

T SOGO SUN GAMING LIMITED

(and its subsidiaries)

("Tsogo Sun Gaming" or "the Tsogo Sun Gaming Group" or
"the Company")

Manual in terms of The Promotion Of Access To Information Act, No 2 of 2000 ("the Act")

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This Manual is based on the document issued by the South African Human Rights Commission.

A. INTRODUCTION TO THE TSOGO SUN GAMING GROUP

Tsogo Sun Gaming is a JSE listed company under the Travel and Leisure sector and its primary business is to own and operate gaming and entertainment complexes throughout South Africa offering a diverse range of gaming and entertainment options, including casino complexes, bingo games and limited pay-out machines ("LPM's"). The casino complexes offer a wide variety of gaming, dining, bars, cinemas, theatres, shops, entertainment, accommodation (in the form of casino complex hotels) and conference facilities to the public. Tsogo Sun Gaming also has a passive 20% equity interest in SunWest International Proprietary Limited and Worcester Casino Proprietary Limited. Through Tsogo Sun Alternative Gaming, the Group operates a casino in the Northern Cape and also offers bingo games through paper bingo as well as electronic bingo terminals ("EBT's"). Additionally, Tsogo Sun Alternative Gaming conducts the business of a Route Operator of LPM's and is licensed to own, manage and operate LPM's in conjunction with 3rd party site operators ranging from small business owners such as pubs, bars, clubs and taverns to hotels, bookmakers and adult entertainment venues.

B. PURPOSE OF MANUAL

1. The purpose of this manual is to facilitate requests for access to information on the Tsogo Sun Gaming Group and it applies in respect of Tsogo Sun Gaming Limited and each member company or subsidiary described in Annexure A.
2. This manual does not comprehensively deal with every procedure provided for in the Act.
3. Requesters of information are advised to familiarise themselves with the provisions of the Act before making any requests to the Tsogo Sun Gaming Group in terms of the Act.
4. The Tsogo Sun Gaming Group makes no representation and gives no undertaking or warranty that the information provided by it to a requester is complete or accurate, or that such information is fit for any purpose. All users of such information shall use such information entirely at their own risk, and the Company shall not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this manual or any information provided by the Tsogo Sun Gaming Group or any error therein.

C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. **Contact details** [*Section 51(1)(a)*]

The head of the Tsogo Sun Gaming Group has authorised the Corporate Compliance Manager to act as the head of the Tsogo Sun Gaming Group for the purpose of the compilation of this Manual and to address all requests for access to information from the Tsogo Sun Gaming Group made in terms of the Act.

Tsogo Sun Gaming Limited

The Head : Attention The Corporate Compliance Manager
Street Address : Palazzo Towers East, Montecasino Boulevard, Fourways
Postal Address : Private Bag X200, Bryanston 2146
Telephone : (011) 510-7732
E-mail : wimpie.vermaak@tsogosun.com
Website : www.tsogosungaming.com

2. **Guide on how to use the Act** [*Section 51(1)(b)*]

The Promotion of Access to Information Act grants a requester access to records of a company if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest. Requests in terms of the Act are required to be made in accordance with the prescribed procedures, at the rates provided.

This Guide is available from the South African Human Rights Commission : PAIA unit, Research and Documentation Department, Postal Address: Private Bag 2700, Houghton, 2041; Telephone : +27 11 484 8300; Fax : +27 11 484 0582; Website : www.sahrc.org.za; e-mail: paia@sahrc.org.za.

3. **Records available in terms of any other legislation** [*Section 51(1)(d)*]

Records are kept and are available upon specified conditions (and in certain instances only to specified persons) in accordance with such other legislation as is applicable to the Tsogo Sun Gaming Group, including (and as amended from time to time):

i. **Company Secretarial, Legal and Liquor**

- Companies Act 71 of 2008
- Copyright Act 98 of 1978
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Customs and Excise Act 91 of 1964
- Gauteng Liquor Act 2 of 2003
- Free State Liquor Act 3 of 2007
- KwaZulu-Natal Liquor Act 27 of 1989
- Western Cape Liquor Act 4 of 2008
- Eastern Cape Liquor Act 10 of 2003
- Mpumalanga Liquor Act 5 of 2006
- National Liquor Act 59 of 2003
- Northern Cape Liquor Act 2 of 2008
- North West Liquor Act 27 of 1989

ii. **Accounting and Finance**

- Income Tax Act 58 of 1962
- Revenue Laws Amendment Act 60 of 2008
- Value Added Tax Act 89 of 1991
- Financial Intelligence Centre Act 38 of 2001
- South African Reserve Bank Act 90 of 1989
- National Credit Act 34 of 2005

iii. **Human Resources**

- Broad-Based Black Economic Empowerment Act, 53 of 2003
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Pension Funds Act 24 of 1956
- Medical Schemes Act 131 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 63 of 2001
- Environmental Health and Safety Act 1989

iv. **Gambling Acts**

- National Gambling Act of 2004

- Eastern Cape Gambling and Betting Act of 1997
- Gauteng Gambling Act of 1995
- KwaZulu-Natal Gambling Act of 1996
- Free State Gambling and Liquor Act of 2010
- The North West Gambling Act of 2001
- Northern Cape Gambling Act of 2008
- Northern Province (Limpopo Province) Gambling Act of 1996
- Western Cape Gambling and Racing Act of 1996
- Mpumalanga Gambling Act of 1995

4. **Access to the records held by the Tsogo Sun Gaming Group** *[Sections 51(1)(c) and 51(1)(e)]*

i. **The categories of records which are available without a person having to request access in terms of the Act** *[Section 51(1)(c)].*

Information already available in the public domain including information that is available in terms of the latest notice regarding the categories of records in terms of section 52 (2)

ii. **Records that may be requested** *[Section 51(1)(e)]*

The following is a list of the subjects on which the Tsogo Sun Gaming Group hold records and the categories into which these fall. The procedure in terms of which such records may be requested is set out in sections 4(iii) to (v) below.

Kindly note that this does not mean that the information and records listed below will automatically be made available as there are a number of grounds for refusal of access, *[Sections 7, 61 and 63 to 70]*

Company Secretarial / Legal

- General contracts
- Statutory records
- Licences
- Minutes of meetings
- Title Deeds
- Organogram
- Management Agreements
- Leases
- Limits of Authority
- Registered trademarks, trade names, protected names and other copyright items

Human Resources

- HR and Remuneration Committee reports
- Staff records
- Contracts of employment
- Employment equity reports
- Policy and Procedures
- Pension and Provident Fund details
- Collective Agreements
- BBBEE Verification Certificates
- Key Employee Licences

Financial

- Audited financial statements
- Taxation records
- Asset register
- Management accounts
- Banking details
- Treasury documents

- Insurance documentation
- Audit and Risk Committee reports

Operational

- Databases
- Computer software
- Correspondence
- Social & Ethics Committee reports

iii. **The request procedure**

To facilitate the processing of your request, kindly:

- Use the prescribed form.
- Provide proof of identity to authenticate the request and the requester. Therefore in addition to the prescribed form, requesters will be required to supply a certified copy of their identification document or any other legally acceptable form of identification.
- Address your request to the Corporate Compliance Manager at the address or electronic mail address of the Tsogo Sun Gaming Group.
- Provide sufficient details to enable the Tsogo Sun Gaming Group to identify the following:
 - (a) record(s) requested;
 - (b) requester (and if an agent is lodging the request, proof of capacity);
 - (c) the form of access required;
 - postal address or electronic mail address of the requester in the Republic;
 - if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
 - (d) the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect that right.

iv. **Notification**

Requesters will be informed within 30 days if the Tsogo Sun Gaming Group's decision is to refuse access to the information requested based on any of the grounds for refusal as contemplated in Sections 7, 61 and 63 to 70 of the Act. Take note that the 30 day period may be extended for a further 30 day period should more time be required to gather the requested information. The requester will, however, be notified if the initial 30 day notice period is to be extended for a further 30 days.

v. **Prescribed Fees**

The following applies to requests (other than personal requests):

- A requester is required to pay the prescribed fees (if any) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

- A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.

5. **Other information as may be prescribed** *[Section 51(1)(f)]*

The Minister of Justice and Constitutional Development has not made any Regulations in this regard.

6. **Availability of the Manual** *[Section 51(3)]*

This Manual is also available for inspection at the offices of the Tsogo Sun Gaming Group free of charge and copies are available with the SAHRC, and on the Tsogo Sun Gaming Group websites referred to above.

ANNEXURE A

Group of Companies

| Company | Registration |
|--|---------------------|
| Gaming | Number |
| Adventure World Management (Pty) Ltd | 2000/014021/07 |
| Akani Egoli Management (Pty) Ltd | 1996/008456/07 |
| Akani Egoli Properties (Pty) Ltd | 2005/034937/07 |
| Akani Msunduzi (Pty) Ltd | 1997/021611/07 |
| Akani Msunduzi Management (Pty) Ltd | 1998/004328/07 |
| Akani-Egoli (Pty) Ltd | 1996/006910/07 |
| Aldiss Investments (Pty) Ltd | 2001/028431/07 |
| Blue Bells Country Club (Pty) Ltd | 2005/010491/07 |
| Blue Crane Signature Golf Estate (Pty) Ltd | 2005/008777/07 |
| Cassava Investments (Pty) Ltd | 1997/020545/07 |
| Durban Add-Ventures Ltd | 1997/013469/06 |
| Garden Route Casino (Pty) Ltd | 1998/000391/07 |
| Gold Reef City Theme Park (Pty) Ltd | 1998/022315/07 |
| Gold Reef Management (Pty) Ltd | 1998/024893/07 |
| Goldfields Casino and Entertainment Centre (Pty) Ltd | 1997/021858/07 |
| Grabblebrook (Pty) Ltd | 2013/088934/07 |
| Jeddler Investments (Pty) Ltd | 2000/019055/07 |
| Lexshell 94 General Trading (Pty) Ltd | 2007/035036/07 |
| Listed Investments (Pty) Ltd | 1997/003059/07 |
| Monte Cinemas (Pty) Ltd | 1990/003230/07 |
| Pocatello Investments (Pty) Ltd | 2002/021382/07 |
| Property Investment Company No 10 (Pty) Ltd | 1994/005424/07 |
| Richtrau No 292 (Pty) Ltd | 2009/020756/07 |
| Ripple Effect 31 (Pty) Ltd | 2001/020975/07 |
| Silverstar Casino (Pty) Ltd | 1995/000369/07 |
| Sofiline (Pty) Ltd | 2012/112763/07 |
| The Millennium Casino Ltd | 1970/000341/06 |
| Tsogo Sun (Pty) Ltd | 2002/026000/07 |
| Tsogo Sun Alternative Gaming Investments (Pty) Ltd | 2015/269000/07 |
| Tsogo Sun Caledon (Pty) Ltd | 1996/010708/07 |
| Tsogo Sun Casino Management Company (Pty) Ltd | 1996/007718/07 |
| Tsogo Sun Casinos (Pty) Ltd | 1995/012674/07 |
| Tsogo Sun Emonti (Pty) Ltd | 1998/017777/07 |
| Tsogo Sun Expansion No 1 (Pty) Ltd | 2007/017309/07 |
| Tsogo Sun Expansion No 2 (Pty) Ltd | 1996/010501/07 |
| Tsogo Sun Gaming Investments (Pty) Ltd | 2002/006402/07 |
| Tsogo Sun Gaming Limited | 1989/002108/06 |
| Tsogo Sun Hotels Gaming and Entertainment (Pty) Ltd | 2002/006556/07 |
| Tsogo Sun KwaZulu-Natal (Pty) Ltd | 1997/014551/07 |
| Tsogo Sun Newcastle (Pty) Ltd | 1998/002723/07 |
| Tsogo Sun One Monte (Pty) Ltd | 1998/018155/07 |
| Tsogo Sun Supply and Distribution (Pty) Ltd | 2000/005833/07 |
| Two Rivers Investments (Pty) Ltd | 1996/006443/07 |
| West Coast Leisure (Pty) Ltd | 1994/005194/07 |
| Whitehorse Investments (Pty) Ltd | 2002/021406/07 |

| Galaxy Bingo | |
|--|----------------|
| Bingo Vision (Pty) Ltd | 1997/004060/07 |
| EC Gaming Uitenhage (Pty) Ltd | 2012/136900/07 |
| Galaxy Bingo Amanzimtoti (Pty) Ltd | 2006/023591/07 |
| Galaxy Bingo Bluff (Pty) Ltd | 2006/023567/07 |
| Galaxy Bingo Butterworth (Pty) Ltd | 2012/136895/07 |
| Galaxy Bingo Developments (Pty) Ltd | 1997/019595/07 |
| Galaxy Bingo Durban CBD (Pty) Ltd | 2006/023746/07 |
| Galaxy Bingo East London (Pty) Ltd | 2012/136888/07 |
| Galaxy Bingo East Rand Mall (Pty) Ltd | 1997/019566/07 |
| Galaxy Bingo Empangeni (Pty) Ltd | 2006/021556/07 |
| Galaxy Bingo Gateway (Pty) Ltd | 2006/018287/07 |
| Galaxy Bingo Greenstone (Pty) Ltd | 1997/019596/07 |
| Galaxy Bingo Hazyview (Pty) Ltd | 2015/165671/07 |
| Galaxy Bingo International SA (Pty) Ltd | 1997/019569/07 |
| Galaxy Bingo Invest 2 (Pty) Ltd | 2015/285648/07 |
| Galaxy Bingo Invest 4 (Pty) Ltd | 2015/309533/07 |
| Galaxy Bingo Invest 5 (Pty) Ltd | 2015/279030/07 |
| Galaxy Bingo KwaZulu-Natal (Pty) Ltd | 2006/018152/07 |
| Galaxy Bingo KWT (Pty) Ltd | 1997/005815/07 |
| Galaxy Bingo Midlands (Pty) Ltd | 2006/021491/07 |
| Galaxy Bingo Moruleng (Pty) Ltd | 2013/195636/07 |
| Galaxy Bingo North West (RF) (Pty) Ltd | 2009/008844/07 |
| Galaxy Bingo Pavilion (Pty) Ltd | 2006/021677/07 |
| Galaxy Bingo Pinetown (Pty) Ltd | 2006/018619/07 |
| Galaxy Bingo Port Elizabeth (Pty) Ltd | 2012/136896/07 |
| Galaxy Bingo South Coast (Pty) Ltd | 2006/018164/07 |
| Galaxy Bingo Tonga (Pty) Ltd | 2015/250835/07 |
| Galaxy Bingo Tzaneen (Pty) Ltd | 2012/190282/07 |
| Galaxy Entertainment Mpumalanga (Pty) Ltd | 2006/026033/07 |
| Galaxy Gaming and Entertainment (Pty) Ltd | 2007/026773/07 |
| Galaxy Gaming Eastern Cape (Pty) Ltd | 2012/136886/07 |
| Galaxy Gaming Limpopo (Pty) Ltd | 2006/021500/07 |
| Galaxy Gaming Nelspruit (Pty) Ltd | 2008/001398/07 |
| K2013049718 (South Africa) (Pty) Ltd | 2013/049718/07 |
| K2016032524 (South Africa) (Pty) Ltd | 2016/032524/07 |
| K2017407820 (South Africa) (Pty) Ltd | 2017/407820/07 |
| Leitlho SPV (Pty) Ltd | 2012/123703/07 |
| One Vision 451 (Pty) Ltd | 2010/018448/07 |
| Refiloe Lentsoe Gaming (RF) (Pty) Ltd | 2006/001198/07 |
| The Marco Polo Gaming (Pty) Ltd | 1997/019578/07 |
| Tsogo Sun Alternative Gaming Invest 1 (Pty) Ltd (<i>Niveus Invest 1</i>) | 2012/190286/07 |

| Vukani | |
|---|----------------|
| K2018307812 (South Africa) (Pty) Ltd | 2018/307812/07 |
| Eastern Cape Educational Trust Not managed by Group | IT162/2011 |
| Luck at It KZN (Pty) Ltd | 2000/017827/07 |
| Luck at It Mpumalanga (Pty) Ltd | 2001/011716/07 |
| Luck Holdings (Pty) Ltd | 2001/009849/07 |
| The Niveus Free State Trust Not managed by Group | IT790/2012 |

| | |
|--|----------------|
| Tsogo Sun Alternative Gaming Invest 2 (Pty) Ltd (<i>Niveus Invest 15</i>) | 2015/163900/07 |
| Tsogo Sun Alternative Gaming Secretarial (Pty) Ltd (<i>Niveus Managerial Services</i>) | 2012/190290/07 |
| Vukani Gaming Corporation (Pty) Ltd | 1995/000842/07 |
| Vukani Gaming Eastern Cape (Pty) Ltd | 1997/009974/07 |
| Vukani Gaming Free State (Pty) Ltd | 1997/009522/07 |
| Vukani Gaming Gauteng (Pty) Ltd | 1997/004845/07 |
| Vukani Gaming KwaZulu-Natal (Pty) Ltd | 1997/004658/07 |
| Vukani Gaming Limpopo (Pty) Ltd | 1997/009399/07 |
| Vukani Gaming Mpumalanga (Pty) Ltd | 1996/016417/07 |
| Vukani Gaming North West (Pty) Ltd | 1997/009429/07 |
| Vukani Gaming Northern Cape (Pty) Ltd | 1997/009676/07 |
| Vukani Gaming Western Cape (Pty) Ltd | 1997/004824/07 |

| Boomerang | |
|--|----------------|
| Boomerang Trading 42 (Pty) Ltd | 2007/013629/07 |
| George 1814 (Pty) Ltd | 2012/101390/07 |
| Global Pact Trading 748 (Pty) Ltd | 2009/021312/07 |
| Honeytone Investments 107 (Pty) Ltd | 2008/015865/07 |
| Imfeira (Pty) Ltd | 2008/015875/07 |
| Niveus Invest 10 (Pty) Ltd | 2014/034940/07 |
| Niveus Invest 4 (Pty) Ltd | 2013/171890/07 |
| Niveus Invest 7 (Pty) Ltd | 2014/034867/07 |
| PDI Development Trust | IT1519/2012 |
| Shooters & Upstairs (Pty) Ltd | 2008/015179/07 |
| Stanriaan (Pty) Ltd | 2014/266102/07 |
| The Hospitality Management Company (Pty) Ltd | 2014/034943/07 |
| The Niveus Foundation Trust | IT1851/2013 |

ANNEXURE B

Prescribed Fees for Private Bodies

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

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

| | R |
|--|-------|
| (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in a computer-readable form on - | |
| (i) compact disc | 70,00 |
| (ii) flash drive | 70,00 |
| (d) For a transcription of visual images, | |
| (i) for an A4-size page or part thereof | 40,00 |
| (ii) for a copy of visual images | 60,00 |
| (e) For a transcription of an audio record, | |
| (i) for an A4-size page or part thereof | 20,00 |
| (ii) for a copy of an audio record | 30,00 |

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

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

| | R |
|--|-------|
| (1)(a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in a computer-readable form on – | |
| (i) compact disc | 70,00 |
| (ii) flash drive | 70,00 |
| (d) For a transcription of visual images, | |
| (i) for an A4-size page or part thereof | 40,00 |
| (ii) for a copy of visual images | 60,00 |
| (e) For a transcription of an audio record, | |
| (i) for an A4-size page or part thereof | 20,00 |
| (ii) for a copy of an audio record | 30,00 |

(f) To search for and prepare the record for disclosure, R30,00 for each part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE C

Prescribed forms

**REQUEST FOR ACCESS TO RECORDS OF
THE TSOGO SUN GAMING GROUP**

(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars

Tsogo Sun Gaming Limited (and its subsidiaries)
The Head : Attention The Corporate Compliance Manager
Palazzo Towers East, Montecasino Boulevard, Fourways
Private Bag X200, Bryanston 2146
Telephone +27 11 510-7311 e-mail: wimpie.vermaak@tsogosun.com

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 electronic address 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: _____

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**

| |
|---|
| <p>(a) <i>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.</i></p> <p>(b) <i>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.</i></p> |
|---|

Description of record or relevant part of the record : _____

Reference number, if available: _____

Any further particulars of record: _____

E. **Fees**

| |
|--|
| <p>(a) <i>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.</i></p> <p>(b) <i>You will be notified of the amount payable required to be paid as the request fee.</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 for exemption from payment of fees: _____

F. **Form of access to record**

| | |
|---|--|
| <p><i>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.</i></p> | |
| Disability: _____ _____ _____ | 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 to 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 record* | | inspection of record |
|--|-----------------|--|----------------------|

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

| | | | | | |
|--|-----------------|--|---------------------|--|------------------------------|
| | View the images | | copy 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 sound-track (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) |
| <p>*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.</p> | | | | 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.***

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 : _____

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.

How would you prefer to be informed of the decision regarding your request for access to the
record : _____

SIGNED at _____ this _____ day of _____ 20_____

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

PLEASE PRINT