

## **Privacy Notice.**

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### **1. Introduction:**

In this document, references to: "**Phanda Apparel Pty Ltd**", "we", "us", or "the Group" are to **Phanda Apparel Pty Ltd** and its subsidiary companies.

**Phanda Apparel Pty Ltd** recognises its accountability in terms of the Protection of Personal Information Act (hereinafter referred to as **POPIA**), other privacy protection legislation, together with its regulations to all its employees. **Phanda Apparel Pty Ltd** needs to collect personal information from its employees to carry out its business.

To maintain a trust relationship with our Stakeholders, we are committed to complying with both the spirit and the letter of POPIA, other privacy protection legislation, and to always act with due skill, care, and diligence when dealing with personal information.

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### **2. What is personal information:**

Personal Information according to POPIA, means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- a. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
- b. Information relating to the education or the medical, financial, criminal, or employment history of the person;
- c. Any identifying number, symbol, e-mail address, telephone number, location information, online identifier, or other particular assignment to the person;
- d. The biometric information of the person;
- e. The personal opinions, views, or preferences of the person;
- f. Correspondence sent by the person that would reveal the contents of the original correspondence;
- g. The views or opinions of another individual about the person; and

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- h. The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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### **3. Where and when do we collect personal information:**

Information you provide to us:

- Clients
  - Directly from you;
  - Online quote request forms
  - Purchase orders
  - Contracts
- Suppliers
  - Invoices
  - Contacts

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### **4. When will we process your personal information:**

We will only process your personal information for lawful purposes relating to our business if the following circumstances apply:

- You have **consented** thereto;
- a person legally authorised by you, or a court, has **consented** thereto;
- It is necessary to conclude or perform under a **contract** we have with you;
- The **law** requires or permits it;
- It is required to protect or pursue your, our, or a third party's legitimate interest; and/or
- You are a child, and a competent person (such as a parent or guardian) has consented thereto on your behalf.

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### **5. When will we process your special personal information:**

Special personal information refers to the following categories of information:

- Religious and philosophical beliefs;
- Race;
- Ethnic origin;
- Trade union membership;
- Political beliefs;
- Health including physical or mental health, disability, and medical history;
- Biometric information;
- Criminal behaviour where it relates to the alleged commission of any offence or the proceedings relating to that offence.

We will process special personal information in the following instances:

- You have **consented** to the processing (in circumstances where we are legally obliged to obtain your consent); or
- It is necessary to exercise or defend a right or obligation in **law**; or

- It is necessary to comply with an international legal obligation of public interest; or
- It is for certain historical, research, or statistical purposes that would not adversely affect your privacy; or
- You have deliberately made your personal information public.

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## **6. What information do we collect, and how do we use your information:**

Kindly note that the following list is not comprehensive. It sets out the main purposes and data elements collected by **Phanda Apparel Pty Ltd**:

### Clients

<b><u>Purpose:</u></b>	<b><u>Data elements:</u></b>
<ul style="list-style-type: none"> <li>• Invoicing</li> <li>• Debit Orders</li> <li>• Service Delivery</li> <li>• To contact you;</li> <li>• Audit &amp; Record keeping;</li> <li>• BEE compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Registration Nr</li> <li>• VAT nr</li> <li>• Business Name, t/a name</li> <li>• Banking details</li> <li>• Title</li> <li>• Name</li> <li>• Surname</li> <li>• Id nr</li> <li>• Physical address</li> <li>• Postal Address</li> <li>• Province</li> <li>• Contact nrs</li> <li>• email addresses</li> <li>• Business Sector</li> </ul>

### Service Providers / Suppliers

<b><u>Purpose:</u></b>	<b><u>Data elements:</u></b>
<ul style="list-style-type: none"> <li>• Purchase Orders</li> <li>• To contact you;</li> <li>• Audit &amp; Record keeping;</li> <li>• BEE compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Name:</li> <li>• Bank Details:</li> <li>• Contact Numbers:</li> <li>• Address:</li> </ul>

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## **7. How we share your information:**

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they

comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

Legal Disclosures:

We may need to share your information when we believe it is required by law, legal process or to help protect the rights and safety of you, us, or others. We attempt to notify members about legal demands for their data when appropriate in our judgment unless prohibited by law or court order or when the request is an emergency. We may dispute such demands when we believe, at our discretion, that the requests are overbroad, vague, or lack proper authority, but we do not promise to challenge every demand.

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## **8. Your rights and obligations:**

Data Retention:

We keep most of your personal information while we still have a purpose, we need to provide you with services or where we are legally obligated to do so.

We will also keep your information where you have agreed for us to do so, or have given your consent that we are allowed to do so.

We keep some of your information even after you are no longer in our employment, if it is reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse, enforce our other user agreements, or fulfil your request to object to our processing of your information.

You have rights in connection with your personal information. You have many choices about how your information is collected, used, and shared.

In certain circumstances, by law, you have the right to:

- **Request access to your information:** You will be able to ask us what information we have about you as well as ask for a copy of this information. This should be done on request to Phanda Apparel Pty Ltd. There are some exemptions, which means you may not always receive all the information we process. When we can give you a copy it might be done at a certain fee, which will also be communicated to you at the time of your query.
- **Change or correct information:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Delete information:** You can ask us to delete or remove personal information under certain circumstances.
- **Object to processing:** You can do this where we are relying on your legitimate interest, public interest, or our legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to

processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes or where you have given your consent for the specific processing and you want to retract your consent. Retracting your consent does not invalidate the information we lawfully processed while we had your consent to do so.

- **Request the restriction of processing:** You can ask us to suspend the processing of personal data about you, for example, if you want us to establish its accuracy or the reason for processing it.

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## **9. Changes to our privacy notice:**

Changes to the privacy notice apply to your use of our services. We may modify this privacy notice from time to time, as required by changes in legislation. When material changes are made, we will provide notice through our services, or by other means, to provide you the opportunity to review the changes before they become effective.

You acknowledge that your continued use of our services after we publish our changes to this privacy notice means that the collection, use, and sharing of your personal information is subject to the updated privacy notice.

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## **10. Other important information:**

### Security:

We have put in place appropriate security measures to prevent your data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information on a business need-to-know basis, and subject to a duty of confidentiality.

### Transborder information transfers:

We do not share any of our employee information across borders.

## **11. Contact Information:**

Should you have a query please send an email to: [thapelo@phanda-apparel.co.za](mailto:thapelo@phanda-apparel.co.za)

### Our Information Officer:

Thapelo Mngomezulu

Email: [thapelo@phanda-apparel.co.za](mailto:thapelo@phanda-apparel.co.za)

### The Information Regulator:

You have the right to lodge a complaint with the South African Information Regulator. See the Information Regulator contact details below.

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017

**Complaints email:** [PAIAcomplaints@inforegulator.org.za](mailto:PAIAcomplaints@inforegulator.org.za)  
**General inquiries email:** [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

## **12. Document control**

<b>Creation Date</b>	1 April 2025
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<b>Author Name</b>	Thapelo
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<b>Last Updated</b>	1
<b>This Version</b>	1
<b>Latest version approved by the board/members of Phanda Apparel Pty Ltd</b>	1

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## **13. Change History**

<b>Date</b>	<b>Author</b>	<b>Version</b>	<b>Change Reference</b>

# Manual

## Of

### Phanda Apparel Pty Ltd (Private Body)

Prepared and compiled on 2025-03-31 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of Phanda Apparel Pty Ltd.

**Registration number:** 2023/608166/07

**Update:** 2025-03-31

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## **1. INTRODUCTION**

We are industry leaders in the textile, clothing and branding industry. We are based in Middelburg, Mpumalanga. Our services further cover the embroidery of custom logo's. -Ex. Sportwear, PPE, Headwear, ect. Sublimation of custom clothing. -Ex. Sportswear, Jackets, Golf shirts, etc.

## **2. THE ACT**

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

## **3. PURPOSE OF THE MANUAL**

**In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.**

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by Phanda Apparel Pty Ltd which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of Phanda Apparel Pty Ltd, by providing a description of the subjects on which Phanda Apparel Pty Ltd holds records and the categories of records held on each subject;
- 3.3 know the description of the records of Phanda Apparel Pty Ltd which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if Phanda Apparel Pty Ltd processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if Phanda Apparel Pty Ltd plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 know whether Phanda Apparel Pty Ltd has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### **4. CONTACT DETAILS:**

Information Officer:  
MNGOMEZULU, THAPELO PETRUS

Postal Address:  
11 Rand Street  
Industrial  
Middelburg

Physical Address:  
11 Rand Street  
Industrial  
Middelburg

Telephone No:  
[013 282 6686](tel:0132826686)

E-mail:  
[thapelo@phanda-apparel.co.za](mailto:thapelo@phanda-apparel.co.za)

Deputy Information Officer:

ZULU, RODNEY SIFISO PAUL  
BREED, PIETER GERHARDUS

#### **GENERAL INFORMATION:**

Name of Private Body:  
**Phanda Apparel Pty Ltd**

Registration No:

2023/608166/07

Postal Address:  
11 Rand Street  
Industrial  
Middelburg

Physical Address (or principal place of business):  
11 Rand Street  
Industrial  
Middelburg

Telephone No:  
[013 282 6686](tel:0132826686)

E-mail:  
[thapelo@phanda-apparel.co.za](mailto:thapelo@phanda-apparel.co.za)

Website:  
N/A

## **5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 5.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
  - 5.3.1. the objects of PAIA and POPIA;
  - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 5.3.2.1 the Information Officer of every public body, and
    - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
  - 5.3.3. the manner and form of a request for-
    - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
    - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
  - 5.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
  - 5.3.5. the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
  - 5.3.6.1 an internal appeal;
  - 5.3.6.2 a complaint to the Regulator; and
  - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.

5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

5.5 The Guide can also be obtained-

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

5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

## **6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC**

<b>Category of records</b>	<b>Types of the Record</b>	<b>Availability</b>
Product information	Information relating to our service, service offering and products	Freely available
Public facing policies and notices	Privacy Notice, Cookie Policy, Terms and Conditions, PAIA Manual	Freely available

## 7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that Phanda Apparel Pty Ltd holds in order to facilitate a request in terms of The Act.

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

Subjects on which the body holds records	Categories of records
<b>These include, but are not limited to the below:</b>	
Human Resources	<ul style="list-style-type: none"><li>- HR policies and procedures;</li><li>- Employees records</li></ul>
Operational documents and records	<ul style="list-style-type: none"><li>- Policies regarding business plan or activities;</li><li>- Written service specification;</li><li>- Customer data base and relevant information;</li><li>- Company profile;</li><li>- Sales records</li></ul>
Manual and Guide	Information Regulator's Manual and Guide on how to use PAIA
Financial records	<p><u>General</u></p> <ul style="list-style-type: none"><li>- VAT records;</li><li>- Tax records;</li><li>- PAYE records;</li><li>- UIF records;</li><li>- SDL records;</li><li>- Management accounts and audited financial statements;</li></ul> <p><u>Operating systems</u></p> <ul style="list-style-type: none"><li>- Tax invoices;</li><li>- Quotes;</li><li>- weekly/monthly/quarterly/annual statements;</li><li>- Debit notes;</li><li>- Credit notes</li></ul> <p><u>Bank Account records</u></p>

## **8. RECORDS REQUIRED IN TERMS OF LEGISLATION**

Records are kept in accordance with legislation applicable to Phanda Apparel Pty Ltd, which includes but is not limited to, the following –

Basic Conditions of Employment Act No. 75 of 1997;  
Broad-Based Black Economic Empowerment Act No. 53 of 2003;  
Companies Act No. 71 of 2008;  
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;  
Copyright Act No. 98 of 1978;  
Customs and Excise Act No. 91 of 1964;  
Cybercrimes Act No. 19 of 2020;  
Electronic Communications and Transaction Act No. 25 of 2002;  
Employment Equity Act No. 55 of 1998;  
Financial Intelligence Centre Act No 38 of 2001;  
Identification Act No. 68 of 1997;  
Income Tax Act No. 58 of 1962;  
Labour Relations Act No. 66 of 1995;  
National Credit Act No. 34 of 2005;  
Occupational Health and Safety Act No. 85 of 1993;  
Prevention of Organised Crime Act No. 121 of 1998;  
Promotion of Access to Information Act No. 2 of 2000;  
Protection of Personal Information Act No. 4 of 2013;  
Revenue laws Second Amendment Act. No. 61 of 2008;  
Skills Development Levies Act No. 9 of 1999;  
Taxation Laws Amendment Act No. 7 of 2010;  
Unemployment Contributions Act No. 63 of 2001;  
Unemployment Insurance Act No. 30 of 1966;  
Value Added Tax Act No. 89 of 1991.

Although we have used our best endeavours to supply a list of applicable legislations, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows access on a basis other than as set out in PAIA, we will 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.

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

## **9. PROCESSING OF PERSONAL INFORMATION**

### **9.1 Purpose of Processing Personal Information**

We may process personal information for various reasons, including but not limited to the following:

- To gather contract information;
- To maintain customer records;
- For employment purposes;
- For general administration;
- For legal, contractual, financial and/or tax purposes
- To manage information, products and/or services requested by data subjects;
- Health and safety purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings.

**9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be processed</b>
Customers / Clients / Suppliers / Service providers	<p>These include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>- Full Name and Surname;</li> <li>- Identity number;</li> <li>- Company name;</li> <li>- Company registration number;</li> <li>- VAT number;</li> <li>- Banking details;</li> <li>- Contact details;</li> <li>- Physical, postal and e-mail address;</li> <li>- Medical Aid details</li> </ul>
Employees	<p>These include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>- Full Name and surname;</li> <li>- Identity number;</li> <li>- Email address;</li> <li>- Contact details;</li> <li>- Gender;</li> <li>- Nationality;</li> <li>- Driver's license details;</li> <li>- Marital status;</li> <li>- Next of kin details;</li> <li>- Dependents information;</li> <li>- Banking details;</li> <li>- Physical and postal address;</li> <li>- Educational Information;</li> <li>- Medical Information;</li> <li>- Psychometric tests;</li> <li>- PAYE Information;</li> <li>- UIF Information;</li> </ul>

**9.3 The recipients or categories of recipients to whom the personal information may be supplied**

<b>Category of Personal Information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
Identity number and names, for criminal checks	South African Police Service
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Financial information, for Financial Accounting purposes	Operators

## **9.4       Planned transborder flows of personal information**

We do not transfer information to any country outside of the Republic of South Africa.

However, should it become necessary to transfer personal information to another country for any lawful purposes, we will ensure that anyone to whom it pass personal information is subject to a law, binding corporate rules or binding agreement which provides an adequate level of protection and the third party agrees to treat that personal information with the same level of protection as we are obliged under POPIA.

## **9.5       General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

Our security policies and procedures cover, amongst others, but not limited to:

- Physical security;
- Computer and network security;
- Access to personal information;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of personal information;
- Investigating and reacting to security incidents;

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **10. REQUEST PROCEDURE FOR OBTAINING INFORMATION**

### **Access to records held by Phanda Apparel Pty Ltd**

Records held by Phanda Apparel Pty Ltd may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same 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 address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Phanda Apparel Pty Ltd will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

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 the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

## **11. FEES**

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

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

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for 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.

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

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

## **12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION**

The main grounds for Phanda Apparel Pty Ltd to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
  - o Trade secrets of that third party;
  - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
  - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of Phanda Apparel Pty Ltd which may include:
  - o Trade secrets of Phanda Apparel Pty Ltd
  - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of Phanda Apparel Pty Ltd ;
  - o Information which, if disclosed could put Phanda Apparel Pty Ltd at a disadvantage in negotiations or commercial competition;
  - o A computer program, owned by Phanda Apparel Pty Ltd and protected by copyright.
- The research information of Phanda Apparel Pty Ltd or a third party, if its disclosure would reveal the identity of Phanda Apparel Pty Ltd, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

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

### **13. DECISION**

Phanda Apparel Pty Ltd will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which Phanda Apparel Pty Ltd has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of Phanda Apparel Pty Ltd and the information cannot reasonably be obtained within the original 30 day period. Phanda Apparel Pty Ltd will notify the requester in writing should an extension be sought.

### **AVAILABILITY OF THE MANUAL**

The manual of Phanda Apparel Pty Ltd is available at the premises of Phanda Apparel Pty Ltd as well as on the website of Phanda Apparel Pty Ltd.

Signed by: Thapelo Mngomezulu

Date: 14/05/2025



## **ANNEXURE A:**

The table below sets out the fees applicable to any request for a record of information held by

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	For a copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00 R 40.00 R 60.00
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

## ANNEXURE B: 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

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(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 (when made on behalf of another person)			
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			

<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>	
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>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record ( <i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i> )	
Written or printed transcription of virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc.</i> )	
Transcription of soundtrack ( <i>written or printed document</i> )	
Copy of record on flash drive ( <i>including virtual images and soundtracks</i> )	
Copy of record on compact disc drive ( <i>including virtual images and soundtracks</i> )	
Copy of record saved on cloud storage server	

<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	

## **PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

*If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.*

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

## **FEES**

- a) A request fee must be paid before the request will be considered.*
- b) You will be notified of the amount of the access fee to be paid.*
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

<b>Postal address</b>	<b>Facsimile</b>	<b>Electronic communication (Please specify)</b>

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

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

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***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>	

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***Signature of Information Officer***

## ANNEXURE B: FORM 3

### OUTCOME OF REQUEST AND 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:

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

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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 A.	
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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 regard to your request:**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Number of pages/items</u></b>	<b><u>Total:</u></b>
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.		
6.	For a copy of visual images	Service to be outsourced. Will depend on quotation from service provider.		
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00		
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00  R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
<b><u>TOTAL:</u></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 No.: \_\_\_\_\_

Submit proof of payment to: \_\_\_\_\_

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

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