



**UNICHOICE PRODUCE DIRECT (PTY) LTD
(REGISTRATION NUMBER: 2000/029974/07)**

**REQUEST FORM IN TERMS OF THE PROTECTION OF PERSONAL
INFORMATION ACT NO. 4 OF 2013**

Section 23 of POPI states:

- (1) A data subject, having provided adequate proof of identity, has the right to—
- a) request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject; and
 - b) request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information—
 - 1. within a reasonable time;
 - 2. at a prescribed fee, if any;
 - 3. in a reasonable manner and format; and
 - 4. in a form that is generally understandable.

REQUEST FORM

| | | |
|--|----------------|--------------------------|
| Form in which record is required: | | |
| Mark the appropriate box with an X. NOTES: <ul style="list-style-type: none">1. Compliance with your request in the specified form may depend on the form in which the record is available.2. 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.3. 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: | | |
| <input type="checkbox"/> | copy of record | <input type="checkbox"/> |
| | | 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 | 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. | | | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES | NO | | | | |

G Particulars of right to be exercised or protected

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

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