2000
- Formalities In Respect of Leases of Land Act 18 of 1969
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- National Building Regulations and Building Standards Act 103 of 1997
- National Credit Act 34 of 2005
- National Environmental Management Act 107 of 1998
- National Environmental Management: Air Quality Act 39 of 2004

- National Environmental Management: Waste Act 59 of 2008
- National Water At 36 of 1998
- National Road Traffic Act 93 of 1996
- Occupational Health and Safety Act 85 of 1993
- Patents Act 57 of 1987
- Pension Funds Act 24 of 1956
- Prescription Act 18 of 1943
- Prevention & Combating of Corrupt Activities Act 12 of 2004
- Prevention of Constitutional Democracy Against Terrorist & Related Activities Act 33 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Personal Information Act 4 of 2013
- Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002
- Sales and Service Matters Act 25 of 1964
- Second-Hand Goods Act 23 of 1955
- Securities Services Act 36 of 2004
- Securities Transfer Act 25 of 2007
- Short-Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1997
- Skills Development Levies Act 9 of 1999
- South African Reserve Bank Act 90 of 1989
- The South African National Roads Agency Limited & National Roads Act 7 of 1998
- Tobacco Products Control Act 12 of 1999
- Trademarks Act 194 of 1993
- Transfer Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Fund Contributions Act 4 of 2002
- Value-Added Tax Act 89 of 1991

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

## 6. ACCESS TO RECORDS

### 6.1 Subjects and Categories of Records held

The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

#### 1 *Client Services Records*

- |                            |                                  |
|----------------------------|----------------------------------|
| 1.1 Client correspondence; | 1.4 Client business information; |
| 1.2 Client fee files;      | 1.5 Legal documentation;         |
| 1.3 Client contracts;      | 1.6 Working papers.              |

- 1.7 Proposal and tender documents;
- 1.8 Project plans;
- 1.9 Risk management records; Solution methodologies;

## 2 *Corporate Governance*

- 2.1 Codes of conduct;
- 2.2 Corporate social investment records;
- 2.3 Board meeting minutes; and

## 3 *Finance and Administration*

- 3.1 Accounting records;
- 3.2 Annual financial statements;
- 3.3 Agreements; Banking records;
- 3.4 Correspondence;
- 3.5 Purchase orders.

## 4 *Human Capital*

- 4.1 BEE statistics;
- 4.2 Career development records;
- 4.3 Personnel information;
- 4.4 Employment equity reports;
- 4.5 General terms of employment;
- 4.6 Letters of employment;
- 4.7 Leave records.

## 5 *Information Management and Technology*

- 5.1 Agreements;
- 5.2 Equipment register;

## 6 *Learning and Education*

- 6.1 Training material;
- 6.2 Training agreements;

## 7 *Library and Information and Research Centre*

- 7.1 External publications;

- 1.10 Standard terms and conditions of supply of goods and/or services;

- 2.4 Executive committee meeting minutes;
- 2.5 Legal compliance records;
- 2.6 Policies.

- 3.6 Remittances;
- 3.7 Invoices and statements;
- 3.8 Tax records and returns;
- 3.9 Statistics SA returns

- 4.8 PAYE records and returns;
- 4.9 Performance management records;
- 4.10 Assessments; Policies and procedures;
- 4.11 UIF returns;
- 4.12 Retirement benefit
- 4.13 Medical Aid records;

- 5.3 Information policies; and
- 5.4 standards, procedures and guidelines.

- 6.3 Training records and statistics;
- 6.4 Learnership Programmes.

- 7.2 Internal publications;
- 7.3 Reference works;

7.4 Periodicals; and

7.5 Research files and articles.



## 8 *Marketing and Communication*

- 8.1 Proposal documents;
- 8.2 Agreements;
- 8.3 New business development;
- 8.4 Client relationship programmes;
- 8.5 Brand information management;
- 8.6 Marketing publications and brochures; and
- 8.7 Marketing strategies;

- 8.8 Sustainability programmes.
- 8.9 Communication strategies;

## 9 *Operations*

- 9.1 Access control records;
- 9.2 Service level agreements;
- 9.3 Agreements;
- 9.4 Standard trading terms and conditions of supply of services and goods;
- 9.5 Archival administration documentation;
- 9.6 Travel documentation;
- 9.7 Communication strategies;
- 9.8 Procurement agreements and

- 9.9 General correspondence;
- 9.10 Patents and Trademark documents;
- 9.11 Used order books;
- 9.12 Insurance documentation;
- 9.13 Vehicle registration documents; and
- 9.14 PABX management information;
- 9.15 Cellular phone registration documents, including RICA.

## 10 *Secretarial Services*

- 10.1 Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business;
- 10.2 Corporate structure documents;
- 10.3 Memoranda of Incorporation;
- 10.4 Share registers;

- 10.5 Statutory Returns to relevant authorities;
- 10.6 Share certificates;
- 10.7 Shareholder agreements;
- 10.8 Minutes of meetings; and
- 10.9 Resolutions passed.

## 6.2 Classification and Descriptions

<b>Class</b>	<b>Access classification</b>	<b>Class Description</b>
a	May be Disclosed	Public Access Document
b	May not be Disclosed	Request after commencement of criminal or civil proceedings <b>[s7]</b>
c	May be Disclosed	Subject to copyright
d	Limited Disclosure	Personal Information that belongs to the requester of that information <b>[s61]</b>
e	May not be Disclosed	Unreasonable disclosure of personal information of Natural person <b>[s63(1)]</b>
f	May not be Disclosed	Likely to harm the commercial or financial interests of third party <b>[s64(a)(b)]</b> Likely to harm the Company or third party in contract or other negotiations <b>[s64 (c)]</b>
g	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement <b>[s65]</b>
h	May not be Disclosed	Likely to compromise the safety of individuals or protection of property <b>[s66]</b>
i	May not be Disclosed	Legally privileged document <b>[s67]</b>
j	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks <b>[s64(2); s68(2)]</b>
k	May not be Disclosed	Commercial information of Private Body <b>[s68]</b>
l	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party <b>[s69]</b>
m	May not be Refused	Disclosure in public interest <b>[s70]</b>

## 6.3 Summary of Available Records

<b>Departmental Records</b>	<b>Subject</b>	<b>Class</b>
Business Development, Communications and Corporate Affairs Human Resources	Product catalogues	a,d
	Public records	a
	Media releases	a
	Market information	i
	Operating manuals	d
	Product sales	a
	Marketing and new business development strategies	l
	Customer data base	l
	Employee records	d,e,i
	Employment Contracts	d,e
	Human Resources guidelines, policies and procedures	l
	Employee Medical Records	d,e,h
Strategy and Commercial	General contract documentation	f,l
Finance and Governance	Audited financial statements	a
	Tax records	l
	Management accounts	d
	Asset registers	l
	Statutory records	a
	Company guidelines policies and procedures	d
Technical	Programme management records	l

	Trademarks	I
	Quality records	I
	Engineering records	L
Properties	Asset registers	I
	Title deeds	d
	Leases	d

## 6.4 The Request Procedure and Fees

- 6.4.1 The requester must use the prescribed form (Annexure A) to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address or electronic mail address of the Information Officer of NMI.
- 6.4.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 6.4.3 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- 6.4.4 If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- 6.4.5 The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the fee of R50 before further processing the request. A personal requester does not have to pay such fee.
- 6.4.6 The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- 6.4.7 The Information Officer will then decide on the request and notify the requester in the required format.
- 6.4.8 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

## 7. PROCESSING

In terms of PoPIA, data must be processed for a specified purpose. The purpose for which data is processed by NMI 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 are collected.

A person who wishes to object to the processing of their personal information that is held by NMI, as provided for in PoPIA, must submit an objection to NMI using Form 1 to the PoPIA Regulations.

A person who wishes to request a correction or deletion of personal information that is held by NMI, as provided for in PoPIA, must submit a request to NMI using Form 2 to the PoPIA Regulations.

NMI is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:

- (1) is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by NMI, in the form of privacy or data collection notices. NMI Durban South Motors Proprietary Limited must also have a legal basis (for example, consent) to process Personal Information;
- (2) is processed only for the purposes for which it was collected;
- (3) will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
- (4) is adequate, relevant and not excessive for the purposes for which it was collected;
- (5) is accurate and kept up to date;
- (6) will not be kept for longer than necessary;
- (7) is processed in accordance with integrity and confidentiality principles; this includes physical and

organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by NMI, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;

- (8) is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
- (a) be notified that their Personal Information is being collected by NMI. The Data Subject also has the right to be notified in the event of a data breach;
  - (b) know whether NMI holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
  - (c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
  - (d) object to NMI's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to NMI's record keeping requirements);
  - (e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
  - (f) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

## 7.1 Purpose of Processing

### *Employee Data*

NMI processes employee data for business administration purposes. For example, employee data are processed for payroll purposes. Employee data are also processed to the extent required by legislation and regulation.

### *Client Related Data*

NMI processes client related records as an integral party of its commercial services. This list of processing purposes is non-exhaustive.

### *Third Party Data*

NMI processes third party records for business administration purposes.

### *Cross-border flows of Personal Information*

When making authorized disclosures or transfers of personal information in terms of section 72 of POPIA, Personal Data may NOT be disclosed to recipients located in countries which do not offer a level of protection for those data as high as the level of protection as South Africa.

### *Other Party Data*

NMI processes "other party" records for business administration purposes. For example, personnel data may be processed in order to effect payment to contractors and/or suppliers. In performing these various tasks, NMI may, amongst others, collect, collate, process, store and disclose personal information.

## 8. REFUSAL OF ACCESS TO RECORDS

### 8.1 Grounds to refuse Access

- 8.1.1 All requests that meet the requirements detailed above will be processed in line with the time limits as set out in PAIA. Requests may be refused based on the following grounds, as

set out in PAIA

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of NMI; or
- Mandatory protection of research information of a third party and of NMI.

8.1.2 Requestors will be informed within 30 (thirty) days of a decision on whether the request for access has been granted or refused.

8.1.3 This 30 (thirty) day period may be extended for a further 30 (thirty) day period if more time is required to gather the requested information. The requestor will however be notified if the initial 30 (thirty) day notice period will be extended for a further 30 (thirty) days.

8.1.4 Requests for information that are clearly frivolous or vexatious, of which involve an unreasonable diversion of resources shall be refused;

8.1.5 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.

## 8.2 Additional Grounds

The Promotion of Access to Information Act provides several grounds on which a request for access to information must be refused. These grounds mainly concern instances where the privacy and interests of other individuals are protected, where such records are already otherwise publicly available, where public interests are not served, the mandatory protection of commercial information of a third party, and the mandatory protection of certain confidential information of a third party.

## 9. REMEDIES

### 9.1 Internal Remedies

NMI does not have internal appeal procedures. The decision made by the Information Officer is final. Requestors will have to exercise such external remedies at their disposal if the request for information is refused and the requestor is not satisfied with the answer supplied by the Information Officer.

### 9.2 External Remedies

9.2.1 A requestor that is dissatisfied with the Information Officer's reasons for refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

9.2.2 A third party dissatisfied with the Information Officer's reasons for refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

For the purposes of the Act, the relevant Courts that have jurisdiction for such applications are:

- Constitutional Court;
- High Court;
- Another court of similar status; or
- Magistrate's Court designated by Minister of Justice and Constitutional Development.

## 10. PRESCRIBED FEES

10.1 The applicable fees are prescribed in terms of the Regulations promulgated under the Act. There are two types of fees payable:

- **Request fee:** A non-refundable request fee of R50 (excluding VAT) is payable on submission of any request for access to any record. This does not apply if the request is for personal records of the person requesting – in this instance no fee is payable.
- **Access fee:** An access fee is payable prior to being granted access to the records in the form required. These fees are prescribed in Part III of Annexure A as defined in Government gazette Notice No. 187, Regulation 11.

10.2 When the request is received by the Information Officer, such officer will by notice require the requester to pay the prescribed fee before further processing of the request.

10.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer will notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

10.4 The Information Officer will withhold a record until the requester has paid the relevant fee.

10.5 A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for the search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the requested form.

10.6 If a deposit has been paid in respect of a request for access, which is refused, the Information Officer concerned must repay the deposit to the requester.

10.7 All fees are subject to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters will be informed of any changes to the fees prior to making a payment.

## 11. AVAILABILITY OF THE MANUAL

11.1 The manual is available for inspection at the offices of NMI at no cost and on the website <https://nmi.co.za/>

11.2 This PAIA Manual is made available in terms of Regulation Number R.187 of 15 February 2002 and Regulation Number R.757 of 27 August 2021. The manual will be updated at such intervals as may be deemed necessary.

## 12. ATTACHMENTS

**Appendix A: Request for Information Form**

**Appendix B: List of Subsidiaries**

**Appendix C: Outcome of Request and of Fees Payable**

**“APPENDIX A”  
FORM 2**

**REQUEST FOR ACCESS TO RECORD**

[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


*(Address)*

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			

Postal Address	
----------------	--

Street Address	
----------------	--

E-mail Address	
----------------	--

Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

**PARTICULARS OF RECORD REQUESTED**

*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	



<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
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 <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>	
<i>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.</i>	
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:	

<b>FEES</b>	
<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	
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 <i>(Please specify)</i>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
***Signature of Requester / person on whose behalf request is made***

-----  
**FOR OFFICIAL USE**

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

\_\_\_\_\_  
***Signature of Information Officer***

**APPENDIX B**

**NMI Durban South Motors (Proprietary) Limited Subsidiaries**

1) RO Metrics Trading (Proprietary) Limited, Reg Number: <i>2014/032431/07</i>
2) Sage Wise 104 (Proprietary) Limited, Reg Number: <i>2004/003774/07</i>
3) Garden City Motors (Proprietary) Limited, Reg Number: <i>2002/006435/07</i>
4) Automotive Northern Cape (Proprietary) Limited, Reg Number: <i>2006/010538/07</i>
5) Curbsort Trading (Proprietary) Limited, Reg Number: <i>2015/116656/07</i>
6) Rapiprop 174 (Proprietary) Limited, Reg Number: <i>2005/041309/07</i>

**APPENDIX C**

**FORM 3**  
**OUTCOME OF REQUEST AND OF FEES PAYABLE**  
 [Regulation 8]

**Note;**

1. If your request is granted the—
  - (a) amount of the deposit, (if any), is payable before your request is processed; and
  - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information 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> ) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

**2. You requested:**

Printed copies of the information ( <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 ( <i>written or printed document</i> )	
Copy of information on flash drive ( <i>including virtual images and soundtracks</i> )	
Copy of information on compact disc drive ( <i>including virtual images and soundtracks</i> )	
Copy of record saved on cloud storage server	

**3. To be submitted:**

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format ( <i>including transcriptions</i> )	
E-mail of information ( <i>including soundtracks if possible</i> )	
Cloud share/file transfer	
Preferred language: ( <i>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</i> )	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

**4. Fees payable with regards to your request:**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
<b>TOTAL:</b>			

**5. Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: \_\_\_\_\_  
 Name of account holder: \_\_\_\_\_  
 Type of account: \_\_\_\_\_  
 Account number: \_\_\_\_\_  
 Branch Code: \_\_\_\_\_  
 Reference Nr: \_\_\_\_\_  
 Submit proof of payment to: \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Information officer