

ANNEXURE A: PERSONAL INFORMATION REQUEST FORM

PERSONAL INFORMATION REQUEST FORM	
Please submit the completed form to the Information Officer:	
Name	
Contact Number	
Email Address:	
Please be aware that we may require you to provide proof of identification prior to Processing your request. There may also be a reasonable charge for providing copies of the information requested.	
A. Particulars of Data Subject	
Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	
B. Request	
I request the Company to:	
(a) Inform me whether it holds any of my Personal Information	☐
(b) Provide me with a Record or description of my Personal Information	☐
(c) Correct or update my Personal Information	☐
(d) Destroy or delete a Record of my Personal Information	☐
C. Instructions	
D. Signature Page	
Signature Date	