



TUHF GROUP OF COMPANIES

**PROMOTION OF ACCESS TO INFORMATION
("PAIA") MANUAL**



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1. INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (PAIA) creates the framework to the right to access information enshrined in section 32 of the Constitution of the Republic of South Africa, Act 108 of 1996. The purpose of this legislation is to promote a culture of transparency, accountability and good governance both in the private and public sectors. Therefore, it places specific compliance requirements on both state institutions and private sector. This PAIA Manual depicts how TUHF allows the public access to information. It is recommended that this PAIA Manual be read together with the POPIA Manual in order to comply with all applicable legislation. This PAIA Manual is made available on the TUHF website (www.tuhf.co.za) and on the uMaStandi website (www.umastandi.co.za) and by request from TUHF's registered Information Officer(s).

2. BACKGROUND AND PURPOSE

This PAIA Manual provides an outline of the types of Records held by TUHF and explains how an individual may submit requests for access to these Records in terms of PAIA. This legislation gives effect to everyone's constitutional right of access to information held by private sector bodies (e.g., companies) or public bodies (i.e., Government institutions) that is required for the exercise and/or protection of the Requestor's rights.



3. SCOPE

This PAIA Manual applies to all TUHF Employees, temporary staff as well as independent contractors, and shall be applied to all activities and/or task related to requests for Records by a Requester.

4. REQUESTS FOR INFORMATION

PAIA gives a Requestor the right to lodge a request with the Information Officer of a private body. A private body as defined includes juristic bodies. The head of a private body is “the Chief Executive Officer or equivalent officer of the juristic person or any person duly authorized by that officer.”

PAIA defines private juristic entities as:

- A natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- A partnership which carries or has carried on any trade, business or profession; or
- Any former or existing juristic person, but excludes a public body.

Juristic persons will therefore include close corporations, non-profit organisations and trusts. In terms of section 51 of PAIA, the head of a private body must:

- Compile a section 51 manual (this PAIA Manual) which is a roadmap of the company;
- Submit the PAIA Manual to the Information Regulator;



- Effect material changes, if any, each time these occur and resubmit the PAIA Manual to the Information Regulator;
- Make the PAIA Manual available as prescribed at the company offices and on the website; and
- Annex a Request Form to the PAIA Manual and also make Request Forms available on the website and at the company premises access points.

The Requestor may submit their request for information Records to the Information Officer as provided for in clause 7 below. It is recommended that the Requestor read this PAIA Manual first, in particular, paragraphs 9 through 11, before submitting any requests.

Queries can be directed to the Information Regulator:

Website: <http://justice.gov.za/inforeg/>

Tel: 012 406 4818

Fax: 086 500 3351

Email: inforeg@justice.gov.za



5. COMPANY OVERVIEW

TUHF is a specialised commercial property finance company that finances property investors exclusively in inner cities and in-cities. TUHF is a non-bank financial services company that borrows money from the capital markets and invests it in inner city and in-city areas.

5.1 TUHF Products

TUHF offers the following products;

- Mortgage Finance
- Bridging Finance
- Equity products

5.2 Group Management & Staff

5.2.1 TUHF employs skilled professional staff, with entrepreneurial flair, that have specialised knowledge of of:

- Commercial Property Finance & Financial Services
- Inner City property markets
- Construction & property management
- Housing policy



5.2.2 TUHF uses various systems to enable it to execute transactions efficiently and effectively and to provide superior financial management, administration and reporting:

5.2.2.1 A customized Loan Management Cycle System “(LCMS)” off the infrastructure of Accpac CRM software which includes –

- i) a customized loan cycle workflow;
- ii) loan document management;
- iii) tailor made loan cycle management functionality;

5.2.2.2 A customised and fully integrated Mortgage Account Receivable Module (“MARM”) on the basis of Accpac ERP;

5.2.2.3 Other software solutions that facilitates, inter-alia -

- a) Real time data administration and
- b) Advanced reporting capability

6. REQUESTS FOR INFORMATION

The Requester may submit a request for information Records to the Information Officer who’s details appear in clause 7 below.



It is recommended that the Requester read this PAIA Manual first, before submitting any requests.

7. INFORMATION OFFICER

Contact Details

Address: 12th Floor, West Wing, Libridge Building
25 Ameshoff St, Johannesburg

2001
Gauteng
Republic of South Africa

Email: privacy@tuhf.co.za

Tel 010 595 9000

Further details of the TUHF Branches are attached to this PAIA Manual marked as Annexure B.

A list of all TUHF entities forming part of the TUHF Group of Companies, those entities' Information and Deputy Information Officers is attached to this PAIA Manual as Annexure A1 and A2 .

8. LEGISLATION

Records available in terms of other legislation are as follows:

- Basic Conditions of Employment Act No. 75 of 1997
- Value Added Tax Act 89 of 1991



- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- National Credit Act 34 of 2005
- Consumer Protection Act 68 of 2008
- The Prevention or Organised Crime Act, 121 of 1998 (POCA);
- The Financial Intelligence Centre Act, 38 of 2001 and the Financial Intelligence Centre Amendment Act 1 of 2017 (FICA);
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- National Building Regulations and Building Standards Act No. 103 of 1977
- Employment Equity Act No. 55 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- The Protection of Constitutional Democracy Against Terrorist and Related Activities Act, 33 of 2004 (POCDATARA);
- The Prevention and Combating of Corrupt Activities Act, 12 of 2004 (PRECCA);
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Promotion of Access to Information Act 2 of 2000 (PAIA);
- Rental Housing Act 50 of 1999 as amended.
- Broad Based Black Economic Empowerment Act 53 of 2003; and
- The Protection of Personal Information Act 4 of 2012 (POPIA).
- JSE Debt Listing Requirements



9. COMPANIES ACT AND GOVERNANCE

Records in terms of the Companies Act and Corporate Governance requirements include the following:

- All companies' registration documents
- Minutes of Board of Directors' Meetings
- Minutes of Shareholders' Meetings
- Minutes of various Board Sub-Committee Meetings
- Records relating to the appointment of directors, auditor, company secretarial services, public officers and other officers (certified copies)
- Share Registers and Other statutory registers (copy of share register)
- Documents relating to regulatory bodies' registration including the National Credit Regulator, the Financial Intelligence Centre and the Johannesburg Stock Exchange.

10. FINANCIAL RECORDS

Records in terms of financial management include the following:

- Accounting Records
- Banking Records
- Electronic banking Records
- Fixed Asset Register
- Lease Agreements



- Invoices
- Funding Structure Agreements

11. STATUTORY COMPLIANCE DOCUMENTS

- VAT
- Income tax

12. EMPLOYEE AND HUMAN RESOURCE MANAGEMENT RECORDS

Income Tax Records

13. OTHER PARTIES

Records are kept in respect of other parties, including but without limitation, contractors, suppliers, Third Party Service Providers.

Alternatively, such other parties may possess Records which can be said to belong to TUHF. The following Records fall under this category:

- Employee Records which are held by another party as



opposed to being held by TUHF; and

- Records held by TUHF pertaining to other parties, including financial Records, correspondence, contractual Records, Records provided by the other party, and Records third parties have provided about the contractors/suppliers.

14. PUBLICLY AVAILABLE RECORDS

TUHF's Annual Financial statements and all JSE Program Memoranda with related documents are publicly available, without a request for access in terms of PAIA.

15. STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST

The following steps are to be considered by the Requester before submitting a request:

15.1 Step 1: Is the Requester requesting their own information ?

All TUHF clients are permitted to access to their own information without having to use the request for access to information procedures as set out in PAIA.

Please note that there may be administration costs associated with retrieval of certain types of information records.



15.2 Step 2: Is the Requester entitled to use PAIA to request access?

Section 7(1) of PAIA states:

“This Act does not apply to a Record of a public body or a private body if:

- that Record is requested for the purpose of criminal or civil proceedings;
- so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- the production of or access to that Record for the purpose referred to in paragraph (a) is provided for in any other law.”

If section 7(1) applies, the Requester may not bring a request in terms of PAIA. The Requester must use the rules and procedures for discovery of information of the relevant legal forum and proceedings the Requester are involved in. TUHF reserves the right to claim all expenses and other damages incurred as a result of a Requester submitting a request in contravention of section 7(1).

15.3 Step 3: Does the information requested exist in the form of a Record?

PAIA only applies to Records that are in existence at the time of TUHF receiving the request. PAIA does not compel anyone to create a Record which is not yet in existence at the time the request is made. For instance,



PAIA cannot be used to obtain reasons for a decision taken by TUHF if such reasons are not in the form of a Record.

15.4 Step 4: Is the Record in the possession or under the control of TUHF?

PAIA provides that the Record requested must be in TUHF's possession or under its' control. Therefore, even if a Record was created by TUHF or at some point in TUHF's possession (but no longer in TUHF's control at the time of the request), the Requester must seek access to the Record from the party under whose possession or control it is.

16. HOW TO SUBMIT A REQUEST FOR ACCESS

The Requester has to consider the abovementioned steps before submitting a request for information. Once satisfied that none of the abovementioned prohibitions apply, the Requester may then proceed to submit a request as follows:

16.1 Complete Request form:

The Requester must complete the form in Annexure 3 of this PAIA Manual and submit this form, to the Information Officer using the postal address or electronic email address. In the Request Form, the Requester is required to:



- provide sufficient particulars to enable TUHF to identify the Record/s requested and to identify the Requester;
- indicate which form of access is required, if the request is granted;
- specify the Requester's postal address or email address;
- identify the right that the Requester is seeking to exercise or protect, and
- provide an explanation of why the requested Record is required for the exercise or protection of that right.

If in addition to a written reply, the Requester wishes to be informed of the decision on the request in any manner, he/she is to state that manner and the necessary particulars to be informed in the other manner.

When the request is made on behalf of another person, that person is to submit proof of the capacity in which the Requester is making the request, to the reasonable satisfaction of the Information Officer.

16.2 Describe the right:

The Requester is to adequately describe the right which he/she is seeking to protect or enforce by means of the Records requested. Courts have indicated that access to the Records must be "necessary" for the exercise or protection of the right so stated. It is important to note that TUHF may refuse the Requester access to the Records requested if the right is not clearly defined or where



the right the Requester claim to seek to exercise or protect does not qualify as a right as contemplated in PAIA.

16.3 Duly Authorised Representative

If a request is made on behalf of another person, then the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of TUHF.

16.4 Illiteracy or disability

If a Requester is unable to complete the prescribed form due to illiteracy or disability, such a person may make the request orally.

16.5 Prescribed fees

16.5.2 Section 52(3) states that fees payable for access to records are to be prescribed. The prescribed fees are as set out in the Fee Schedule, which is available on the SAHRC website:

www.sahrc.org.za

16.5.3 A Requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].



- 16.5.4 If the Request is granted then a further access fee may be paid for the search, reproduction, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 16.5.5 TUHF may withhold a Record until the Requester has paid the fees.

17. CONSIDERING THE REQUEST

- 17.1 TUHF will have deemed to have received the Requester's request when all of the requirements in respect of PAIA have been met. Subject to the provisions of PAIA, in respect of extension of time periods, TUHF will process the request within 30 days, unless the Requester has stated special reasons which would satisfy TUHF that circumstances dictate that the above time periods not be complied with.
- 17.2 The Requester will be informed in writing whether access has been granted or denied. The main grounds for TUHF to refuse a request for information relate to the:
 - 17.2.1 mandatory protection of –
 - 17.2.1.1 the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of Personal Information of that natural person;



17.2.1.2 the commercial information of a third party, if the Record contains:

- trade secrets of that third party;
- financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; and information disclosed in confidence by a third party to TUHF, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

17.2.1.3 confidential information of third parties if it is protected in terms of any agreement;

17.2.1.4 the safety of individuals and the protection of property;

17.2.1.5 Records which would be regarded as privileged in legal proceedings;

17.2.2 simply the protection of –

17.2.2.1 the commercial activities of TUHF, which may include:

- trade secrets of trade;
- financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or



commercial interests of TUHF; and

- information which, if disclosed could put TUHF at a disadvantage in negotiations or commercial competition;

17.2.2.2 a computer program which is owned by TUHF, and which is protected by copyright; and

17.2.2.3 the research information of TUHF or a third party, if its disclosure would disclose the identity of TUHF, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

18. REQUESTER REMEDIES

TUHF does not have internal appeal procedures. As such, the decision made by TUHF is final. If the Requester's request is denied, the Requester is entitled to apply to a Court with appropriate jurisdiction for relief.



GLOSSARY

In this PAIA Manual (as defined below), unless the context requires otherwise, the following words and expressions bear the meanings assigned to them:

"Board Sub-Committee"	means the following Committees; Audit and Risk Committee, Assets and Liabilities Committee, Loan Committee, TUHF Equity Committee, Jobs Fund Committee and the Social and Ethics Committee
"Employees"	means any Employee of TUHF as defined in the Labour Relations Act 66 of 1995;
"Information Officer"	means the Information Regulator established in terms of POPIA;
"Personal Information"	means information relating to any Requestor, including but not limited to (i) views or opinions of another individual about the Requestor; and (ii) information relating to such Requestor's: race, sex, gender, sexual orientation, pregnancy, marital status, nationality, ethnic or social origin, colour, age, physical or mental health, well-being,



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	<p>disability, religion, conscience, belief, cultural affiliation, language and birth;</p> <p>education, medical, financial, criminal or employment history;</p> <p>names, identity number and/or any other personal identifier, including any number(s), which may uniquely identify a Requestor, account or client number, password, pin code, numeric, alpha, or alpha-numeric design or configuration of any nature, symbol, email address, domain name or IP address, physical address, cellular phone number, telephone number or other particular assignment;</p> <p>blood type, fingerprint or any other biometric information;</p> <p>personal opinions, views or preferences;</p> <p>correspondence that is implicitly or expressly of a personal, private or confidential nature (or further correspondence that would reveal the</p>
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	<p>contents of the original correspondence); and</p> <p>information relating to corporate structure, composition and business operations (in circumstances where the Requestor is a juristic person);</p>
"POPIA"	means the Protection of Personal Information Act, No 4 of 2013;
"PAIA"	means the Promotion of Access to Information Act, No 2 OF 2000;
"PAIA Manual"	means this Promotion of Access to Information Manual
"Processing"	<p>means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:</p> <p>the collection, receipt, Recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;</p> <p>dissemination by means of transmission, distribution or making available in any other</p>



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	<p>form by electronic communications or other means; or</p> <p>merging, linking, blocking, degradation, erasure or destruction. For the purposes of this definition, "Process" has a corresponding meaning.</p>
<p>"Record"</p>	<p>means any Recorded information: regardless of form or medium, including any of the following:</p> <ul style="list-style-type: none">writing on any material;information produced, Recorded or stored by means of any tape Recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, Recorded or stored;label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;book, map, plan, graph or drawing;



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	<p>photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of</p> <p>being reproduced; in the possession or under the control of TUHF; whether or not it was created by TUHF; and regardless of when it came into existence;</p>
"Request Form"	<p>means a form filled by a Requester to access records/information held by a private body;</p>
"Requester"	<p>means any person, including, but not limited to, a public body or an official thereof, making a request for access to a Record of that private body.</p>
"Third Party"	<p>means any independent contractor, agent, consultant, sub-contractor or other representative of TUHF.</p>
"TUHF"	<p>means the TUHF Group of Companies;</p>
"TUHF Group of Companies"	<p>means TUHF Holdings and its subsidiaries and related entities including the Special Purpose Vehicles and TUHF21 and its subsidiaries and TUHF Foundation. (For a full list of Companies refer to Annexure A to this PAIA Manual; and</p>



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<p>"UmaStandi"</p>	<p>Means UmaStandi Pty Limited.</p>
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ANNEXURE A TO PAIA MANUAL

TUHF GROUP OF COMPANIES

Including

APPOINTED INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS



Entity	Information officer	Deputy information officer
TUHF Holdings Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Bridge (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Equity (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF MBS (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Silverkey Investments (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Better Urban Living 2 (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF21 NPC	Lusanda Netshitenzhe	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Properties (Pty) Ltd	Lusanda Netshitenzhe	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
UMaStandi (Pty) Ltd	Lusanda Netshitenzhe	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Intuthuko Equity Fund (Pty) Ltd	Lusanda Netshitenzhe	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Foundation	Lusanda Netshitenzhe	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou



Trusts		
Jeppe's Town Urban Trust	Imke Kruger	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Related Entities / SPV's		
TUHF Urban Finance (RF) Limited	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
TUHF Urban Finance Security SPV (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Urban Ubomi 1 (RF) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Urban Ubomi 1 Security SPV (RF) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou
Vusela Warehouse SPV (RF) (Pty) Ltd	Paul Jackson	<ul style="list-style-type: none"> • Ilona Roodt • Belinda Cooke • Nico Papanicolaou

TUHF's information Officer and Deputy Information Officer contact details are as follows -

Address: 12th Floor, West Wing, Libridge Building
 25 Ameshoff St,
 Braamfontein
 Johannesburg
 2001

Email: privacy@tuhf.co.za



ANNEXURE B TO PAIA MANUAL

TUHF BRANCH ADDRESSES AND CONTACT DETAILS

Pretoria 805 & 806 Olivetti House 8 th Floor 100 Pretorius Street Pretoria 010 595-8891	Durban Embassy Building 199 Anton Lembede Street, (ex Smith Street) Durban 031 306-5036
Port Elizabeth BCX Building, 2nd Floor, 106 Park Drive, St Georges Park, Port Elizabeth 041 582-1450	Cape Town Unit B4, 97 Durham St, Cecil Rd, Salt River, Cape Town 021 204-8843
Bloemfontein Unit 1, 17 Barnes Street, Westdene, Bloemfontein 051 011-8843	



ANNEXURE C TO PAIA MANUAL

FORM C- REQUEST FOR ACCESS TO RECORD FROM PRIVATE BODY

REQUEST FOR ACCESS TO RECORD FROM 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 Information Officer

B. Particulars of person requesting access to the Record

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



Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

C. 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 names and surname: _____

Identity number: _____



D. Particulars of Record

(a) Provide full particulars of the Record to which access is requested, including the reference number if that is known to you, to enable the Record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The Requester must sign all the additional folios.

1 Description of Record or relevant part of the Record:

2 Reference number, if available:

3 Any further particulars of Record:



E. Fees

- (a) A request for access to a Record, other *than* a Record containing Personal Information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified* of the amount required to be paid as the request fee.
- (c) The fee payable for access to a Record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a Record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason 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 1 to 4 hereunder, state your disability and indicate in which form the Record is required.

Disability:	Form in which Record is required
Form in which Record is required:	
Mark the appropriate box with an X.	
NOTES:	



- (a) Compliance with your request in the specified form may depend on the form in which the Record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access for the Record, if any, will be determined partly by the form in which access is requested.

1. If the Record is in written or printed form:			
	copy of		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 of the images"
			transcription of the images*
3. If Record 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 derived from the Record"
			copy in computer readable form* (stiffy or compact disc)



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

G Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the Record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.



TUHF

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

Signed at..... this..... day of20____

SIGNATURE OF REQUESTER